





# **Inpatient Precertification Training Guide**







#### About this Guide

This guide provides information about submitting an Inpatient Authorization Request through Clear Coverage. The Clear Coverage Service connects payors and hospitals to improve the efficiency of conducting an Authorization. There are three (3) functions within the Authorization Service:

- 1. Search Authorization Requests
- 2. Create a New Authorization Request
- 3. Administration

#### What is Auto Authorization?

Clear Coverage offers the ability to submit an Authorization Request to a specific patient's Health Plan for a hospital admission, as well as receive an immediate, real-time response to that request. The Clear Coverage Auto-Authorization Service combines critical components required to carry out an Authorization: an Eligibility check and a Medical Appropriateness check.

### What's in this guide?

This guide contains the following sections:

- Introduction Overview
- Requesting a New Authorization
- Medical Review Details
- Medical Review Outcomes
- Creating a Continued Stay Review
- Creating a Discharge
- Changing the admission date



## New Authorization Request Workflow

There are 6 *steps* in creating a new Authorization Request:

Steps	Information
1. Select the Patient	Who is the patient who requires this admission
2. Select the Admitting Physician	Who is the physician who is requesting the admission
3. Select Diagnosis (ICD-10) code(s)	What are the primary diagnoses for this admission for this patient
4. Select the Admission Criteria	Which admission criteria is applicable
5. Perform the Medical Review	Provide answers to questions to determine medical necessity of the admission
6. Add Additional Notes/Documentation	Additional information about the admission

## **Clear Coverage Tabs**

Once logged on, various tabs will appear on the top window. Below is a sample of tabs that will appear:



- Search Authorization Requests
- New Authorization Requests
- Administration



#### **New Authorization Request Overview**

The "*New Authorization*" Tab consists of 2 sides:

- The **left side** contains the information that has been added to the authorization request.
- The **right side** contains information to search for patients, providers, and diagnoses.

In-Patient A	dmission Authorization Request						×
Ref #:	Request Type: Admission Auth			Status: 🕕 Incomple	te Length of		ation Date:
ଂନ୍ତ୍ର open all	ିଅତ୍ର close all		Patient				😢 Help
- 🕕 Patie	ent:	Last	: Name	First Name	Subscriber ID	DOB	Gender
Patient	Selection/Addition Needed			Enter sea	arch criteria	above to find	a patient
🛨 🕕 Payn	nent:			Last	Name, First N	ame, Subscriber I	(D or DOB
🕂 🕕 Provi	ider:						
+ () Adm	ission Diagnosis:						
+ 🛛 Adm	ission Criteria:		_				
+ () Adm	ission Review:						
🕂 🥯 Com	ments   Attachments: (0/0) -						
	Left side contains information added the request	to				—[	Right side contains information to fill out the request
		E	Why can'	t I add a patient?	2		<pre>&lt;&lt; Back Next: Payment &gt;&gt;</pre>
Print	· ·	Cancel R	tequest				Submit Save Close

Click on the Tabs on the left to switch from area to area.

- 🕕 Patient:	
Patient Selection/Addition Needed	
+ () Payment:	
🕂 🕕 Provider:	
🛨 🕕 Admission Diagnosis:	
🕂 🕕 Admission Criteria:	
+ () Admission Review:	_
+ Comments   Attachments: (0/0)	-





# **Creating a New Authorization Request**

Click on the "New Authorization" tab to open the workflow available on this tab



#### **Step 1: Patient Search**

#### Creating an authorization request starts with selecting the Patient.

Using the Search function, a Patient can be found by entering their last name, first name and date of birth or enter the members Identification number with alpha prefix. The same search criteria options that are used for Outpatient also apply to Inpatient.

#### 1. Enter search criteria

- 2. Click on the "**Search**" button.
- 3. Click the "Select" button on the patient for whom the admission being requested.
  - a. The selected patient's information is added to the authorization request on the <u>left</u> side of the window.

b. Verify the patient information, eligibility, or search for another patient.

