EPSDT Online Portal Quick Guide - PROVIDER

Provider View

State of Hawai'i Department of Human Services
Med-QUEST Division

Menu Navigation:
Each view provides the Status of the EPSDT exam information.

Create an 8015/8016 online form:
You can enter in your exam information in an online fillable form.

New 8015 New 8016

User:Karen Lewis
Log Out

Billing Provider (NPI):
If you have multiple Billing Providers, you will need to select your Billing Provider from the dropdown before starting any action in the EPSDT Portal.

Billing Provider
Peter Parker LLC
Cancel Submit

Draft | Awaiting Signature | Submitted | Revise | Approved | Withdrawn | All | Lookup

Exam ID	Patient Name	Screen Date	Birthdate	Screen Age	Form	Last Modified On	Modified by	View	Edit	Delete	Signature	History	Comments
51	Tommy Test	12/01/2021	11/02/2021	1m	8016	12/06/2021 01:29	klewis_support						0
52	Trudy Test	12/06/2021	12/01/2021	<1m	8016	12/06/2021 01:30	klewis_support						0
50	Turtle T TEST	12/06/2021	11/02/2021	1m	8015	12/06/2021 01:06	klewis_support						0

Tab Filter Views

Draft View (View and Edit)

View all that have been created and saved.

- Open record in PDF format
- Opens record in online form
- Delete Record
- View Status history of record
- # Open popup to view comments

Awaiting Signature (View and Edit)

All records displayed here require the Provider's signature to be submitted to Health Plan.

- Open record in PDF format
- Opens record in online form
- Send records back to draft
- View Status history of record
- # Open popup to view comments

Submitted

Records listed here have been submitted to Health Plans.

- Open record in PDF format
- Download PDF to save to local computer
- View Status history of record
- # Open popup to view comments

Revise (View and Edit)

Any exam record that has been returned by the Health Plans will be listed in this view.

- Open record in PDF format
- Opens record in online form
- Withdraw record from revise
- View Status history of record
- # Open popup to view comments

Approved

Records submitted to Health Plan and approved for payment will be listed in this view.

- Open record in PDF format
- Download PDF to save to local computer
- View Status history of record
- # Open popup to view comments

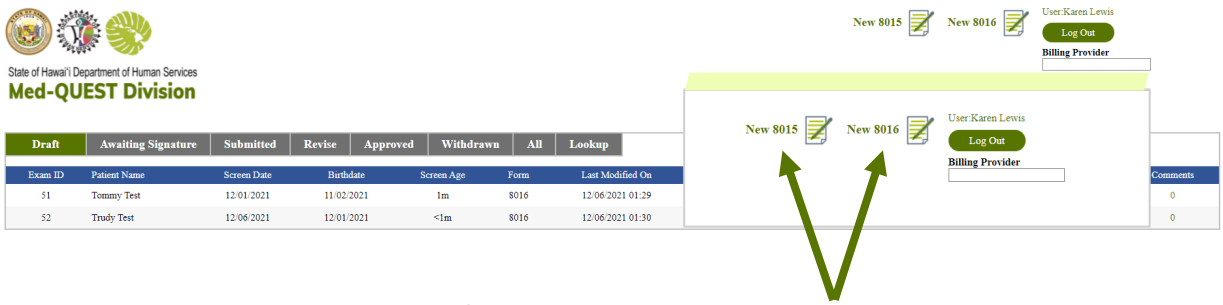
Withdrawn and All

All records you have withdrawn when they have been returned from the Health Plan for revisions.

- Open record in PDF format
- View Status history of record
- # Open popup to view comments

