

# EPSDT Online Portal Quick Guide - PROVIDER

## Provider View



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

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

Billing Provider

Provider: Peter Parker ▾

<b>Draft</b>	Awaiting Signature	Signed	Submitted	Revise	Approved	Withdrawn	All	Lookup
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**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.

Exam ID	Patient Name	Screen Date	Birthdate	Screen Age	Form	Health Plan	Last Modified On	Modified by	View	Edit	Delete	Signature	History	Comments
192488	Test Turtle	10/15/2024	01/01/2020	5y	8015	AlohaCare	10/25/2024 12:43	klewis_support						2
185903	Test Trudy	08/22/2024	08/22/2024	<1m	8015	AlohaCare	10/25/2024 12:42	klewis_support						2

## Tab Filter Views

Draft View (View and Edit)	Awaiting Signature (View and Edit)	Signed
View all that have been created and saved.	All records displayed here require the Provider's signature.	Records require final submission to Health Plans.
<ul style="list-style-type: none"> <li> Open record in PDF format</li> <li> Opens record in online form</li> <li> Delete Record</li> <li> View Status history of record</li> <li> Open popup to view comments</li> </ul>	<ul style="list-style-type: none"> <li> Open record in PDF format</li> <li> Opens record in online form</li> <li> Send records back to draft</li> <li> View Status history of record</li> <li> Open popup to view comments</li> </ul>	<ul style="list-style-type: none"> <li> Open record in PDF format</li> <li> Opens record in online form</li> <li> Return to draft to make modifications</li> <li> Submit to Health Plans</li> </ul>
		<p><b>Submitted</b></p> <p>Records listed here have been submitted to Health Plans</p> <ul style="list-style-type: none"> <li> Open record in PDF format</li> <li> Download PDF to save to local computer</li> <li> View Status history of record</li> </ul>
Revise (View and Edit)	Approved	Withdrawn and All
Any exam record that has been returned by the Health Plans will be listed in this view.	Records submitted to Health Plan and approved for payment will be listed in this view.	All records you have withdrawn when they have been returned from the Health Plan for revisions.
<ul style="list-style-type: none"> <li> Open record in PDF format</li> <li> Opens record in online form</li> <li> Withdraw record from revise</li> <li> View Status history of record</li> <li> Open popup to view comments</li> </ul>	<ul style="list-style-type: none"> <li> Open record in PDF format</li> <li> Download PDF to save to local computer</li> <li> View Status history of record</li> <li> Open popup to view comments</li> </ul>	<ul style="list-style-type: none"> <li> Open record in PDF format</li> <li> View Status history of record</li> <li> Open popup to view comments</li> </ul>

# EPSDT Online Portal Quick Guide - PROVIDER

## New 8015 / 8016

The screenshot shows the top navigation bar with 'New 8015' and 'New 8016' icons highlighted by green arrows. Below is a table with columns: Draft, Awaiting Signature, Signed, Submitted, Revise, Approved, Withdrawn, All, and Lookup. The table lists three exam records with details like Exam ID, Patient Name, Screen Date, Birthdate, Screen Age, Form, Health Plan, and a row of action icons.

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.

The screenshot shows the 'Patient Search' form. At the top, there are navigation tabs: Patient Information, Screening, Coordination/Referrals, and Provider Statement & Sign... The form includes a search bar with '+Search', 'Clear Search', and 'Search' buttons. Below the search bar are fields for 'Medicaid ID', 'Enter search term', and 'Sort Results (optional)'. A 'DELETE' button is next to the search term field. At the bottom, there are buttons for 'Next', 'Cancel', 'Save', and 'Submit'. A green arrow points to the 'Next' button.

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

Use the search tool to find a patient and pre-fill the form with their information.

- **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.

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

## Digital Signature


The screenshot shows the '8015 - PROVIDER STATEMENT' form. It includes a text area for a statement, followed by fields for 'Provider', 'Provider Name', 'Provider Email', 'Billing Provider NPI', and 'Rendering Provider NPI'. A 'Review PDF' button is at the bottom.

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.

Once done, click **Submit**.

