



## InterQual®: Managing Criteria

You can manage InterQual® and custom content in the Administration module, which you access with your administrator's account. You can manage content (enable and disable products and subsets) for one facility at a time or for multiple facilities at once.

Review these topics to learn how to manage criteria:

- [InterQual content setting](#)
- [Enabling and disabling products and subsets for a single facility](#)
- [Enabling and disabling products and subsets for multiple facilities](#)

## InterQual content setting

InterQual Criteria are available in the system immediately with each new release of the content.

The Automatically Enable New Content Updates setting controls whether each new release of InterQual content, which may include new products, new subsets and/or updates to previously released subsets, is automatically enabled or disabled for reviewers. Values are:

- **True** (default) -- new releases of content are automatically enabled so they are immediately available to reviewers.
- **False** -- new releases of content are disabled. You can enable the content in the Administration module when your organization is ready. See [Enabling and disabling products and subsets](#) below.

**Note:** You can request a change to the setting by contacting InterQual® Product Support or Services. Additionally, production and non-production environments can be set up independently.

## Enabling and disabling products and subsets for a single facility

As you enable and disable subsets, you can choose which release(s) of a subset to make available for reviewers to select. For example, suppose a subset is released in the 2024 March release and updated in the 2024 July release, and you want to make only the July update available for reviewers. You can enable the July release and then disable the March release of that subset (if you previously enabled it). When a reviewer selects that subset, only the July release will be available.

### Select a release

1. Select ADMINISTRATION to open the Administration module.
2. Select the CRITERIA MANAGEMENT tab if it's not already selected.
3. Select a version and product.

The product and subsets appear.

- Enabled (active) products and subsets appear with a green background and disabled (inactive) products and subsets appear with a white background.

- The *facility name* column shows a check mark to indicate enabled subsets.
- The Release column shows the releases available for each subset. By default, all releases that are available for a subset are displayed.

From here, you can enable and disable subsets, as appropriate, for each release, (for example, you might want to enable the July release of a subset and disable the March release.) However, to see the information more clearly and work with the subsets in a specific release, you can filter the list.

4. To view the subsets in a specific release, select it (for example, Jul. 2024) from the Release list.

Product and Subset	Release	InterQual Demo Active (41 of 42)
CP-Durable Medical Equipment	RELEASE	<input type="radio"/>
Tumor Treatment Field Therapy (TTFT) Devices	Mar. 2024	<input checked="" type="radio"/>
Wheelchair Cushions or Seating System	Mar. 2024	<input checked="" type="radio"/>
Wheelchair Options and Accessories	Mar. 2024	<input checked="" type="radio"/>
Wheelchair Options and Accessories	Jul. 2024	<input type="radio"/>
Wheelchairs or Strollers, Pediatric	Mar. 2024	<input checked="" type="radio"/>
Wheelchairs, Manual	Mar. 2024	<input checked="" type="radio"/>

The list filters to show any new or updated subsets in that release.

**Note:** You can clear the filter by selecting the x next to release name.

Product and Subset	Release	InterQual Demo Active (41 of 42)
CP-Durable Medical Equipment	JUL. 2024	<input type="radio"/>
Wheelchair Options and Accessories	Jul. 2024	<input type="radio"/>

