

We heal and inspire the human spirit.

To: Direct Specialists

From: IEHP – Grievance and Appeals

Date: November 20, 2025

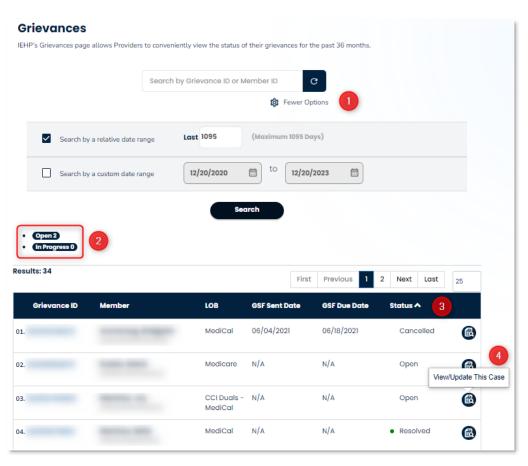
Subject: Now Available – Respond to IEHP Direct Grievances via the Provider Portal

We are pleased to announce it is now possible, to **respond to IEHP Direct grievances and review the resolution letter, via the Provider portal.**



The G&A roster offers:

- **1**. "More Options" opens a field that defaults to 3 years (1095 days) or opt to enter a custom date range.
- 2. There is a quick snapshot of Open and In Progress case counts.



- 3. Columns are sortable with status alerts indicating New, In Progress, Cancelled (Member has withdrawn their complaint and issue was resolved), Resolved. Overdue cases are denoted as "In Progress" with an
- **4**. Click the magnifying glass or the blue Grievance ID to view the case details.

Viewing Grievances

- If the Grievance is Resolved or Cancelled, it will be in "read-only" format.
- Although it is not editable, the Grievance Summary Form (GSF) can be viewed and/or downloaded (scroll down)

Responding to Grievances

Grievances require a Provider response within 14 days, unless Expedited, when IEHP's team contacts the Provider directly to ensure a 72-hour response time.

1. By clicking on the either the Grievance # G000000000000 or clicking the magnifying glass, the case will open.

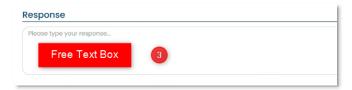


2. Providers can view and download the GSF by scrolling or clicking "Expand to View."

Please note The Grievance Response Date

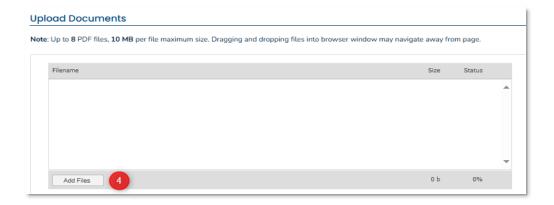


3. Providers can type their response to the grievance in the Response box.



- **4**.Providers can support their response to the Member's grievance by attaching any of the following documents, as applicable:
 - Progress Notes
 - Communication Log/ Call Notes
 - Diagnostic Testing
 - Referral Log
 - Referral

- Front Office Sign-In Sheet
- Appointment Log
- Rx History
- Office Policy
- Other documents as relevant



5. Once the grievance is resolved, the Resolution letter will be available under Correspondence.



While all correspondence about a Direct Member grievance can now occur in the Provider portal, IEHP will continue to fax and email grievances and accept Provider responses via fax and email.

We hope the ability to respond to grievances via the Portal will make the grievance response process easier and more efficient. We appreciate your partnership and the care you provide to our community.

If you have any questions, please contact the IEHP Provider Call Center at (909) 890-2054, (866) 223-4347 or email ProviderServices@iehp.org

All IEHP communications can be found at: www.providerservices.iehp.org > News and Updates > Notices