CARE COORDINATION PROVIDER PORTAL

Getting Started
OHCA Behavioral Health Unit
November 2025



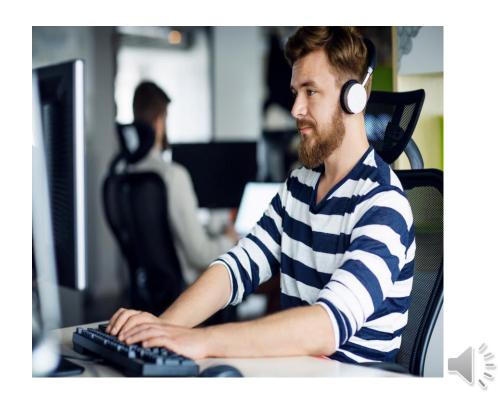
GETTING STARTED



OBTAINING REGISTRATION LINK

REGISTRATION

- Providers will receive a call from OHCA to determine each provider's administrator for the Portal.
- Once administrator is identified, OHCA will maintain a list.
- Providers are to attend the eQSuite Provider Portal training 11/04/2025.
- Once training is complete, OHCA will email registration link to providers who completed the webinar.

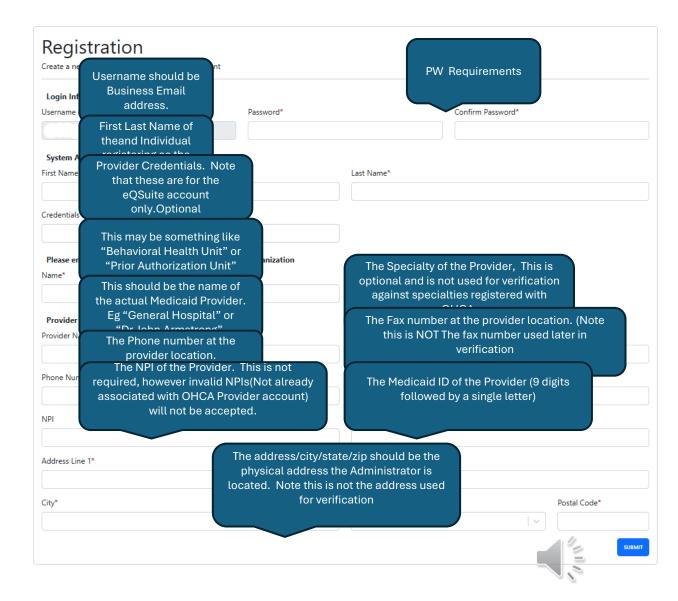


Providers - Before You Register

- Where will the PIN Letter be sent? Can I update the address?
 - A PIN will be sent by US Mail to the servicing address of the provider.
 - Update Provider Information in the SoonerCare Portal. For assistance see <u>Update Provider Files: An Inside Look</u>
- Decide who will be the OHCA eQSuite Practice Administrator.
 - The first user to register an account for the Provider ID and Service Location (9 numbers followed by a letter) will automatically be assigned the Practice Administrator role.
 - Each Provider ID and Service Location requires a Practice Administrator for full functionality in the Provider Portal. A single person can be the Practice Administrator at multiple practices.
 - Every account must belong to an individual; no shared accounts are allowed. Email used for account should be business email, not personal. Violations may result in your account being disabled.
 - Practice Administrator is responsible for verifying users they create are authorized to access system/data
 - Practice Administrator is responsible for full User Access management, e.g., creating accounts, granting access to those users as appropriate to their role, and disabling users as needed. These accounts should become part of your organization/business units onboarding and offboarding procedures.
- Practice Administrator Assignment/Re-assignment (Post enrollment)
 - When creating User accounts, a Practice Administrator has the ability to grant Administrator rights to another user for each practice location.
 - The process of identifying and creating a Co-Administrator for all practice locations is recommended, this will allow for a smoother transition in the event one of the Administrators leaves unexpectedly.
 - In the event the only Practice Administrator leaves unexpectedly, the provider will need to contact the OHCA
 Internet Helpdesk to identify a new practice Administrator and establish their access. 800-522-0114, Option 2 then Option 1