EPSDT Online Portal Quick Guide - PROVIDER

New 8015 / 8016

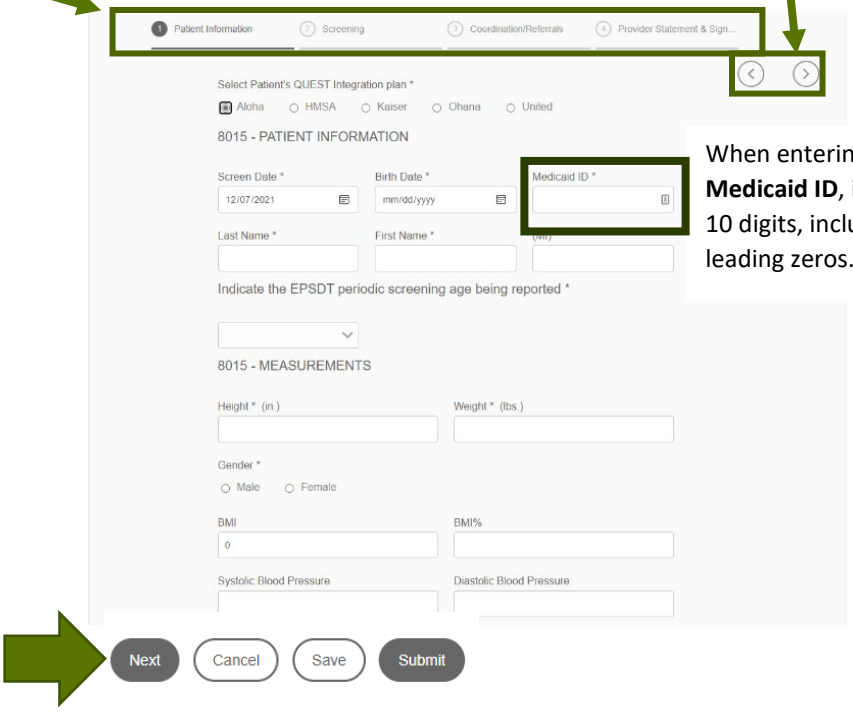


In the top right corner of the EPSDT Portal, you will see New 8015 and New 8016 icons. You can click here to start a new exam visit record to be submitted online.

Form View

Once you select what form you would like to execute, at the top navigation, this tells you what panel you are on.

The arrow navigation at the top right allows you to go back and forward through the panels but **does not validate** the data entered.

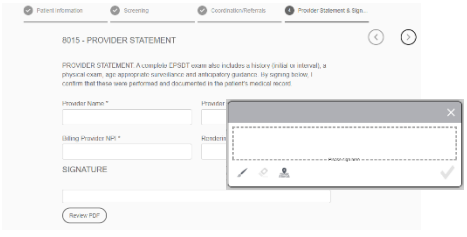


When entering **Medicaid ID**, include all 10 digits, including leading zeros.

You will see the buttons located at the bottom left of the form. These are the actions when you click on them.

- **Next**: Validates information you entered to move to the next panel
- **Cancel:** Exits record and does not save any changes.
- **Save:** Will save the exam information entered.
- **Submit:** Validates the exam visit information. If all fields are validated, the record is submitted to the health plan.

Digital Signature



To add your digital signature to an online 8015/8016, you will navigate to the **Provider Statement & Sign panel**. You will need to complete the Provider information if it is not completed.

To sign, click on the white area below **SIGNATURE** and a pop-up box will open. You can use **your mouse to scribble** and then click on the checkmark located on the bottom right. Once done, click **Submit**.

EPSDT Online Portal Quick Guide – PROVIDER SUPPORT

Provider Support View

State of Hawai'i Department of Human Services
Med-QUEST Division

Menu Navigation:
Each view provides the Status of the EPSDT exam information.

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You can enter in your exam information in an online fillable form.

New 8015 | New 8016

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Billing Provider
Peter Parker LLC
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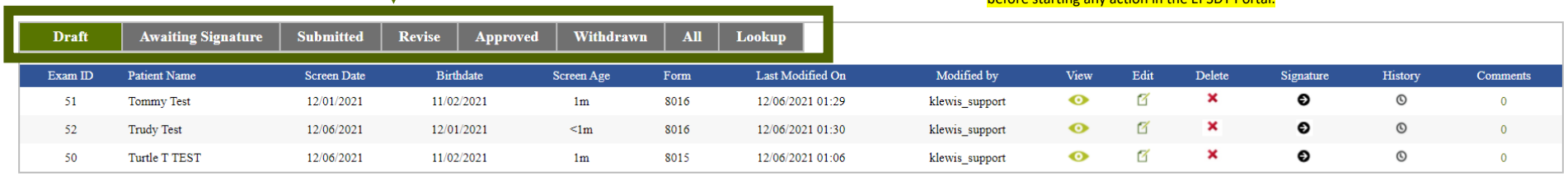

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Tab Filter Views

Draft View (View and Edit)

View all that have been created and saved.

- Open record in PDF format
- Opens record in online form
- Delete Record
- Send record to the Provider for Signature
- View Status history of record
- # Open popup to view comments

Awaiting Signature (View Only)

All records displayed here require the Provider's signature to be submitted to Health Plan.