## Enable products and subsets

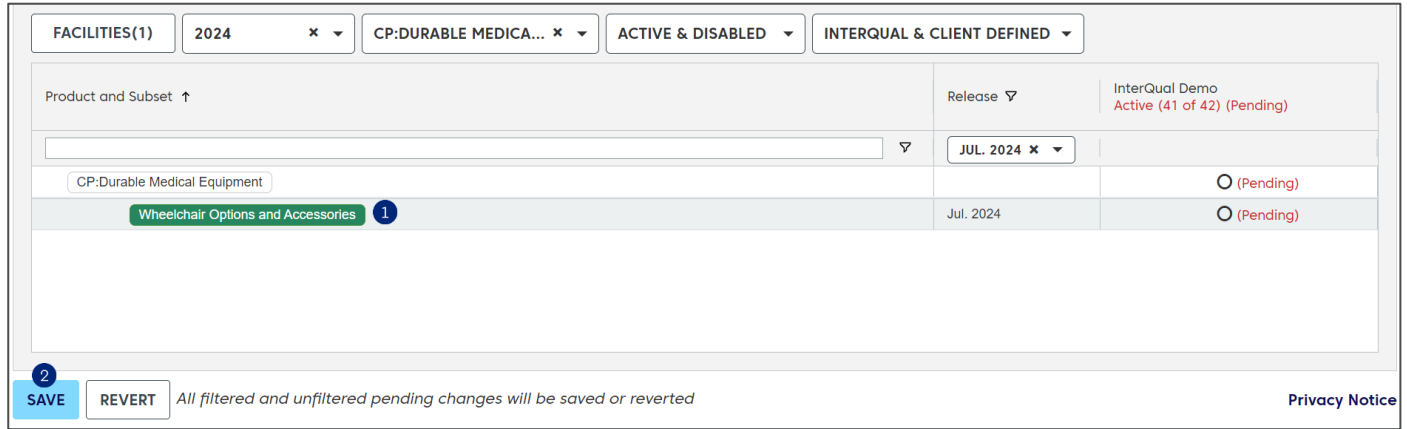
1. Enable subsets:

- **To enable all subsets** -- select the product name. The status of all disabled subsets in the selected release (for example, Jul. 2024) changes to Pending. Note that when you select a specific release, only the subsets in the filtered list are enabled.
- **To enable individual subsets** -- select the individual subsets you want to enable. The status of the selected subsets changes to Pending.

**Note:** Selecting REVERT will undo all your changes and allow you to start over at any time before you click Save.

2. Select Save.

In the example shown here, we enabled the July release of the CP: Durable Medical Equipment, Wheelchair Options and Accessories subset.

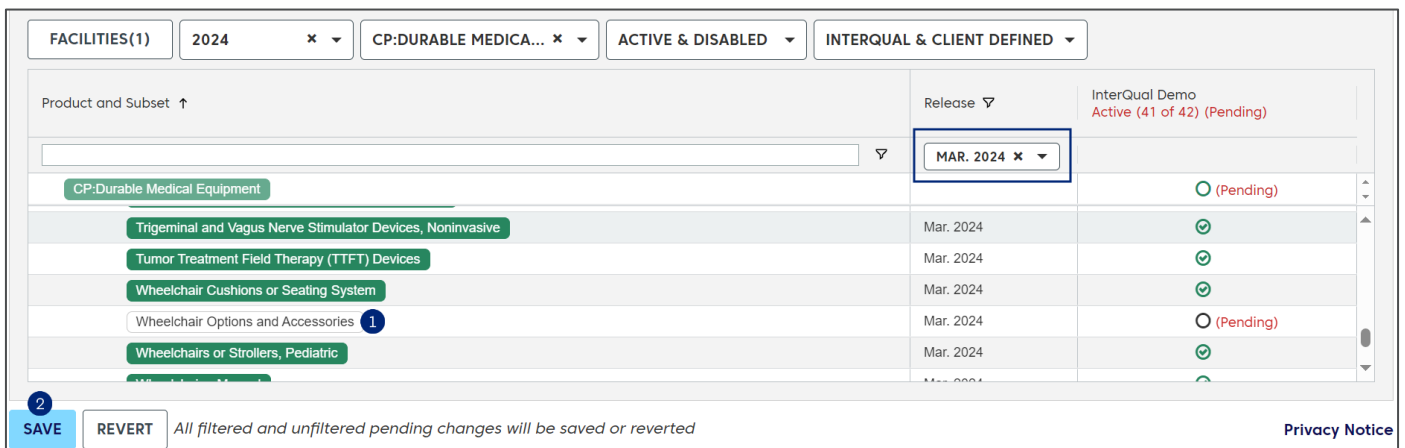


## Disable products and subsets

You can disable subset releases that you no longer want to be available to reviewers. For example, suppose you want to disable the March release of the subset CP: Durable Medical Equipment, Wheelchair Options and Accessories subset. First, you select the March release from the Release list and then disable the subset(s) as follows:

1. Disable products and subsets:
  - **To disable all subsets** -- select the product name. The status of all enabled (Active) subsets changes to Pending. Note that when you select a specific release, only the subsets in the filtered list are disabled.
  - **To disable individual subsets** -- select the individual subsets you want to disable. The status of the selected subset(s) changes to Pending.
2. Select Save.

In example shown below, we disabled the March release of the CP: Durable Medical Equipment, Wheelchair Options and Accessories subset.



You can enable and disable additional subsets by selecting a different product and release and repeating the steps to enable/disable subsets. Enabled subsets are available for selection in the review workflow. Disabled subsets are not available for selection in the review workflow.

# Enabling and disabling products and subsets for multiple facilities

**Note:** The directions below describe how to manage content for multiple facilities. If you are managing content for a single facility, refer to [Enabling and disabling products for a single facility](#).

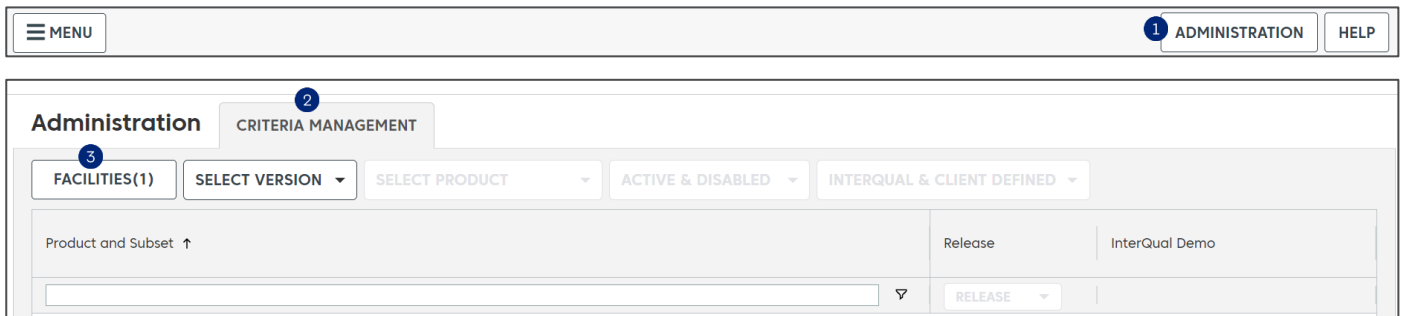
When managing content for multiple facilities, keep the following in mind:

- The facility you sign in to shows only the products that are licensed for that specific facility, so you may need to sign in to different facilities as you manage content for multiple facilities.
- If you have custom content and want to manage it for multiple facilities, you must sign in to the facility with custom content so you can share it with other facilities.
- You can manage content for as many as 20 facilities at a time.