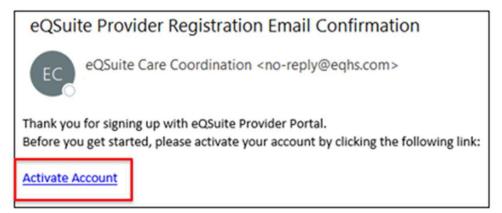
Provider Portal Registration

- Providers will receive an email from The Oklahoma Health Care Authority that includes a link to the eQSuite Provider Portal Practice Registration (Shown to the right)
- Note: The first user in a practice to register for the Provider Portal by default is considered the System Administrator for that practice. System Administrators create and manage all user accounts for that practice and can assign other users to also be System Administrators.
- Password Requirements:
 - Must not contain the user's account name or parts of the user's full name exceeding two consecutive characters;
 - Must be at least eight (8) characters in length; and,
 - Must contain at least one non-alphabetic character (i.e.: !@#\$%^&*)



Account Activation

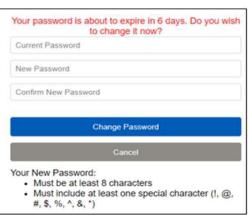
- After submitting initial registration, the user will receive an email containing a link for account activation; follow the steps in that email to activate the user account.
- Note: this link expires in 15 minutes.



Logging In

- Once the account has been activated, the user will be directed to the homepage for login.
- Passwords expire every 60 days, and the system will generate notifications starting 14 days in advance of expiration.





eQSuite Care Coordination Provider Portal access: https://eqsuite-ok.acentra.com/

Terms and Conditions

 Upon initial login (or if/when Terms and Conditions are updated), users will need to acknowledge the system Terms and Conditions.



Terms and Conditions

THE ACESTRA HEALTH PORTAL IS SUBJECT TO AND GOVERED BY TERMS AND CONDITIONS OF USE. BY PROCEEDING OR USING THE ACENTRA HEALTH PORTAL YOU HAVE READA ADD UNDERSTOOD ON TERMS AND CONDITIONS OF USE AND AGREE TO BE BOUND BY THEM IF YOU DO NOT HOMESTAKEN THE TERMS AND CONDITIONS OF USE AND AGREE TO BE BOUND BY THEM IF YOU DO NOT HOMESTAKEN THE TERMS AND CONDITIONS OF USE AND AGREE TO BE BOUND BY THEM IF YOU DO NOT HOMESTAKEN THE ACENTRA HEALTH PORTAL UNAUTHORIZED ACCESS TO THE AC

ACENTRA HEALTH PORTAL TERMS OF USE

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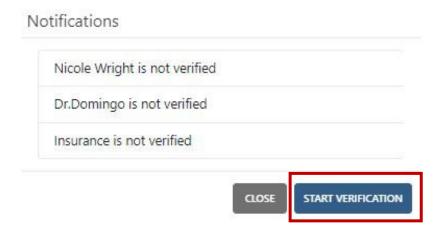
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- 11. Indexmity, You agree to defend, indexmity and hold Us harmless against any loss, expense, cost or damage (including our reasonable attorneys, feee, expert fees, and other reasonable costs of litigation) arising from, incurried as a result of, or in any manner related to (1) Your breach of the terms of this Agreement, (2) Your unsubnotized or unlastful use of the Portal, and (3) the unsubnotized or unlastful use of the Portal by any other sealors using the Vision of the Portal of the Portal by any other sealors using the Vision of the Portal by any other sealors using the Vision of the Portal by any other sealors using the Vision of the Portal by any other sealors using the Vision of the Portal by any other sealors using the Vision of the Vision
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- 13. Term and Termination. The term of this Agreement ("Term") shall begin upon the date first used by You and shall continue unless otherwise terminated. We may immediately terminate this Agreement, with or actious cause, at any time, upon giving roote to You.
- 14. Injunctive Relief. You acknowledge that a breach by You of any of the coverants set forth herein may result in immediate and imsparable injury to us, and that in the event of a breach or threatment breach. We will be entitled to seek from any count of competers jurisdiscroping insight programment injunctive relief, which remedy will be cumulative and in addition to any other rights and remedies to which We may be entitled, in contract the contractive amount of the competency of the compete
- 15. U.S. Government End Ubers. The software and documentation in the Portal is a "commercial item" as that term is defined in 48 C.F.R. 2110 (Dec. 2016), consisting of "commercial computer software" and "commercial computer so
- 16. General: This Agreement controllates the welf-is a greatment of the parks with respect to the subject matter hereof and copromise at joint registering and understandings agreeding the Parks. If may provide on this Agreement is table to understandings. In order to access por the formations, the subject matter and the parks and the pa





Practice Verification

- OHCA/eQSuite Provider Portal Practice Administrators require practice verification.
- A Practice Not Verified notification will display upon each login until the verification process is completed.

