

Sharing and retrieving InterQual® reviews

Review Share is a feature that enables providers to electronically share InterQual reviews with another InterQual user. Once a review is shared by a provider, it can then be electronically accessed and retrieved by a payer (or by a provider using a payer’s provider portal) by initiating a new review for a member with matching name and date of birth.

Note: The Review Share feature does not provide a notice of admission or authorization request to the payer. Providers should follow their usual payer notification process in addition to sharing the review through the Review Share feature described below.

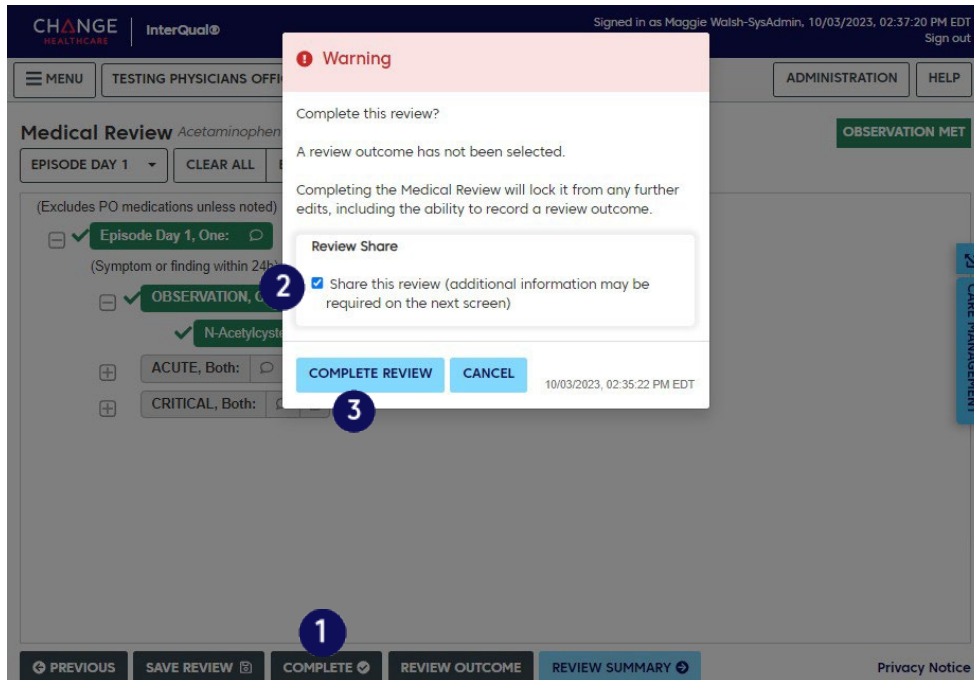
Share a review

Follow your organization’s workflow to conduct a review and then share the review:

1. Select COMPLETE when you have finished conducting the review.

A warning message telling you the review will be locked from further edits appears.

2. Select *Share this review (additional information may be required on the next screen)*.
3. Select COMPLETE REVIEW.



The Review Share dialog appears.

4. Select an organization from the list.
5. Complete any additional required fields that appear.
6. Select SHARE.

A message indicating the organization you shared the review with appears.

7. Select CLOSE or wait until the message automatically closes.

The shared review can now be accessed and retrieved by a payer, or by a provider using a payer's provider portal, when they initiate a new review for a member with matching name and date of birth.

Note: You can also share a review that's been completed from the Review Summary. See [Share a completed review from the Review Summary](#). Additionally, if you inadvertently share a review with the wrong payer, enter an incorrect member ID, or share a review you didn't want to share, you can stop sharing it. See [Revoke a shared review](#) for details.

