

Using InterQual Smart Sheets – A Resource for West Virginia Medicaid Participating Providers

Revised 10-13-08

West Virginia Medicaid participating providers and other clinical care professionals may now access McKesson Health Solutions' InterQual Smart Sheets. InterQual Smart Sheets can be referenced by physicians, nurses and other health professionals (excluding hospitals, health centers or other treatment facilities) to assist in the pre-authorization and utilization management activities required as a condition of participation in the West Virginia FFS Medicaid program. Note that our licensing agreement with McKesson limits the number of providers who may access this feature to 800. Once we reach this number of users, the enrollment process will cease.

InterQual Smart Sheets have been designed to fulfill a number of important functions in patient management, education communication and information flow. In order to access the InterQual Smart Sheets providers must follow the steps below:

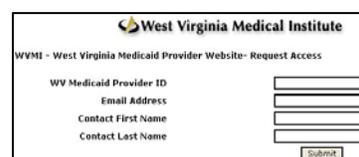
A. Visit the WVMI Corporate Web Site and Request a Password

1. Go to WVMI's corporate web site (www.wvmi.org) and click on the link *West Virginia Medicaid Options and Information* in the left column. The links takes you to WVMI's Medicaid page.
2. Click the *Smart Sheets for WV Providers* link, the third from the top. A new window will open. (**Note:** Some browsers may display a security message before opening Smart Sheets or other parts of the Prior Authorization section; this is because it is on a secure server. If this warning appears, click *yes* to proceed.)

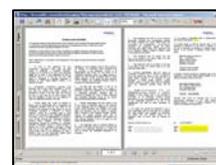
3. The "Sign In" area will appear. Before using the Smart Sheet System, you must first request a password. Note *Click here to request access* below the sign in area. Click this link.



4. A *Request Access* screen will appear. In the four spaces available, enter your Medicaid provider ID, e-mail address, the first name of the main contact person and the last name of the main contact person. When finished, click *Submit*.



5. Two things will happen when you click *Submit*. First, the McKesson Nondisclosure Agreement will appear (as a PDF file). Please print a copy of this agreement, or save a copy and print it later. (*Print* and *Save* icons are at the top of the



screen.) Second, a message will appear confirming that WVMI has received your password request.

B. Sign and Return the McKesson Nondisclosure Agreement; Get a password

1. The McKesson Nondisclosure Agreement sets forth the terms and conditions under which a provider may access Smart Sheets. Be sure you understand your responsibilities and limitations.
2. After you have printed the agreement, sign it and mail it to WVMI at the address noted on page 2. (Or if you prefer, fax it to 1-877-762-4338, attention Richard Bailey.)
3. After receiving the agreement, WVMI will forward it to McKesson Health Solutions for their signature. Once McKesson has signed it, WVMI will assign you a unique password.
4. WVMI will then send you the password via e-mail, using the address you entered earlier.

C. Sign In, Read the Participation Statement and Use the Smart Sheets

1. Go to WVMI's corporate web site (www.wvmi.org) and click on the link *West Virginia Medicaid Options and Information* in the left column. The link takes you to WVMI's Medicaid page. Click the *Smart Sheets for WV Providers* link, the third from the top. A new window will open. (Note: Some browsers may display a security message before opening Smart Sheets or other parts of the Prior Authorization section; this is because it is on a secure server. If this warning appears, click *yes* to proceed.)
2. When the *Smart Sheet Sign In* page appears, enter your Password and User ID.
3. After Signing in, read the privacy statement, collection of information statement, etc. When you understand and are ready to proceed, click the button beside *I agree*, then click the *Submit* button.
4. Once you have accessed the Smart Sheet section of the site, you will be asked to read and agree to *A Smart Sheet Access Participation Statement*.
5. If you agree to the participation conditions, you will be given access to the Smart Sheet Criteria list. This includes three folders — *DME, Imaging and Outpatient Surgical procedures*.

West Virginia Medical Institute
WVMI - West Virginia Medicaid Provider Website- Sign In

Provider ID

Password

[Click Here to request access](#)

Open a folder by clicking on it and select the file you would like to access. The criteria for various services/procedures will then appear.

6. When finished reviewing the criteria, click *sign out* in the upper right corner of the screen.

D. Other Prior Authorization Resources

1. At some point, return to the WVMI Medicaid Links page (www.wvmi.org/corp/web_sites/links_wvmedicaid.aspx) and note the resources there (including this document). All the links there are potentially useful to you as a provider. The second link from the top – *WV Medicaid Prior Authorization* (or <https://secure.wvmi.org/Priorauth>) – will take you to the home page of the Prior Authorization web site. You will find general information and news about the Prior Authorization program on the home page.