4. Click on the "**Next: Provider**" button.





#### **Step 2: Provider Information**

- Enter the *Admission Date* \*\*\* *Note*: You can click on the Calendar icon adjacent to the field and click on a date, or enter the date in the form MM/DD/YYYY, e.g. 09/15/2010.\*\*\*
- 2. The *Facility Name* will automatically default to the facility the user is assigned too.
- 3. Click on the *Admitting Provider* drop down menu and select the Clinician requesting the Authorization. (*The "Admitting Provider ID*" will automatically populate once the "Admitting Provider" is selected).
- 4. If Admitting Provider drop down is blank or to add another clinician click **the search icon** . In the Provider Search enter Last Name or an ID Type, click **Search** and once located you can "**Add Selected to Preferred Clinician List**".
- 5. Select the unit from the Unit dropdown, if applicable.
- 6. Add *"Attending Provider*" Attending and Admitting providers can be the same.
- 7. Select the Attending Provider from the drop down or use the search button to search.
- 8. Click on the "Next: Admission Diagnosis" button.
- 9. (This moves the Provider Information into the Authorization Request, and moves you to the next tab Admission Diagnosis).

Inpatient Admission Authorization Request	×
Request Type: 🕂 Admission 🤅 Status: 🔑 Incomplete	
ଂଞ୍ଚ open all ଙ୍କର close all	🔮 Provider 🔞 Help
<b>H Patient:</b> Dietzel, Lenwood	4dmission Date: ¥ 12/11/2016 🔤
Provider: JONES, CAROLINE, LPCC-	
	Facility Name: Request - FAMILY HEALTH CARE PC - 8303 DODG
Missing admitting provider address	Admitting Provider NBI: 1407017320
	Provider Location: *
<b>.</b> ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●	Unit:
+ () Admission Criteria:	Attending Provider
+ () Admission Review:	Attending Provider: *select
+ Comments   Attachments: (0/0)	Attending Provider NPI:
	Sack: Patient Next: Admission Diagnosis
Save & Print	Submit) Save Close

**Please note**: At this point in the admission process the **Save** button has been enabled, allowing users save progress and return to the landing page. The entry will show as **Incomplete** in the status field on the landing page and is available for modification by another user or the current user to finalize admission criteria.

• /	uthorization Rec	quests   📑 New	Authorization   >	🗧 Administration							
P	Patient Last Name Patient First Name										
Ŀ		_							Search		
D	ate Created	Status	Request Type	Payer	Subscriber/	Card Admitting Prov	ider Reference Type	Reference Nur	nber		
	Last 7 Days	• All   •	- All -		I ▼		All	· ·			
		Created	Patient	Payer	Admit Date	Next Review Date	Request Type	Status	Product		
	Action V	12/07/2016	Uljevic, Dorthea	Blue Cross Blue Sl	12/02/2016	12/04/2016	Admission	Authorized	Adult: Medical		
	Action V	12/07/2016	<u>Goger, Katia U</u>	Blue Cross Blue SI	12/07/2016		Admission 🧹	Incomplete	Adult: Medical		
	Action 🗸	12/06/2016	Gabak, Larry F	Blue Cross Blue SI	12/06/2016	12/12/2016	Cont. Stay	Authorized	Adult: Medical		
					-						
					/						

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#### Step 3: Admission Diagnosis

The Diagnosis tab allows you to choose one or more admission diagnoses for the requesting Authorization.

- 1. Search for the diagnosis using one of the following methods:
  - a. Part of the clinical diagnosis description (e.g. "Heart Failure")
  - b. ICD-10 or DRG code (e.g. "I50.22")
- 2. When you find the appropriate diagnosis code, click the "**select**" button next to the diagnosis.

(The Diagnosis is added into the Authorization Request on the right-hand side).

- The first chosen Diagnosis will be the Primary one for the admission, information will load in the bottom half of the screen. Select the Admission Type by using the "Admission Type" drop down. Admission options are Observation, Medical or Surgical.
- 4. Repeat Procedure steps 1-2 to include additional diagnoses if desired.
- 5. Click the "Next: Admission Criteria" button to move to the next tab.

