Inpatient Admission — Notification Guidelines

Inpatient Admission Notification Requirements
Notify Medica within 24 hours of hospital admission and discharges, or next business day for weekend or holiday admissions and discharges

Admissions to skilled nursing facility, swing-bed, acute rehab, or long-term acute care hospital levels of care require prior authorization. See the related Medica utilization management policy.

Admission Notification is not required for the following:
- 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 length of stay (LOS) of 96 hours or less
  - 23 hour outpatient surgery
  - Observation status admission for up to 23 hours
  - For the following plans: Medica Select Solution® and Medica Prime Solution®

Information Needed to Report Hospital Admissions
The following data elements are necessary for accurate, efficient and timely processing of inpatient admission notification.
- Medica member name & Medica ID number
- Member date of birth (DOB), address and phone number
- Admission date, if discharged provide discharge date and disposition
- Facility name & Medica provider ID number
- Admitting physician (first & last name)
- Admitting diagnosis and/or ICD-10 code
- Admission source (emergency, elective, etc.) and admission type (medical, surgical, etc.)
- Contact name & phone/fax number (for additional information if needed)

Submission of Hospital Admission Notifications
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.

Definitions
- Admission: The admittance of a member to a licensed bed or facility for a period greater than 24 hours.
- Hospital: A facility that provides diagnostic, medical, therapeutic, and surgical services by or under the direction of physicians and with 24 hour RN nursing services.
- Inpatient: An uninterrupted stay of 24 hours or more with an inpatient status, a hospital, skilled nursing facility, long term acute care facility, acute rehab facility, or other care facility
- Skilled Nursing Facility: A licensed bed or facility (including an extended care facility, hospital swing-bed and transitional care unit) that provides skilled transitional care
- Swing-Bed: “Swing-Bed” terminology derived from Medicare criteria:
  A hospital with fewer than 50-100 beds, can “swing” its beds between Hospital and Skilled Nursing Facility levels of care on an as-needed basis – provided the hospital has obtained swing-bed approval from the Department of Health & Human Services/CMS.