

## Save time: Submit only required information about inpatient acute care medical / surgical admissions

When you submit a prior authorization request for an inpatient acute care medical / surgical admission, you can save time by submitting only the information that's required for the request.

Refer to the table below for more information.

Type of information to submit or type of request	How to submit
Names of members admitted to the hospital	Use the e-referral system to submit a prior authorization request for each admission.
Names of members discharged from the hospital	For each member discharged: <ul style="list-style-type: none"> <li>• If the case is still open in the e-referral system, enter the discharge date for the member.</li> <li>• If the case has closed because the authorized days have elapsed, you don't need to do anything.</li> </ul>
Clinical information	<ul style="list-style-type: none"> <li>• If the prior authorization request was approved in the e-referral system, don't submit any additional clinical information.</li> <li>• If the member needs additional days, use the e-referral system to request those days and attach the clinical information to the request.</li> </ul>
Information on sick newborns Note: The authorization request is separate from the delivery.	<p>Information about sick newborns <b>must</b> be faxed because those members can't be found in the e-referral system. Complete the <a href="#">Acute inpatient hospital assessment form</a> and fax it to the correct fax number:</p> <ul style="list-style-type: none"> <li>• For Blue Cross commercial: Fax to 1-800-482-1713.</li> <li>• For BCN commercial: Fax to 1-866-313-8433.</li> </ul> <p>For timely processing, include the pertinent clinical documentation. You can access the form on the <a href="http://ereferrals.bcbsm.com">ereferrals.bcbsm.com</a> website, on these pages:</p> <ul style="list-style-type: none"> <li>• <a href="#">Blue Cross Acute Inpatient Medical and Surgical Admissions</a></li> <li>• <a href="#">BCN Acute Inpatient Medical and Surgical Admissions</a></li> </ul>
Retroactive authorization requests for inpatient admissions that started as outpatient services	Use the e-referral system to submit a retroactive authorization request for each inpatient admission.
Adjustments in dates of service for procedures managed by vendors such as TurningPoint Healthcare Solutions LLC	<p>Submit this information to the vendor that manages the procedure.</p> <p>For information about submitting requests to vendors, visit <a href="http://ereferrals.bcbsm.com">ereferrals.bcbsm.com</a>.</p>

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