Inpatient Admission Authorization Request							×				
Request Type: 🕂 Admission 🤅 Status: 🔑 Incomplete											
ିାଟ୍ର open all ିାର୍ଥ close all	🕗 Admis	sion Dia	gnosis: I	CD-10 (1)   DRG (0)		🔞 н	elp				
🛨 🐶 Patient: Goger, Katia U	ICD-10	<b>D-10</b> DRG									
🛨 🦆 Provider: ABRAHAM, MARK, MD-	ICD-10 Looku	D-10 Lookup: i50									
- 🍫 Admission Diagnosis: ICD-10 (1)   DR			ICD-10	Descriptio	n	Billable					
Admission Type:select ICD-10s		🔻 🗁 I S	50	HEART FAILURE		3	<b>_</b>				
★ I50.1 LEFT VENTRICULAR FAILURE	select		J I50.1	LEFT VENTRICULAR FAILURE							
DRGs		▼ 🛍	150.2	SYSTOLIC (CONGESTIVE) HEART	FAILURE	3					
	select		D I50.20	UNSPECIFIED SYSTOLIC (CONGES	TIVE) HEART FAILURE	<b>1</b>	=				
🛨 🤂 Admission Criteria:	select		D I50.21	ACUTE SYSTOLIC (CONGESTIVE)	HEART FAILURE	<b>1</b>					
+ Admission Review:	select		D I50.22	CHRONIC SYSTOLIC (CONGESTIV	E) HEART FAILURE	<b>\$</b>					
	select		D I50.23	ACUTE ON CHRONIC SYSTOLIC (C	ONGESTIVE) HEART FAILURE	<b>S</b>					
<b>+</b> Comments   Attachments: (0/0)		▼ 😂	150.3	DIASTOLIC (CONGESTIVE) HEART	FAILURE	<b>3</b>					
	select		<u>150.30</u>	UNSPECIFIED DIASTOLIC (CONGE	STIVE) HEART FAILURE	<b>3</b>					
	select		D I50.31	ACUTE DIASTOLIC (CONGESTIVE)	HEART FAILURE	<b>1</b>					
	select		150.32	CHRONIC DIASTOLIC (CONGESTI)	(E) HEART FAILURE	100	<b>v</b>				
	Primary	Туре	Code	Description	Admission Type	Remov	e				
	*	ICD-10	150.1	LEFT VENTRICULAR FAILURE	select		1				
					Observation						
					Medical						
					select						
				< Back: F	Provider   Next: Admission	1 Criteria	Ę,				
Save & Print					Submit	Save C	lose				



#### Step 4: Admission Criteria

The Admission Criteria tab allows you to select the criteria for the admission event for which you are submitting an Authorization Request.

- 1. Select the criteria for your review
  - a. Criteria that is mapped to the diagnosis code will be enabled. \*\*\*If you want to use a condition that has not been enabled go to the bottom of the screen and click the box

labeled Allow Unmapped Diagnosis . This will allow all Admission Criteria types will be enabled.

- b. The criteria is based on the Admission Criteria chosen on the **Admission Diagnosis** tab.
- 2. Click "Select" next to the admission description to begin the Authorization Review.
  - a. If you select the wrong admission criteria, click **"Change Selected Criteria**" to delete the selection from your request and choose again.
- 3. Click the "Next: Admission Review" to begin the InterQual process.





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### Step 5: Perform Admission Review

Clear Coverage will display the InterQual criteria for the care, this is very similar to information found in the InterQual publications.

- 1. Click on the "Next: Admission Review" button to launch the Medical Review.
- 2. Click on the "Launch: Medical Review".
- 3. Tabs are selectable to enter the patient's health details for each day. Select **Episode Day 1**.
- 4. Open the Dropdown Criteria for your admission; for example if admission is Acute hit the Plus sign to the Left of the Acute.
- 5. Provide the appropriate responses for your specific patient and clinical situation. The yellow sticky notes S can be clicked on to provide greater detail a condition. The blue sticky notes can be clinked on to address Intervention of a condition.







6. Upon completion of the Medical Review, you will receive an outcome on the medical appropriateness of the admission based upon the best current evidence available:

🔺 Criteria Not Met 🛛 🗹 Acute Criteria Met

7. Click Save.

Inpatient Admission Authorization Request		×		
Request Type: 🕂 Admission Ref #: 163421100006 St	at (s: A Not Submitted			
ିାର୍ଚ୍ଚ open all ହିନ୍ଦୁ close all	Admission Review (Required)	👔 Help		
🕂 捉 Patient: Goger, Katia U				
🛨 🦆 Provider: ABRAHAM, MARK, MD-	Heart Failure	Acute Criteria Met		
🛨 🎡 Admission Diagnosis: ICD-10 (1)   DR	🖃 🕊 Episode Day 1: Acute			
• Admission Criteria: Adult: Medical	- Level of Care: Observation			
✓ Admission Review: Criteria Met     ✓ Episode Day 1: Acute     ✓ Level of Care: Acute Criteria Met      ✓ Level of Care: Acute Criteria Met	<ul> <li>Level of Care: Acute Criteria Met</li> <li>Level of Care: Intermediate</li> <li>Level of Care: Critical</li> <li>Episode Day 2: Not Started</li> <li>Episode Day 3: Not Started</li> <li>Episode Day 4: Not Started</li> <li>Episode Day 5: Not Started</li> <li>Episode Day 5: Not Started</li> </ul>			
		Launch Medical Review		
	< Back: Admission Criteria	Next: Comments   Attachments >>		
Save & Print		Submit Save Close		

\*\*\* **Note**: If the Submit button is not enabled, hover over the submit button to determine what information is missing from your request.



### Step 6: "Save" or "Submit" an Authorization

- 1. Verify all *6 Sections* of the Authorization Request are filled out and complete.
- 2. Is *Medical Review* complete? Make sure you have provided all details of the patient's condition and care that the Medical Review contained. Once a review has been submitted you are unable to alter your responses in the criteria.
- 3. If you need to come back to Medical Review or if you are not sure about information within the authorization Click on the "**Save**" button.
- 4. **IMPORTANT!** If the review is not submitted to Blue Cross and Blue Shield of Nebraska the care is not authorized and there is no record of the review being completed.
- 5. If you are confident in the authorization information Click on the "Submit" button.
  - a. You will be asked to enter your contact information if this option is turned on.

Contact details are required for all submitted authorizations. Please provide contact details (a name and a phone number) below and press submit to finish the request. First Name: Last Name:									
Nurse	Smith								
Phone Number: e.g. (555) 555	-1212								
( 402 ) 555 - 5555	Ext								
	Submit Cancel								

b. You will then be asked to input an estimated length of stay if you have this option turned on.



c. Click "Submit".





- d. You will then receive an Automatic response to the request:
  - 1) Your request will show Authorized
  - 2) Clear Coverage will record the Request with an *Internal Reference* #, a 12 digit number (Ex. "163421100006").
  - 3) If approved, you will see an Approved length of Stay.
  - 4) If approved you will see the Next Review Date
  - 5) There will be a printable/viewable PDF –click to view document.
  - 6) The disclaimer must be acknowledged check the box
  - 7) Close the review for the patient.

Authorization Submitted	
Reference #:	163421100006
Payer Certification #:	CC2016120700001
Authorization Status:	🥝 Authorized
Admission Date:	12/07/2016
Category:	Adult: Medical
Criteria:	Heart Failure
Approved Length of Stay:	4 days 🊖
Estimated Length of Stay:	5 days
Next Review Date:	12/11/2016 🊖
View Request (PDF) >>	
1 have read the disclaimer	on the authorization request PDF





- 6. Viewing an authorization can be done from the Landing page (Search Authorization Requests tab).
  - 1. To view the authorization, click the "Open Detail" button.



2. Displayed is the completed authorization with the selected criteria used, days approved and the next review dates. Further details of the options selected can be viewed by expanding the tabs.

npatient Admission Authorization Request X									
Request Type: 🕂 Admission Ref #: 163441400034 Authorization #: CC2016120900018 Status: 🔗 Authorized Total Approved LOS: 4 days Next Review Date: 12/12/2016									
약을 open all 안을 close all 다음 Admission 😧 Help									
	-								
Payment: Payer: Blue Cross Blue Shield of Nebraska									
Submission #: 163441400035 Eligibility: 🞺 Eligible									
Status: 2 Authorized 12/09/2016 Diagnosis:									
Admission Type: Medical									
	t Authorization #: CC2016120900018 Status: Authorized Total Approved LOS: 4 days Next Review Date: 12/12/2010 Authorization #: Logarcial Content of the status of the st								

3. Printing a copy of the Authorization can be done from this screen. Go to the bottom left of the screen and click on **Print**. From here you can select the Authorization Summary or the Authorization Full.





### Step 7: Adding a Comment or Document – Criteria Not Met

The *Comments* | *Attachments* section allows you to provide any additional notes to support your Authorization Request.

