Inpatient Admission Notification:
Frequently Asked Questions

Q.1. When Does Medica Require Notification of Inpatient Admissions and Discharges?

- For inpatient admissions to acute care hospitals, Medica requires notification of admission to an inpatient status within 24 hours, or next business day for a weekend or holiday admission.
- For discharges, notify Medica within 24 hours of discharge, or next business day for weekend and holiday discharges. Discharge information should include the discharge date and discharge disposition.
- PRIOR AUTHORIZATION IS REQUIRED for admissions to Skilled Nursing Facilities (SNFs), Acute Rehab Units/Hospitals, and Long-term Acute Care Hospitals (LTACH), See the related Medica utilization management policy.

Q.2. How Does Medica Accept Admission and Discharge Notifications?

For Medica members with Group/Policy #IFB, please fax the completed Inpatient Notification Form to 952-992-3555. Electronic submissions for this group are not available at this time.

For all other Medica members, notifications admission and discharge are accepted in one of the following ways:

1. Medica’s Provider Portal on www.medica.com at Providers>Electronic Transactions
2. Fax of a Daily Facility Admission / Discharge Report to 952-992-3555
3. Fax of a completed Inpatient Notification Form to 952-992-3555
4. Telephone: 1-800-458-5512 to report hospital admissions and/or request prior authorization for SNF, Acute Rehab, or LTACH admissions.

The Inpatient Notification Form is located on medica.com at Providers>Administrative Resources>Claim Tools>Inpatient Notification Form.

Q.3. What Information Is Needed To Report An Inpatient Admission To Medica?

The following data elements are necessary to process an admission notification:
- Medica member name
- Medica member ID number
- Member date of birth (DOB)
- Admission date; if discharge has occurred, include discharge date and disposition
- Facility name & National Provider Identifier (NPI) Number
- Admitting physician name (First name and last name)
- Admitting diagnosis – Description and/or ICD-10 Code
- Admission source (emergency, elective, etc.) and admission type (medical, surgical, etc.)
- Contact name and phone/fax number (for additional information, if needed)

Q.4. Does Medica Require Notification of Observation Admissions?

No. Admission to observation status does not require notification at this time. However, if the admission status is changed to an inpatient status, notification is required within 24 hours or the next business day.

Q.5. Does Medica Require Notification of Outpatient Surgeries?

No. Outpatient surgery allows for an observation stay of up to 23 hours. If admission status changes to inpatient for any reason, notification is required within 24 hours or next business day.

Q.6. Does Medica Require Notification of Maternity (labor & delivery) Admissions?

No. Notification is not required for routine labor and delivery admissions for the following federally mandated guidelines: Normal vaginal delivery w/post-partum length of stay (LOS) of 48 hours or less; Cesarean section delivery w/post-partum LOS of 96 hours or less.

Notification is required within 24 hours or next business day following a weekend or holiday admission for the following circumstances:
- Antepartum admissions without delivery
- Mom and/or baby stay longer than the federally mandated guidelines.
- Baby is admitted to Special Care, Level II, or neo-natal intensive care unit NICU