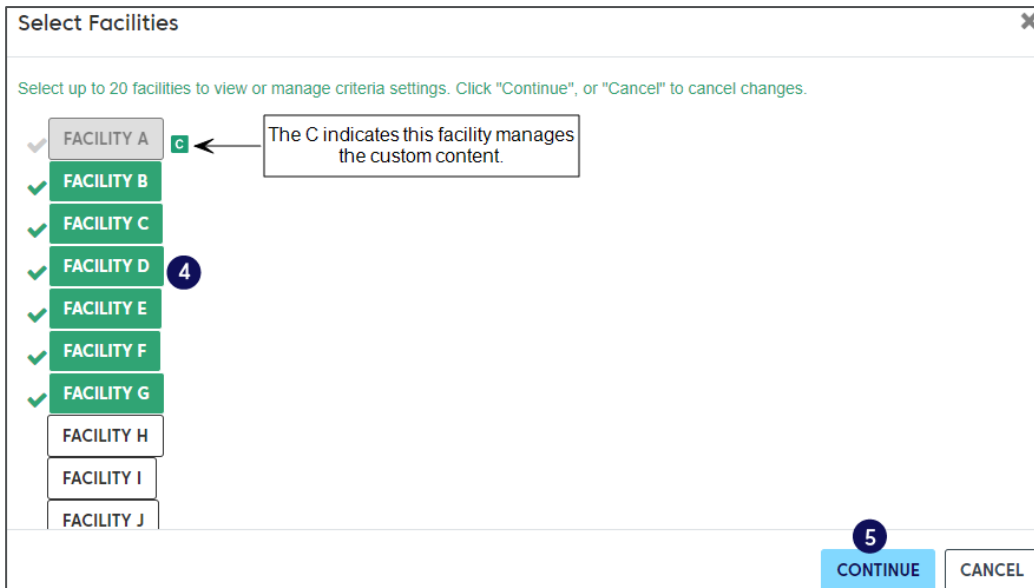
To enable and disable products and subsets:

1. Select ADMINISTRATION to open the Administration module.
2. Select the CRITERIA MANAGEMENT tab if it's not already selected.
3. Select FACILITIES.

The Select Facilities screen appears with the facility you signed in to selected by default.



4. Select a facility. You can select as many as 20 facilities. If you exceed 20 facilities, a warning message appears and the CONTINUE button is disabled.
5. Select CONTINUE when you finish selecting facilities.



The FACILITIES button on the Criteria Management screen shows the number of facilities you selected.

6. Select a version and product.

The selected facilities appear and show whether the selected product is licensed for the facility. Subsets appear as follows for facilities that have the licensed product:

- **Dark green background** indicates subsets that are enabled (active) for all the selected facilities.
- **Light green background** indicates subsets that are enabled for only some of the selected facilities.
- **White background** indicates subsets that are disabled (inactive) for all the selected facilities.
- **Facility name** column shows a check mark to indicate an enabled subset.
- **Release** column shows the releases available for each subset. By default, all releases available for each subset are displayed.

7. To view the subsets included in a specific release, select it (for example, Jul. 2024) from the Release list.

Product and Subset ↑	Release	Facility A Active (69 of ...)	Facility B Active (68 of ...)	Facility C Active (68 of ...)
CP:Durable Medical Equipment	RELEASE 7	○	○	○
Tumor Treatment Field Therapy (TTFT) Devices	Mar. 2024	✓	○	○
Wheelchair Cushions or Seating System	Mar. 2024	✓	○	○
Wheelchair Options and Accessories	Mar. 2024	✓	✓	✓
Wheelchair Options and Accessories	Jul. 2024	○	○	○
Wheelchairs or Strollers, Pediatric	Mar. 2024	✓	✓	○

SAVE REVERT All filtered and unfiltered pending changes will be saved or reverted Privacy Notice

The list filters to show any new or updated subsets in that release.

Product and Subset ↑	Release ▾	Facility A Active (69 of ...)	Facility B Active (68 of ...)	Facility C Active (68 of ...)
CP:Durable Medical Equipment	JUL. 2024 ✕	○	○	○
Wheelchair Options and Accessories	Jul. 2024	○	○	○

SAVE REVERT All filtered and unfiltered pending changes will be saved or reverted Privacy Notice

**Tip:** To view the information on the screen more clearly, you can:

- Move the pointer over a facility name to display the full name.
- Adjust the width of a column by pointing to the divider between two columns until it changes to a double arrow and then dragging it to the left or right.
- Use the horizontal scroll bar at the bottom of the screen to view any facilities that are not visible.

## Enable products and subsets

1. Enable subsets as follows:
  - **To enable all subsets for all selected facilities** -- select the product name. The status of all disabled subsets changes to Pending. Note that when you select a specific release, only the subsets in the filtered list are enabled.
  - **To enable individual subsets for all selected facilities** -- select the individual subsets you want to enable. The status of the selected subset(s) changes to Pending.
  - **To enable subsets for specific facilities** -- select the circle in the facility column for the subset.
2. Select Save.