# EPSDT Online Portal Quick Guide – PROVIDER

## Batch Sign

Draft	Awaiting Signature	Signed	Submitted	Revise	Approved	Withdrawn	All	Lookup
<b>SELECT ALL</b> <input type="checkbox"/>	Exam ID	Patient Name	Screen Date	Birthdate	Screen Age	Form	Health Plan	Last Modified On
<input checked="" type="checkbox"/>	302	wait Esit	05/20/2022	02/02/2022	4m	8015	AlohaCare	11/04/2024 12:39
<input type="checkbox"/>	14311	michelle test	07/01/2023	01/12/2005	18y	8015	Kaiser Permanente	11/04/2024 12:41
								

- Click the check box to select records, or "Select All" for all records
- Select the icon at bottom to batch sign (or submit when on the signed tab)

### Batch Sign

#### Are you sure you would like to bulk sign?

By clicking "Submit Selected Records", you are confirming that a history (initial or interval), a physical exam, age-appropriate surveillance, and anticipatory guidance were performed and documented in the patient's medical record.


Number of Records Selected to Sign: 3

Cancel **Submit All**

- Select "Submit All" to confirm the submission

# EPSDT Online Portal Quick Guide – PROVIDER SUPPORT

## Provider Support View



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

[New 8015](#) [New 8016](#)

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

Billing Provider: Billing Provider

**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.

Provider Support: Karen Lewis ▾

Draft	Awaiting Signature	Signed	Submitted	Revise	Approved	Withdrawn	All	Lookup
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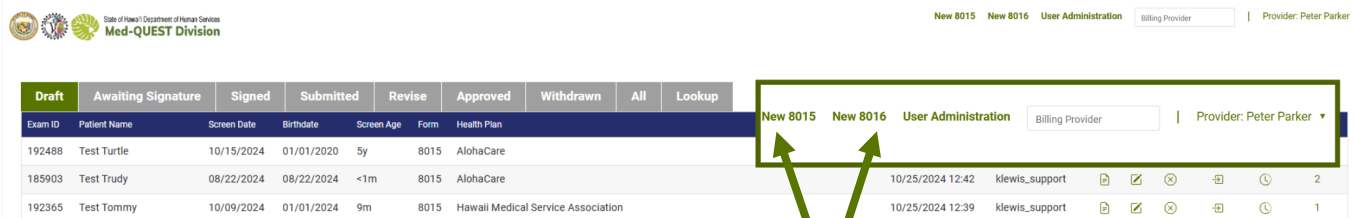
Exam ID	Patient Name	Screen Date	Birthdate	Screen Age	Form	Health Plan	Last Modified On	Modified by	View	Edit	Delete	Signature	History	Comments
192488	Test Turtle	10/15/2024	01/01/2020	5y	8015	AlohaCare	10/25/2024 12:43	klewis_support						2
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## Tab Filter Views

Draft View (View and Edit)	Awaiting Signature (View Only)	Submitted (View Only)
View all that have been created and saved.	All records displayed here require the Provider's signature to be submitted to Health Plan.	Records listed here have been submitted to Health Plans.
<ul style="list-style-type: none"> <li> Open record in PDF format</li> <li> Opens record in online form</li> <li> Delete Record</li> <li> Send record to the Provider for Signature</li> <li> View Status history of record</li> <li> Open popup to view comments</li> </ul>	<ul style="list-style-type: none"> <li> Open record in PDF format</li> <li> View Status history of record</li> <li> Open popup to view comments</li> </ul> <div style="text-align: center; background-color: #4a7c59; color: white; padding: 5px; margin: 5px 0;"><b>Signed</b></div> <div style="background-color: #4a7c59; color: white; padding: 2px 5px; margin: 5px 0;">Records require final submission to Health Plans.</div> <ul style="list-style-type: none"> <li> Open record in PDF format</li> <li> Opens record in online form</li> <li> Return to draft to make modifications</li> <li> Submit to Health Plans</li> </ul>	<ul style="list-style-type: none"> <li> Open record in PDF format</li> <li> Download PDF to save to local computer</li> <li> View Status history of record</li> <li> Open popup to view comments</li> </ul>
Revise (View Only)	Approved (View Only)	Withdrawn (View Only)
Any exam record that has been returned by the Health Plans will be listed in this view.	Records submitted to Health Plan and approved for payment will be listed in this view.	All records you have withdrawn when they have been returned from the Health Plan for revisions.
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# EPSDT Online Portal Quick Guide - PROVIDER SUPPORT

