Hospital Admission/Discharge Notification

Create a new Authorization or edit Member information (see Getting Started). Note: All fields with a red asterisk are required.

Select Hospital Admission Notification from the Authorization Type dropdown menu and fill out Submitter Information in full. You must select a facility under Admitting Facility.
Continue filling out required fields. Attach supporting documentation and click Submit.
If this is a Hospital Admission, do **not** select a Template.

If this is an OB Notification, select *Yes*, and then select *Yes* or *No* for Delivered?.
If you select Yes for Delivered?, add Baby Information. Only use Add Baby for multiple births.

To Update Discharge Notification
Select My Authorizations. Choose a member from the list and click Edit.
Select Yes under *Is this a Discharge Notification*.

**Note:** Make sure the submitter’s phone number is filled in and the discharge date is entered.

Under *Discharge Status*, select where member is being discharged to.
Attach discharge paperwork and click *Submit*. 