- 1. In the **Add Comment** box make a note to enable the system to upload medical records. Add any additional notes to support the request (additional medical evidence, etc.) <u>This is</u> required.
- 2. Click the "**Browse**" button to attach a file from your desk top computer.
- 3. Click the "Add Comment" button to submit the comments and records.
- 4. If unable to electronically send medical records go to the **Save & Print** box create a unique **Fax Cover Sheet** for the patient.

Inpatient Admission Authorization Request X										
Request Type: - Admission Ref #: 163470800014 Statu 🕕 Incomplete										
<u>ଂ</u> ଙ୍କ open all ା <sub>ରି</sub> close all	🤿 Comr	Comments   Attachments: (0/0)								
🛨 🐓 Patient: Steinberger, Reginal J	Date	Time	Author	Comment	Attachments					
🛨 🦆 Provider: JONES, MARK, MD-										
Admission Diagnosis: ICD-10 (1)   DR										
+ Mathematical Adult: Medical										
Admission Review: Criteria Not Met										
Comments   Attachments: (0/0)										
	Add Con	nment / At	ttachment							
	Attachments	(0): <b>Brows</b>	ie							
	A comment i	is required 🖌	<u> </u>							
	A comment is	s required								
Authorization Summary										
Authorization (Full)	Add Com	ment 0 of 40	000	<< B	ack: Admission Review Next >>					
Fax Cover Sheet					Submit Save Close					





### **Creating a Continued Stay Review**

If on or before the next Review Date it is determined that the patient will need continued care it is necessary to create a Continued Stay. This can be also used to transition an Observation Admission to an Inpatient Admission.

- 1. On the Landing page locate the patient.
- 2. Click the "**Action**" button next to the patient and select "**Add Cont. Stay**" from the drop down menu.

5	Search Inpatient Authorization Requests and Notifications										
	Patient Last Name Patient First Name										
	Search Results:	Authorization and N	lotifications Results								
		Created	Patient	Payer	Admit Date	Next Review Date	Request Type	Status			
	Action v	12/09/2016	<u>Larmett, Chikako</u>	Blue Cross Blue Sł	12/12/2016	12/12/2016	Admission	Authorized			
	Open Detail	9/2016	<u>Thie, Johnn W</u>	Blue Cross Blue St	12/09/2016		Admission	🕒 Pending			
	Add Cont. Sta Add Discharg	e 272016	Irizzary, Salvadore B	Blue Cross Blue St	12/09/2016		Admission	Pending			

- 3. If applicable you can enter a new Diagnosis if different from the original, or continue on to the **Cont. Stay Criteria**.
- 4. Launch Medical Review following the previous processes.
- 5. Choose the appropriate Episode Day for the care. Complete the InterQual Review.
- 6. Review may or may not meet Medical Criteria.
- 7. If criteria not met add any comments/attachments.
- 8. Save the review.
- 9. Click "Submit".
- 10. Provide Contact information and **Submit**, acknowledge the disclaimer and close the request.



#### The Continued stay will show as Approved on the Landing Page:

Action v	12/09/2016	<u>Larmett, Chikako</u>	Blue Cross Blue Sl	12/12/2016	12/14/2016	Cont. Stay	Authorized





## **Creating a Discharge**

Locate the patient on the "Authorization Request" tab.

1. Click the "**Action**" button next to the patient and select "**Add Discharge**" from the dropdown menu.

Clear Coverage™											
🥭 Authorization Requests 📔 📓 New Authorization 🔋 💥 Administration											
Patient Last Name Patient First Name	ne										
Date Created Status     Last 7 Days     ▼	Request Type	Payer All	Subscriber/	Card Admitting Provi	der Reference Type	Reference Ni					
Created	Patient	Payer	Admit Date	Next Review Date	Request Type	Status					
Action 12/09/2016	<u>Dietzel, Gordy</u>	Blue Cross Blue St	12/09/2016	12/13/2016	Admission	🥑 Authorized					
Open Detail 9/2016	Wentland, Hilel	Blue Cross Blue Sh	12/08/2016	12/12/2016	Admission	Canceled					
Add Cont. Stay 9/2016	Strayhand, Chikako	Blue Cross Blue St	12/08/2016	12/10/2016	Cont. Stay	🕒 Pending					
Action 12/19/2016	Stickel Julianne F	Blue Cross Blue St	12/06/2016	12/08/2016	Admission	Authorized					

