

# iExchange Training

## Request Attachments



**medecision**  
Liberating.

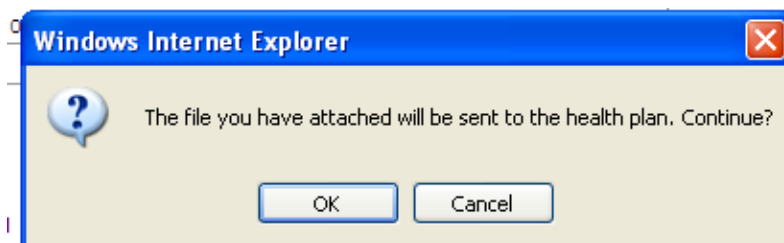
Proprietary and Confidential

# Getting Started

- » Login information is case sensitive
  - » User ID, iExchange ID and Password are required
  - » Users will be prompted to change passwords every 30 days
- » System time out
  - » If there is no activity for a period of 60 minutes, users will be “timed out” of iExchange and you will received the below message:
    - » "Your session has expired. Please, login again."
- » Do not use the “Back” button to navigate in iExchange
  - » At the bottom of most pages you will see buttons (such as “Cancel”, “Back”, or “New Search”) that allow you to return to previous pages
  - » You can click the “Starting point” block in the upper left hand corner at anytime to return to the main page

# Request Attachments

- » Users can attach documents to any existing authorization request in iExchange
- » Users can attach documents to a request from the following pages in iExchange
  - » Treatment search details page
  - » Treatment update search details page
  - » Inpatient and Outpatient (Other) request confirmation pages
- » Follow the below steps to add attachments
  - » Enter a title for the document to be attached
  - » Click  to select locate the file to be attached
  - » Click  to add the document
  - » Click OK in the popup window to continue or cancel if the attachment was selected in error



- » Information message will appear at the top of the page to indicate that the file has been successfully attached

# Request Attachments – Treatment Search Details page

## Treatment search details

This page lists the treatment you selected including the request ID, member data, and all services. When applicable and if supported by the payer, additional functionality is available under Request actions and within the Summary table. Click **Request actions** to access the following: **View patient clinical summary**, **View clinical documents**, **View or add to notes**, **Attach new file**, **Enter discharge date and disposition**, **Edit admit date** for inpatient request, **Reopen request** or **Add services** to other request. Links available in the Summary table are: **Extend**, **Clinical review**, and **Questionnaire**. Click the **New search** button, to search for treatments using different search criteria.

Request ID - **20150904-000240**

Request actions ▼

### Summary

Attach new file

Enter discharge date and disposition

Service	Code	Start/end date	Units	Status
1	99221	09/04/2015 - 09/09/2015	365	<b>APPROVE</b>

Click Attach new file

# Request Attachments – Treatment Search Details page

**Request Attachments**

**Attach new file**

Allowable file type(s): PDF, DOC, XLS, JPG

Title:

Attachment:

---

**Attached Files**

Attachment	Title	Received by health plan
iEXCHANGE-referral---auth-notes.doc	Notice of Discharge	In progress

Enter a document title and select Browse to select a document

# Request Attachments – Treatment Search Details page

**Request Attachments**  
Attach new file

Allowable file type(s): PDF, DOC, XLS, JPG

Title:

Attachment:

Attached Files		
Attachment	Title	Received by health plan
iEXCHANGE-referral---auth-notes.doc	Notice of Discharge	In progress

Click Attach

# Request Attachments – Treatment Search Details page

LOS request information	
Treatment setting	Inpatient
Notification date	05/05/2015
LOS bed type	
Admission dates	05/04/2015 - 05/06/2015
Length of stay	05/04/2015 - 05/05/2015 - 1 Days - APPROVE 05/05/2015 - 05/06/2015 - 1 Days - PEND 05/05/2015 - 05/06/2015 - 1 Days - APPROVE
Primary diagnosis	250.10 - Diabetes mellitus with unspecified type, not stated as u

**Request Attachments**


**Attach new file**

Allowable file type(s): PDF, DOC, XLS, JPG

Title: Medical Record

Attachment: iEXCHANGE-referral---auth-notes.doc

Message from webpage

 The file you have attached will be sent to the health plan. Continue?

Upload in Progress: 100%

Attached Files	
<b>Attachment</b>	<b>Received by health plan</b>
iEXCHANGE-referral---auth-notes.doc	In progress

Click OK to attach the document to the request

# Request Attachments – Treatment Search Details page

## Informational

The file selected has been successfully attached and will be sent to the health plan.

### Treatment search details

This page lists the treatment you selected including the request ID, member data, and all services. When applicable and if supported by the payer, additional functionality is available under Request actions and within the Summary table. Click **Request actions** to access the following: **View patient clinical summary**, **View clinical documents**, **View or add to notes**, **Attach new file**, **Enter discharge date and disposition**, **Edit admit date** for inpatient request, **Reopen request** or **Add services** to other request. Links available in the Summary table are: **Extend**, **Clinical review**, and **Questionnaire**. Click the **New search** button, to search for treatments using different search criteria.

Request ID - 20150504-000001

Request actions ▼

#### Summary

LOS start/end date	Days	Status	Extend
05/04/2015 - 05/05/2015	1	<b>APPROVE</b>	<a href="#">Extend</a>
05/05/2015 - 05/06/2015	1	<b>PEND</b>	
05/05/2015 - 05/06/2015	1	<b>APPROVE</b>	

Message at the top will confirm the attachment as been sent