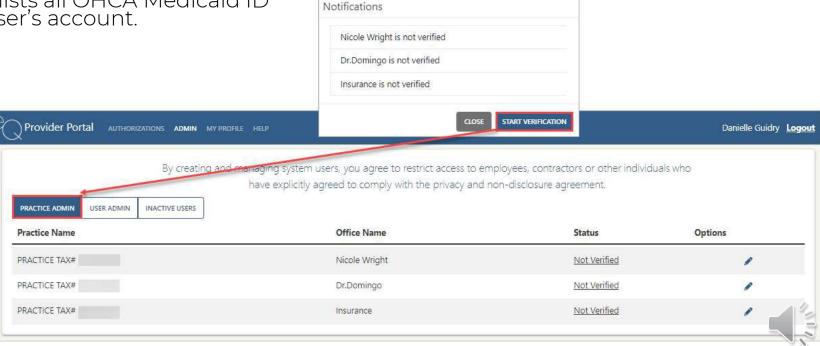


- Practice verification allows a user to quickly check the status of all authorization requests associated with the Practice's OHCA Medicaid Provider ID, including those entered in eQSuite by the clinical team through a fax or phone request.
- Authorization requests can be entered using a practice that has not been verified; however, a user will only be able to see the requests that they have entered in the system if verification is not completed.
- <u>NOTE</u>: Authorizations that were not initiated in the eQSuite Portal are not viewable in the eQSuite Portal.



Practice Administrator Verification (PIN Letter)

- System administrators can request a Verification PIN letter by clicking Start Verification in the practice verification pop-up window.
- The system will redirect the user to the Administrator menu, Practice Administrator tab.
- Practice Administrator tab lists all OHCA Medicaid ID numbers affiliated with a user's account.

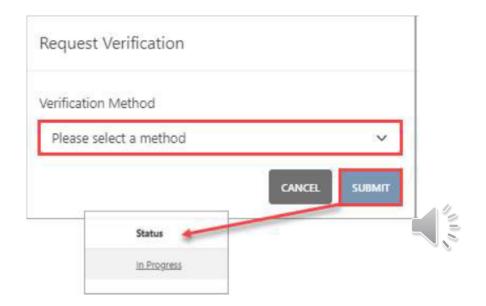


Practice Administrator Verification (PIN Letter)

• Click on the **Not Verified** Link under the Status column for each Practice to begin the verification process.

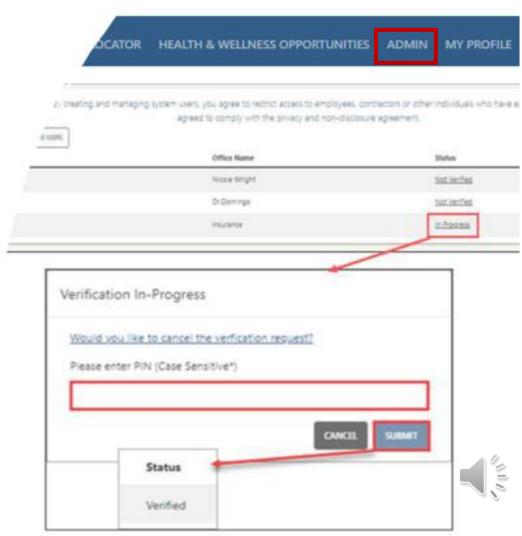


- Verification Method:
 - Address: A system-generated PIN will be sent through US Mail to the address registered with OHCA Provider Engagement.



Verify Practice using PIN Letter

- Once the Verification PIN has been received, navigate to Practice Administrator by selecting ADMIN from the top menu.
- Under the status column, click In Progress and enter the verification PIN in the pop-up window, then click Submit.
- Status will change from In Progress to Verified.
- Users are now able to view all requests associated with the practice.





eQSuite Care Coordination Provider Portal access:

https://eqsuite-ok.acentra.com/

GET IN TOUCH

4345 N. Lincoln Blvd. Oklahoma City, OK 73105 oklahoma.gov/ohca mysoonercare.org Agency: 405-522-6205
Helpline: 800-522-0114
BH • Press 6 then 2
Help Desk • Press 2 then