- 2. Screen will open with **Discharge Diagnosis**. If primary diagnosis has changed you can update the Clear Coverage now.
- 3. Click the Next: Discharge button.
- 4. Enter the **Discharge Date**.
- 5. Use the drop-down menu to select the "**Discharge Deposition**". Discharge Disposition Options are:
  - a. Home/OTPT Follow Up
  - b. Home with HHC Home Health Care
  - c. SNF Skilled Nursing Facility
  - d. INPT Rehabilitation
  - e. Acute Inpatient Care
- 6. Once a disposition is selected the Submit button is enabled. Click "Save" or "Submit"

Inpatient Discharge Authorization Request	×
Request Type: 🕂 Discharge Ref #: 163441400009 Au	thorization #: CC2016120900011 Status 🕕 Incomplete
ିାର୍ଚ୍ଚ open all ତିନ୍ତ୍ର close all	Discharge: 12/13/2016
🛨 捉 Patient: Dietzel, Gordy	
🛨 🦆 Provider: MCKNIGHT, THOMAS, MD-	Discharge Date: ¥ 12/13/2016
<b>.</b>	Discharge Dispositi *select
🛨 🍚 Discharge Diagnosis: ICD-10 (0)   DRG	Home / OTPT Follow Up
- [] Discharge: 12/13/2016	SNF
Discharge Date: 12/13/2016	INPT Rehabilitation
Disposition: None	Acute Inpatient Care
Comments   Attachments: (3/1)	
	<< Back: Discharge Diagnosis Next: Comments   Attachments >>
Save & Print	Submit Save Close

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p or continued care for the patient can be added to the notes. Also re

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7. Discharge follow-up or continued care for the patient can be added to the notes. Also records could be loaded to the authorization for continued case management for the patient. Add Comment will send the data to BCBSNE.

Inpatient Discharge Authorization Request X											
Request Type: 🕂 Discharge Ref #: 163441400023 Au	Request Type: 🕂 Discharge Ref #: 163441400023 Authorization #: CC2016120900014 Status: 🕑 Incomplete										
ିଞ୍ଚ open all 😳 close all	ेह open all िंद close all 🥏 Comments   Attachments: (9/0)										
🛨 🐼 Patient: Coplan, Lavenia T	Date	Time	Author	Comment		Attachments					
🛨 🦆 Provider: TAYLOR, ANN, MD-	12/09/2016	3:12 PM	Brick, Shirley	Payer auto accepted attend	More	<u> </u>					
- Admission:	12/09/2016	3:12 PM	Brick, Shirley	User submitted request to	More						
T Y Aumssion.	12/09/2016	3:09 PM	Brick, Shirley	Payer auto accepted admitt	More						
🛨 💱 Discharge Diagnosis: ICD-10 (1)   DRG	12/09/2016	3:09 PM	Brick, Shirley	User submitted request to	More	=					
<b>+ V Discharge:</b> 12/13/2016	12/09/2016	3:08 PM	Brick, Shirley	Payer auto accepted admissi	More						
	12/09/2016	3:08 PM	Brick, Shirley	User submitted request to	More						
Brick Shirley, Payer auto accepted attend	12/09/2016	2:56 PM	Brick, Shirley	For questions about this au	More						
Brick, Shirley User submitted request to c	12/09/2016	2:56 PM	Brick, Shirley	Admission was submitted b	More	T					
Brick, Shirley Payer auto accepted admitt	1										
Brick, Shirley User submitted request to c	Add Com	ment / A	ttachment								
	Attachments (	1): Brows	Day One Help Sheet.doc	x							
	Lavenia has o	rders for 15 se	essions of PT - Rx has been fax	ed to Excel.							
	Add Comm	enr 71 of 4	4000		Back: Discl	narge Next >>					
Save & Print					Submi	it Save Close					

8. Once the Add Comment is loaded the documents upload and the Submit button is enabled. Submit the Discharge. System updates itself, changing the Status of the Authorization to Discharge.