In example shown below, for the CP: Durable Medical Equipment, Wheelchair Options and Accessories subset, 2024, July release, we enabled the subset for Facility A and Facility C, but not for Facility B.

The screenshot shows a table with the following data:

Product and Subset ↑	Release ▾	Facility A Active (69 of ...)	Facility B Active (68 of ...)	Facility C Active (68 of ...)
CP:Durable Medical Equipment	JUL. 2024 x ▾	☑ (Pending)	○	☑ (Pending)
Wheelchair Options and Accessories	Jul. 2024	☑ (Pending)	○	☑ (Pending)

Buttons: SAVE, REVERT. Text: All filtered and unfiltered pending changes will be saved or reverted. Privacy Notice

The screenshot shows the same table as above, but with the status for Facility B changed to Active (green checkmark):

Product and Subset ↑	Release ▾	Facility A Active (69 of ...)	Facility B Active (68 of ...)	Facility C Active (68 of ...)
CP:Durable Medical Equipment	JUL. 2024 x ▾	☑	○	☑
Wheelchair Options and Accessories	Jul. 2024	☑	○	☑

Text: ✓ Saved. Privacy Notice

## Disable products and subsets

You can disable subset releases that you no longer want to be available for selection by reviewers. For example, suppose you want to disable the March release of the subset CP: Durable Medical Equipment, Wheelchairs Options and Accessories. First, you would select the March release from the Release list and then disable the subset.

1. Disable products and subsets:
  - **To disable all subsets for all selected facilities** -- select the product name. The status of all enabled (Active) subsets changes to Pending. Note that when you select a specific release, only the subsets in the filtered list are disabled.

- **To disable individual subsets for all selected facilities** -- select the individual subsets you want to disable. The status of the selected subset(s) changes to Pending.
- **To disable subsets for specific facilities** -- select the check mark in the circle in the facility column of the subset.

2. Select Save.

In the example shown below, for the CP: Durable Medical Equipment, Wheelchair Options and Accessories subset, 2024, March release, we disabled the subset for Facility A and Facility C.

Product and Subset ↑	Release ▾	Facility A Active (69 of ...)	Facility B Active (68 of ...)	Facility C Active (68 of ...)
CP:Durable Medical Equipment	MAR. 2024 x ▾	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trigeminal and Vagus Nerve Stimulator Device...	Mar. 2024	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Tumor Treatment Field Therapy (TTFT) Devices	Mar. 2024	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Wheelchair Cushions or Seating System	Mar. 2024	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Wheelchair Options and Accessories	Mar. 2024	<input type="radio"/> (Pending)	<input type="radio"/>	<input type="radio"/> (Pending)
Wheelchairs or Strollers, Pediatric	Mar. 2024	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

SAVE REVERT All filtered and unfiltered pending changes will be saved or reverted Privacy Notice

Product and Subset ↑	Release ▾	Facility A Active (69 of ...)	Facility B Active (68 of ...)	Facility C Active (68 of ...)
CP:Durable Medical Equipment	MAR. 2024 x ▾	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trigeminal and Vagus Nerve Stimulator Device...	Mar. 2024	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Tumor Treatment Field Therapy (TTFT) Devices	Mar. 2024	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Wheelchair Cushions or Seating System	Mar. 2024	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Wheelchair Options and Accessories	Mar. 2024	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wheelchairs or Strollers, Pediatric	Mar. 2024	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

✓ Saved Privacy Notice

You can enable and disable subsets for additional products by selecting a different product and repeating the steps to enable/disable subsets. Enabled subsets are available for selection in the review workflow. Disabled subsets are not available for selection in the review workflow.

Select EXIT ADMINISTRATION to close the Administration module when you are done.

MENU EXIT ADMINISTRATION HELP