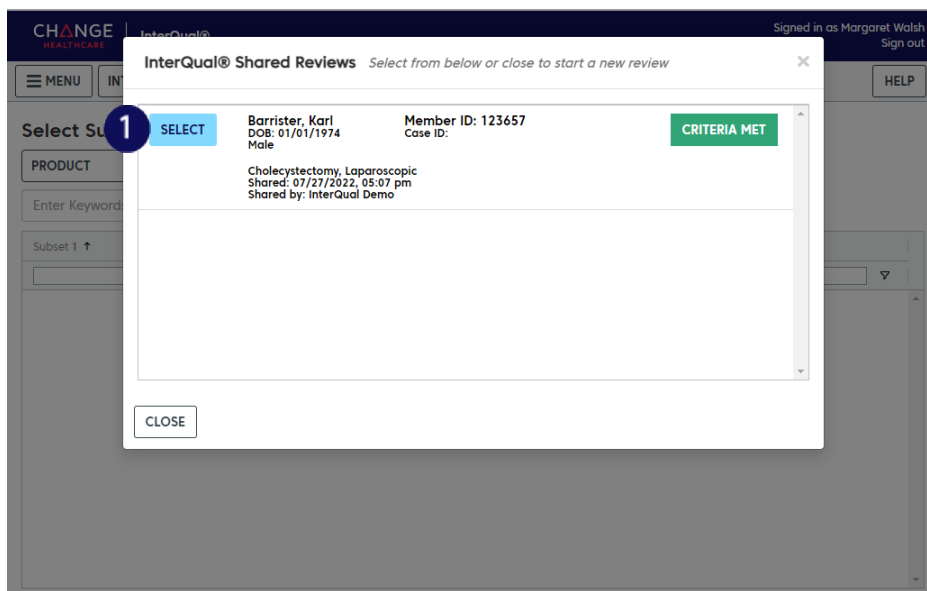
Retrieve a shared review

Shared reviews can be accessed by the selected payer when initiating an InterQual review for the same member. Additionally, a provider can access their own shared review from a payer's authorization submission portal if it requires an InterQual review to be submitted and review sharing has been enabled by that payer. This enables InterQual providers to include a shared review on an authorization request without having to duplicate the review.

When you start a new review, InterQual searches for any shared reviews based on an exact match of the member's first name, last name, and date of birth.

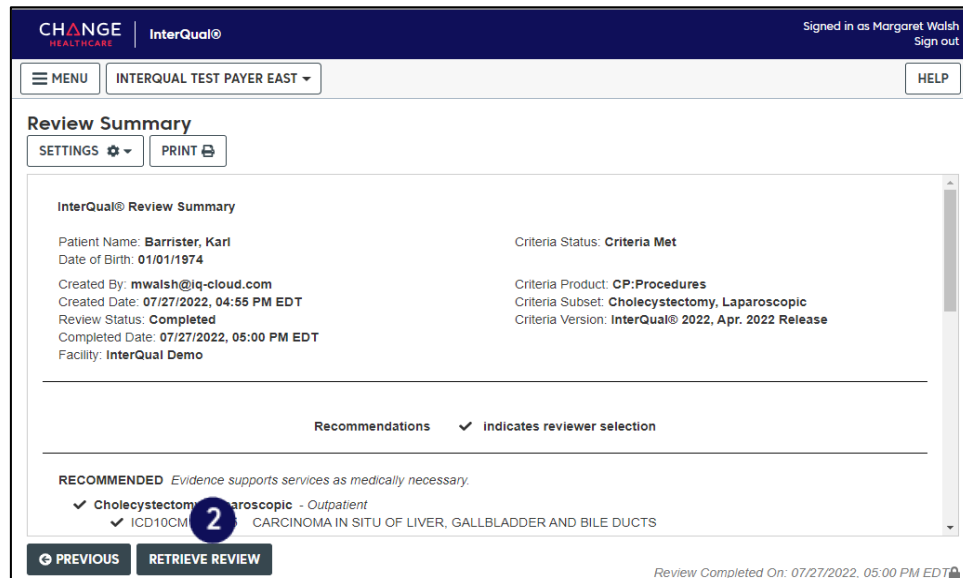
If a shared review is found when you start a new review, it displays on the InterQual® Shared Reviews dialog.

1. Click SELECT to open the shared review.



A read-only version of the review opens.

2. Select RETRIEVE REVIEW to save a copy of the shared review to your organization's system.



Note: Once a shared review has been retrieved, it will not appear on the InterQual® Shared Reviews dialog the next time you create a review for the member.

View review sharing history

After you share a review, you can optionally view the Review Share History for details about when and with whom the review was shared. If the review was retrieved, you'll also see that information.

1. Open a completed review that has been shared and go to the Review Summary.
2. View the Review Share History in one of these ways:
 - View the Review Share History on the Review Summary screen.
 - Select REVIEW SHARE. The Review Share dialog appears and shows the Review Share History. Close the dialog and the review.

Revoke a shared review

If you inadvertently share a review with the wrong payer, enter an incorrect member ID, or share a review you didn't want to share, you can revoke it. Revoking a shared review stops sharing the review; however, keep in mind that the review may have been accessed and saved by the recipient before you revoked it.

1. Open a completed review that has been shared.
2. Go to the Review Summary and select REVIEW SHARE.
The REVIEW SHARE dialog appears.
3. Under Review Share History, select REVOKE and then select REVOKE again in the warning message to confirm you want to stop sharing the review.

Share a completed review from the Review Summary

If you did not share a review when you completed it, you can later share it from the Review Summary.

1. Open a completed review and go to the Review Summary.
2. Select REVIEW SHARE.
The Review Share dialog appears.
3. From the Organization list, select an organization and complete any additional required fields that appear.
4. Select SHARE.
A message indicating the organization you shared the review with appears.
5. Select CLOSE when you finish reading the message.

The shared review can now be accessed and retrieved by a payer (or by a provider using a payer's provider portal) when they initiate a new review for a member with matching name and date of birth.