🔠 Clear Coverage							Christine Fren	ch   Request - FAI	MILY HEALTH CARE P	C - 8303 DODGE ST	🖰 Logout   👔	<u>Help</u>
P Authorization Requests	New Authorization	💥 Administration										
Patient Last Name Patien Date Created Status Last 7 Days V All	Patient Last Name     Patient First Name       Date Created     Status     Request Type     Payer     Subscriber/Card     Admitting Provider     Reference Type     Reference Number       Last 7 Days     V     All     V     All     V     All     V											
Search Results: Authoriza	on and Notifications Results											1
Created	Patient	Payer	Admit Date	Next Review Date	Request Type	Status	Product	Facility	Unit	Admitting Provid	Attending Provider	
Action v 12/13/20	6 <u>Ewald, Melita Z</u>	Blue Cross Blue S	12/13/2016		Discharge			Request - FAMIL		MILLER, PATRICI	MILLER, PATRICK, M	ME 🔺
Action v 12/12/20	6 <u>Seyal, Devaun F</u>	Blue Cross Blue S	12/09/2016		Discharge			Request - FAMIL		TAYLOR, REGAN,	SMITH, CHRISTOPH	EF
Action ~ 12/09/20	6 Coplan, Lavenia T	Blue Cross Blue S	12/09/2016	(	Discharge			Request - FAMIL		TAYLOR, ANN, M	BRANDT, THOMAS, I	м



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# **Changing the Admission Date**

If the admission date changes find the approved authorization on the Landing page and select Open Details from the Action Tab. The authorization is now open for review. On the left hand side is a button labeled **Modify Request**. Click the dropdown button and see the options displayed. Click on the **Change Inpatient Admission Date**.

Inpatient Admission Authorization Request X									
Request Type: 🕇 Admission Ref #: 163481200007 Authorization #: CC2016121300076 Status: 🔗 Authorized Total Approved LOS: 4 days Next Review Date: 12/17/2016									
ିାର୍ଚ୍ଚ open all ହିନ୍ଦ୍ର close all	S (	Comments   A	ttachments: (3	/0)	🚱 Help				
🛨 🧽 Patient: Stickel, Merline C	Date	Time	Author	Comment	Attachments				
🛨 🦆 Provider: DR. DE CALERO, LURIS	12/13	/2016 1:25 PM	Cromer, Carl	For questions about this	More				
+ Admission:	12/13	/2016 1:25 PM	Cromer, Carl	Admission was submitte	More				
Admission.	12/13	/2016 1:25 PM	Cromer, Carl	Initial creation					
+ Comments   Attachments:	(3/0)								
	4								
	Add	Comment /	Attachment						
	Attach	ments (0): Brow	wse						
	Type	Comment Here							
Change	e Inpatient Admiss	ion Date							
Change	e Admission Type	00							
Change	e Admitting Provide	er							
Change	e Attending Provide	er							
Change	e Unit								
			000		<pre>&lt;&lt; Back: Admission Next &gt;&gt;</pre>				
Cancel	Request								
Print v Modify	/ Request	1			Close				

A pop-up box will be created allowing you to change the **Inpatient Admission Date**. Change date and click the **"Submit**" button.

Request Inpatient Admission Da	ate Change
Current Inpatient Admission Date:	12/13/2016
Inpatient Admission Date: *	12/15/2016
	Submit Cancel

The **Comments** screen in the authorization will show that the admission date has been updated. To see the entire detail click on the "More" button.

Inpatient Aumission Authorization Request									
Request Type: 🕂 Admission Ref #: 163481000065		CC201612130	00061 Status: 🧭 Author	rized Total Approved LOS: 4 days	Next Review Date: 12/18/20	016			
Image: spen all image: close all image: spen									
🛨 🐓 Patient: Dolley, Latara T	Date	Time	Author	Comment	Attachments				
🛨 🦆 Provider: ABDELRAHMAN, ABD ALMON	12/13/2016	2:15 PM	French, Christine	Payer auto accepted ad	More	<b>^</b>			
<b> ₩</b> Admission:	Comment by French, Christine on 12/13/2016 ×								
Comments   Attachments: (26/0)	Payer auto acce	pted admiss	ion date change request	for 12/17/2016					
French, Chr Payer auto accepted admiss									
French, Chr User submitted request to c									
Hack, Vickie Payer auto accepted attend									
Hack, Vickie User submitted request to c									
L						•			

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## **Changing the Admitting or Attending Provider**

If the admission data needs to be changed find the approved authorization on the Landing page and select Open Details from the Action Tab. The authorization is now open for review. On the left hand side is a button labeled **Modify Request**. Click the dropdown button and see the options displayed. Click on the **Change Admitting Provider** or **Change Attending Provider** whichever is needed.

