

iEXCHANGE® Quick Tips Sheet

The following tips will help you navigate the iEXCHANGE® system. If you have any questions, please contact the iEXCHANGE® Provider Training Specialist at (502) 585-8224.

PREFERENCES

- Change Passwords
- iEXCHANGE® Administrator
 - Account Administration (add new users)
 - Submitting Providers (add the submitting providers in your group)
 - Frequent Providers (add the physicians your group uses most often)
 - Frequent Procedures (add the procedures your group uses most often)
 - Frequent Diagnoses (add the diagnoses your group uses most often)

SEARCH

- Treatment Search (search all cases by **Date Range** or **Member ID** or **Case Number**)
- Provider Search (search for **Physicians** and **PHP Provider ID Number**)
- Member Search (search for **Members** by **PHP Member ID Number** or **Last Name** and **DOB**)
- Treatment Update Search (search for case updates and additions for your facility up to the past BLANK {coming from TACIE} days)

INPATIENT (REQUESTS)

- Enter new authorization requests for inpatient services and extensions, complete the questionnaire, and obtain confirmation and case ID number.
 - Search inquires available: **Member, Provider, Procedure, and Diagnosis.**

OTHER (REQUESTS)

- Enter new requests for outpatient procedures, complete the questionnaire, and obtain confirmation and case ID number.
 - Search inquires available: **Member, Provider, Procedure, and Diagnosis.**

OB GLOBALS

- Enter new authorization requests for OB Globals, complete the questionnaire, and obtain confirmation and case ID number.
 - Search inquires available: **Member, Provider, Procedure, and Diagnosis.**

HELP

- Access help for all areas of iEXCHANGE®.