

The purpose of this Quick Reference Guide is to provide step-by-step instructions for completing the InterQual Review during case creation. This guide supports users in selecting appropriate criteria, completing the medical review, and finalizing the InterQual Review accurately prior to case submission.

1 Access InterQual Review

Select **Go to InterQual Reviews**.

Select **Add InterQual Review**. Select the **request** number to begin the medical review process.

Note: A maximum of two reviews is permissible per case.

2 Select Subset and Medical Review

Recommended subsets automatically populate based on the diagnosis and procedure codes entered. If needed, enter a different code or keyword and select **Find Subsets** to update the results. Select the appropriate subset.

Choose **Begin Medical Review** to start completing the required fields.

3 Enter Criteria Responses

Complete all required dropdown fields and information prompts within the medical review.

As responses are entered, select **View Recommendations**

The top screenshot shows the 'Medical Review' section for 'Chiropractic'. It includes a 'Documentation of, Choose all that apply:' section with the following options:

- ☐ Condition resulting in symptoms or findings appropriate for chiropractic treatment
- ☒ Potential for clinical and functional improvement
- ☐ Other clinical information (add comment)

Below these options is a 'Next' button with the text 'Choose one or more answers, and then click Next to continue'. The bottom screenshot shows the 'View Recommendations' button highlighted in red.

4 Finalize Review

Select **Review Summary** to view a summary of the criteria and responses entered. If needed, select **Save for Later** to return to the review before case submission; only the initiating user can complete a saved review.

When ready, select **Complete Review** to finalize the InterQual review.

Note: Once completed, the review becomes view-only and cannot be edited.

The top screenshot shows the 'Recommendations' section with a 'Not Recommended' status and the message 'Evidence does not support requested service'. Below this is a 'Review Summary' button highlighted in red. The bottom screenshot shows the 'Complete Review' button highlighted in red, with a warning dialog box open asking 'Complete this review?' and 'Completing the Medical Review will lock it from any further edits.' The 'Complete Review' button is highlighted in red in the dialog box.