Inpatient Admission Authorization Request X												
Request Type: 🕂 Admission Ref #: 163481200007 Authorization #: CC2016121300076 Status: 🔗 Authorized Total Approved LOS: 4 days Next Review Data: 12/17/2016												
ିାନ୍ଥ open all ତାନ୍ତ୍ର close all	👻 open all 🖓 close all 🧼 Comments   Attachments: (3/0)											
🛨 🐶 Patient: Stickel, Merline C	Date	Time	Author	Comment	Attachments							
🛨 🦆 Provider: DR. DE CALERO, LURIS	12/13/2016	1:25 PM	Cromer, Carl	For questions about this	More							
+ 🖌 Admission:	12/13/2016	1:25 PM	Cromer, Carl	Admission was submitte	More							
	12/13/2016	1:25 PM	Cromer, Carl	Initial creation								
+ Comments   Attachments: (3/0)												
	4											
	Add Com	iment /	Attachment									
	Attachments	(0): Brow	wse									
Change Inpatie	nt Admission Da	nt Hara te										
Change Admiss	lon Type											
Change Admitti	ng Provider 💥	<u>(</u>										
Change Attendi	ng Provider	10										
Change Unit												
			000		< Back: Admission	Next >>						
Cancel Request	:											
Print Total Modify Reques	st					Close						

A search box will populate, research the attending or admitting provider name. Find your provider and click the Submit button.

Re	uest Admitting Provider Char	nge				×			
Cur	Current Provider: THOMAS, VINCENT, MD-								
0	ganization / Last Name First Nar	ne ID Type ID							
w	ite		In Netwo	ork	▼	Search Clear			
	Provider Name	Provider Address		NPI	Primary Specialty	Network			
$\bigcirc$	WHITE, KATRINA, PA-	805 S F ST, BROKEN BOW, NE 688222433		1104919240	Family Medicine	In Network			
0	WHITE, LAUREN, PA-	EMILE AT 42ND ST, OMAHA, NE 681982165		1699073445	Physician Assistant Medical	In Network			
0	WHITE, RODNEY, DC-	10701 S 72ND ST STE 120, PAPILLION, NE 680463427		1134422520	Chiropractor	In Network			
$   \mathbf{O} $	WHITE, THOMAS, MD-	13616 CALIFORNIA ST STE 100, OMAHA, NE 681545336		1891712410	Surgery	= In Network			
0	WHITE- WELCHEN, TIFFANY, LPCC-	7330 FARNAM ST STE 100, OMAHA, NE 68114		1295899862	Counselor Mental Health	In Network			
$\circ$	WHITEAKER, DINA, CNP-	4132 S 199TH CIR, OMAHA, NE 681353783		1578841490	Nurse Practitioner Family	In Network			
L	-					<b>•</b>			
	Add Selected to Preferred Clinicians / Org	janizations List				Submit Cancel			

The **Comments** screen in the authorization will show that the Provider data has been updated. To see the entire detail click on the "More" button.

I	npatient Admission Authorization Request										
	Request Type: 🕂 Admission Ref #: 163481000055 Authorization #: CC2016121300056 Status: 🔗 Authorized Total Approved LOS: 4 days Next Review Date: 12										
(	et all et all Comments   Attachments: (2/0)										
Ŀ	🛨 🐓 Patient: Hendrickson, Louella Q		Date	Time	Author	Comment		Attachments			
Ľ	🛨 🦆 Provider: WHITE, THOMAS, MD-		12/13/2016	2:50 PM	French, Christine	Payer auto accepted ad	More	-			
Ľ	+ ✔ Admission:	C	Comment by	French, C	×	5	_				
	- Comments   Attachments: (6/0)	P	Payer auto acce	pted admitti							
	French, Chr Payer auto accepted admitt										

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### **Resources for your Clear Coverage tool**

Provider Solutions: 800.821.4787 option 4, option 1 or 402.982.7711 option 4, then option 1.

Provider Relationship Managers – please refer to area map on website.

Link: <u>www.nebraskablue.com/providers/resource-</u> <u>center/contacts-for-providers</u>

Admission Certification: 800.247.1103