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- View Status history of record
- # Open popup to view comments

Submitted (View Only)

Records listed here have been submitted to Health Plans.

- Open record in PDF format
- Download PDF to save to local computer
- View Status history of record
- # Open popup to view comments

Revise (View Only)

Any exam record that has been returned by the Health Plans will be listed in this view.

- Open record in PDF format
- View Status history of record
- # Open popup to view comments

Approved (View Only)

Records submitted to Health Plan and approved for payment will be listed in this view.

- Open record in PDF format
- Download PDF to save to local computer
- View Status history of record
- # Open popup to view comments

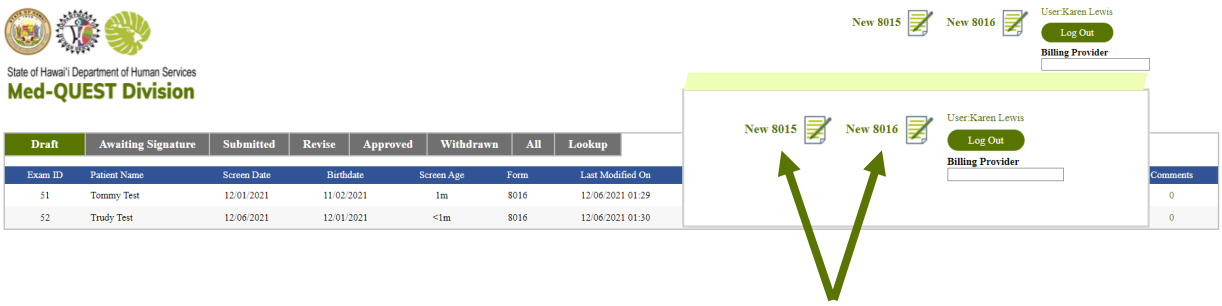
Withdrawn (View Only)

All records you have withdrawn when they have been returned from the Health Plan for revisions.

- Open record in PDF format
- View Status history of record
- # Open popup to view comments

EPSDT Online Portal Quick Guide – PROVIDER SUPPORT

New 8015 / 8016



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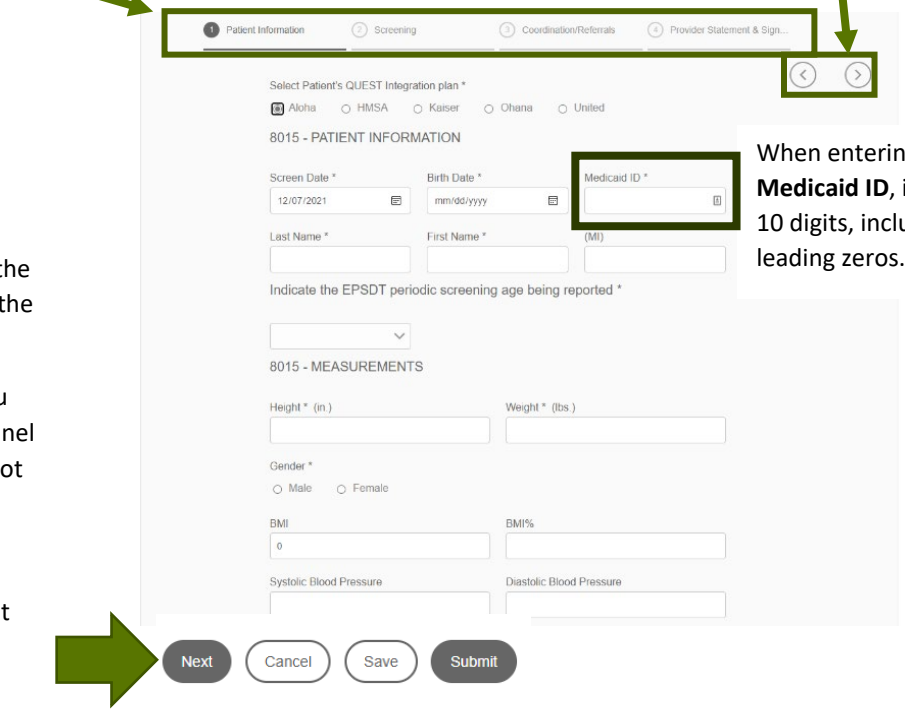

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- **Cancel:** Exits record and does not save any changes.
- **Save:** Will save the exam information entered.
- **Submit:** Validates the exam visit information. If all fields are validated, then sends record to Awaiting Signature Status.