

Inpatient Hospital Admission — Notification Guidelines

Inpatient Hospital Admission Notification Requirements

- For inpatient admissions to acute care hospitals, Medica requires notification of admission to an inpatient status within 24 hours, or the next business day for a weekend or holiday admission.
- Clinical records for initial and current reviews may be requested/required.
- For discharges, notify Medica within 24 hours of discharge, or the next business day for weekend or holiday discharge. Discharge information should include the discharge date and discharge disposition.

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.
- Notification is required within 24 hours or the next business day following a weekend or holiday admission for the following circumstances:
 - 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)
- Outpatient surgery and observation status.
- If admission status changes to inpatient for any reason, notification is required within 24 hours or the next business day for a weekend or holiday admission.
- For the following plans: Medica Select Solution[®] and Medica Prime Solution[®]

Information Needed to Report Hospital Admission

The following elements are necessary for accurate and timely processing of an 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 & National Provider Identifier (NPI)
- Admitting physician (first & last name) & NPI
- Admitting diagnosis and/or ICD-10 code
- Clinical information if available at time of notification
- Admission source (emergency, elective, etc.) and admission type (medical, surgical, etc.)
- Contact name & phone/fax number (for additional information if needed)
- Contact name & phone/fax number (for clinical information if above contact name & phone/fax number is not the same)

Submission of Hospital Admission & Discharge Notification

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

1. Medica's secure provider portal on [Medica.com](https://www.medicamember.com) at: **[For Providers>Electronic Transactions](#)**
2. Fax of a Daily Facility Admission or **[Inpatient Notification Form](#)** to (952) 992-3555
3. Telephone: 1 (800) 987-2459 to report hospital admissions
4. Fax discharge summary to (952) 992-2892

Clinical Updates May Be Required as Directed by Plan

1. Fax of ongoing clinical information and discharge summary to Medica at (952) 992-2892

The [Inpatient Notification Form](#) is located on Medica.com at: For Providers>Administrative Resources>Claim Tools>Inpatient Notification Form.

Definitions:

Admission:	The admittance of a member to a licensed bed or facility at the inpatient level of care.
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:	Admission to a hospital at an inpatient status.
Observation:	A well-defined set of clinically appropriate services that includes short-term treatment, assessment and reassessment before a decision can be made as to whether a patient can be discharged or requires further treatment as an inpatient.