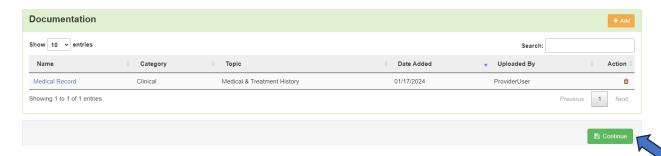
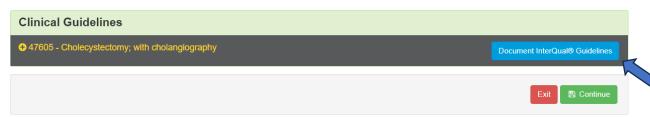
InterQual Tip Sheet

1. Once the request has been built in Qualitrac, the user will click the **Continue** button at the bottom right of the screen.



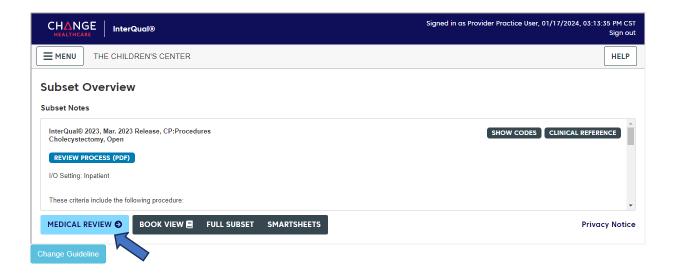
2. After selecting **Continue**, the system will guide the user to the InterQual Clinical Guidelines documentation process. The screen will look like this:



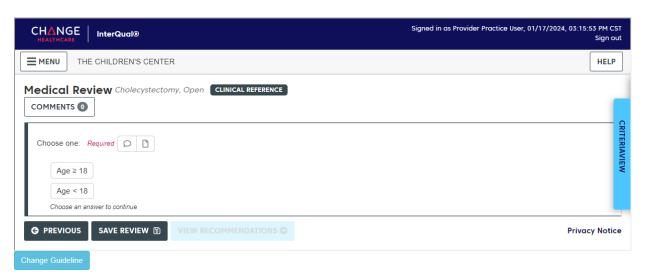
- 3. Select the **Document InterQual Guidelines** to proceed to document the clinical criteria.
- 4. If the user is presented a list of guidelines, select the most relevant one to the request.
- 5. If only one guideline applies, the system will take you directly to the guideline to document on. Use the **Select** under the **Action** column to start the process of documentation.



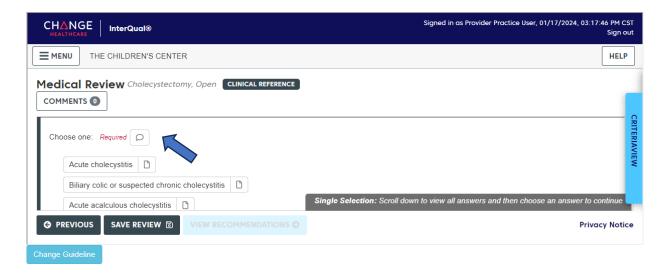
6. The screen will update, and the Medical Review documentation of criteria will begin by selecting the **Medical Review** option with an arrow facing to the right.



7. This will guide the user through the documentation process by having them choose selections based on the information needed for this specific request. When the user clicks on the selection, it will be saved and provide the next question in the criteria.



For this example, Age > 18 is the selected and the screen updates to the next selection options.



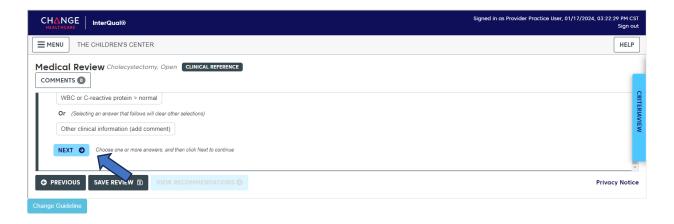
Continue through that process until the criteria is completed.

If the user needs to add a note or additional information to any of the selection areas, that can

be done by clicking on the . This will open a **Comments** window where the information can be entered.



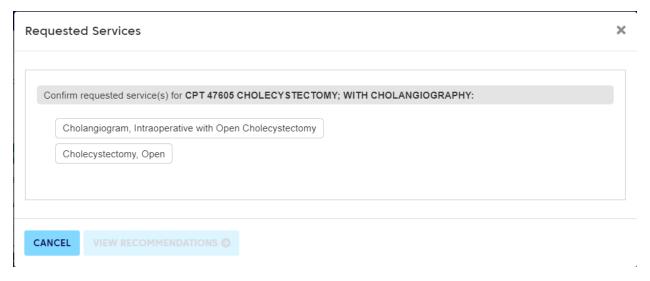
Some criteria may have either/or options to select from. If the user selects an option and the screen does not move to the next set of criteria, use the scroll bar to navigate to the bottom of the window and select the next button as shown below.



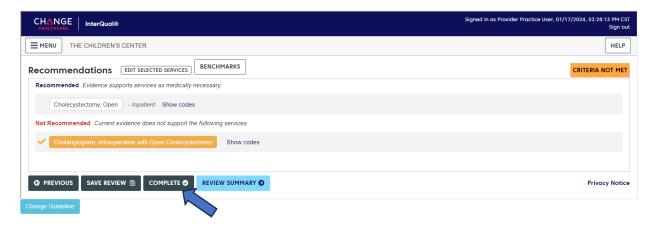
8. Once the user has completed the criteria documentation, the screen will indicate that there are no remaining questions and provide options regarding how to continue.



The user can select the **View Recommendations** option. The system may ask you to confirm the requested services. If it does, that screen will look like this:



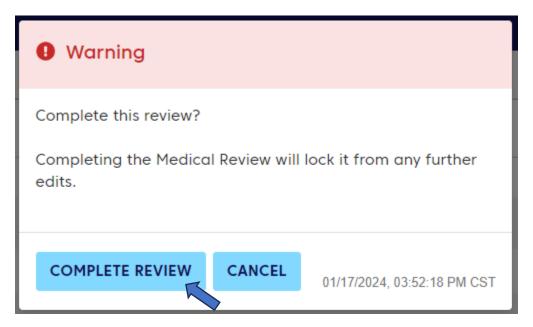
Select the appropriate option by clicking on it. And then select the **View Recommendations** option.



The system will provide feedback regarding how the criteria selected does or does not meet the criteria.

Once the user has finished reviewing the recommendation, they can complete the process by selecting **Complete**.

9. The system will display a warning. Confirming that the user wants to complete the review and lock it from any further edits.

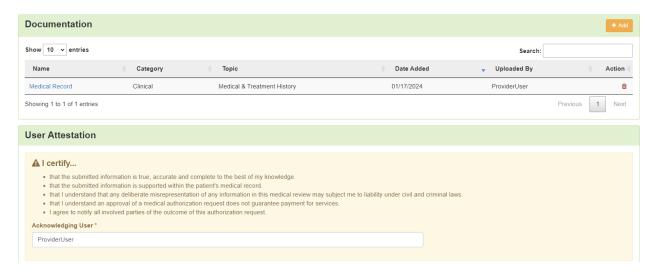


This will take the user back to the initial screen.



Select **Continue** to move back to the Qualitrac review and finalize the request submission process.

The user will be able to attach any additional documentation to the request and certify in the **User Attestation** window.



Select **Submit** at the bottom of the page to submit the request for clinical review.