## New 8015 / 8016



The screenshot shows the top right corner of the EPSDT Portal. It includes navigation links for 'New 8015', 'New 8016', 'User Administration', 'Billing Provider', and 'Provider: Peter Parker'. Below these is a table with columns: Draft, Awaiting Signature, Signed, Submitted, Revise, Approved, Withdrawn, All, and Lookup. The table contains three rows of exam records with columns for Exam ID, Patient Name, Screen Date, Birthdate, Screen Age, Form, Health Plan, and a set of action icons (print, edit, delete, refresh, etc.).

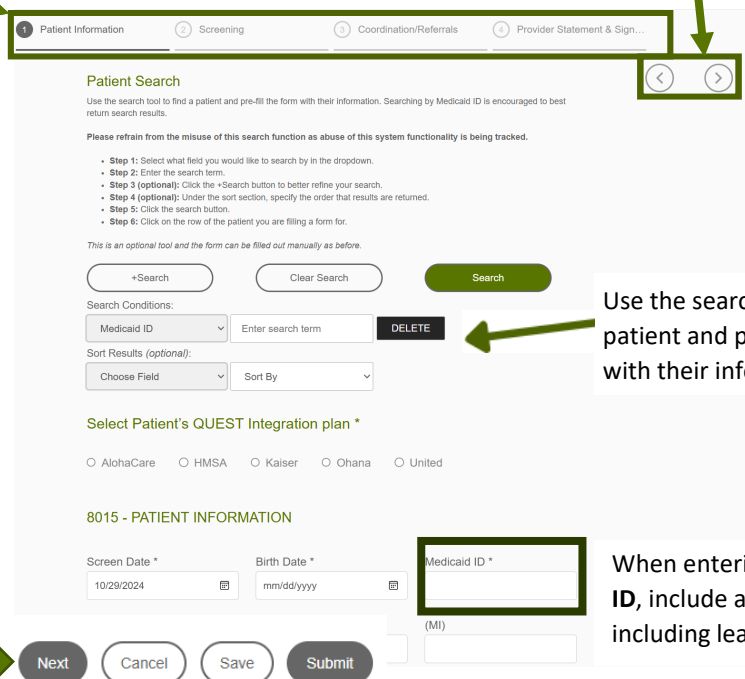
Draft	Awaiting Signature	Signed	Submitted	Revise	Approved	Withdrawn	All	Lookup
Exam ID	Patient Name	Screen Date	Birthdate	Screen Age	Form	Health Plan		
192488	Test Turtle	10/15/2024	01/01/2020	5y	8015	AlohaCare		
185903	Test Trudy	08/22/2024	08/22/2024	<1m	8015	AlohaCare	10/25/2024 12:42	klewis_support
192365	Test Tommy	10/09/2024	01/01/2024	9m	8015	Hawaii Medical Service Association	10/25/2024 12:39	klewis_support

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The screenshot shows the 'Patient Search' form. At the top, there is a navigation bar with tabs: 'Patient Information', 'Screening', 'Coordination/Referrals', and 'Provider Statement & Sign...'. Below this is a search section with a '+Search' button, a 'Clear Search' button, and a 'Search' button. There are also 'Search Conditions' and 'Sort Results (optional)' dropdowns. A 'DELETE' button is next to the search input. Below the search section, there is a 'Select Patient's QUEST Integration plan' section with radio buttons for 'AlohaCare', 'HMSA', 'Kaiser', 'Ohana', and 'United'. The '8015 - PATIENT INFORMATION' section has fields for 'Screen Date', 'Birth Date', and 'Medicaid ID'. At the bottom, there are 'Next', 'Cancel', 'Save', and 'Submit' buttons. Annotations include a green arrow pointing to the navigation tabs, a green arrow pointing to the search button, and a green arrow pointing to the 'Next' button.

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.

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