

**Attention: Cheryl Dawkins**  
 eQHealth Solutions (formerly Louisiana  
 Health Care Review, Inc).  
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 Baton Rouge, LA 70809  
 Phone (225) 926-6353  
 Fax (225) 925-0342  
[cdawkins@eqhs.org](mailto:cdawkins@eqhs.org)

Provider Name: \_\_\_\_\_ **Medicare Provider #:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

**Contact Definitions:**


1. **Liaison (Liaison)** - This person will receive information regarding the (OBQI) Outcome Based Quality Improvement that LHCR is working on in regards to the Scope of Work.
2. **Medical Records Contact** - This person receives all correspondence related to Case Review. (Medical Chart Request from LHCR & CDAC, Notice Potential Letter, Notice of Final Letters, Newsletters, etc) also, this person is someone who we can contact to get necessary information regarding the facility
3. **Administrators** will receive MOA contracts, contact forms and newsletters.
4. All the other contacts listed on the form, are sometimes cc'd on letters that are usually sent the primary contacts or sent "FYI" information that could be useful to them.

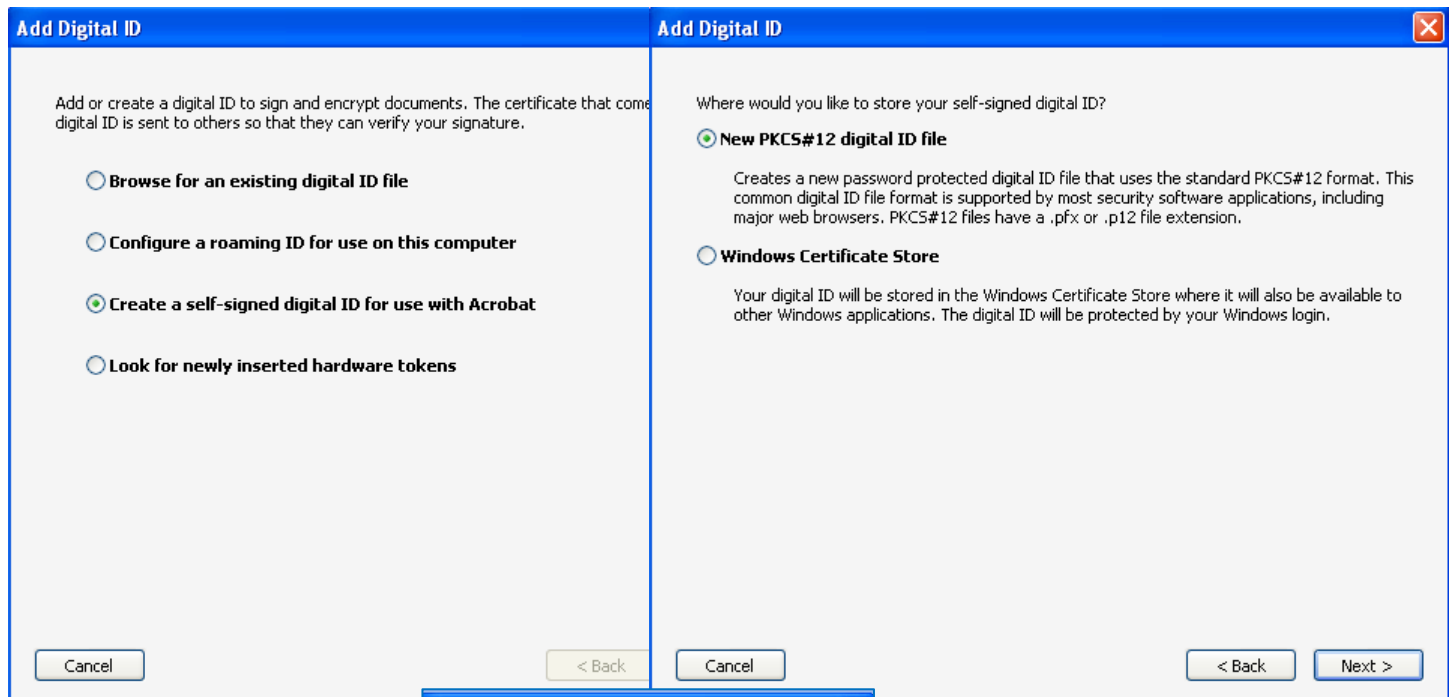
Function / Position	Contact Name	Prof. Suffix	Title	Phone	Fax	E-mail Address
Administrator / CEO <b>(Required)</b>						
CEO						
QI Liaison <b>(Required)</b>						
Medical Records Contact <b>(Required)</b>						
Medical Director						
Director of Nursing						
Communications/ Marketing Director						

Name of person completing the form: (Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

1. Click on the “SIGNATURE” field to initiate the digital signature process
  - a. If you already have a digital signature you should be prompted to sign the field
  - b. IF Not, The “Add Digital ID” window will appear. The process takes less than a minute so please take the time to complete
    - i. Choose “Create a self-signed digital ID for use with Acrobat” and click Next
    - ii. Then choose “New PKCS digital ID file” and click Next
    - iii. Fill in your name, Department, Organization Name and Email. Leave the other fields set to the defaults and click Next
    - iv. Enter your chosen password
    - v. confirm your password and click Finish to save to the default location
  - c. Enter your password into the field and click Sign
  - d. Choose a folder to save the document in for your own records and click Save
  - e. Click on the Email icon in the Adobe Reader toolbar 
  - f. Choose “Desktop Email application.
  - g. Click “Send”



**Add Digital ID**

Add or create a digital ID to sign and encrypt documents. The certificate that comes with a digital ID is sent to others so that they can verify your signature.

- Browse for an existing digital ID file
- Configure a roaming ID for use on this computer
- Create a self-signed digital ID for use with Acrobat
- Look for newly inserted hardware tokens

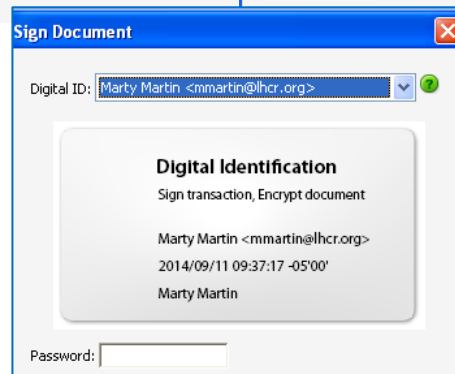
Cancel < Back

**Add Digital ID**

Where would you like to store your self-signed digital ID?

- New PKCS#12 digital ID file**  
Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.
- Windows Certificate Store**  
Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel < Back Next >



**Sign Document**

Digital ID: Marty Martin <mmartin@lhcr.org>

**Digital Identification**  
Sign transaction, Encrypt document

Marty Martin <mmartin@lhcr.org>  
2014/09/11 09:37:17 -05'00'  
Marty Martin

Password: \_\_\_\_\_

Add Digital ID

Add Digital ID



Enter your identity information to be used when generating the self-signed certificate:

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Enable Unicode Support

Key Algorithm:

Use digital ID for:

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

Password:

Confirm Password: