



Provider Bulletin



08/20/20

Applicable lines-of-business and provider type:

- PHP (Medicare) AHF Grants Primary Care Physicians Specialists
- PHC (Medicaid) Hospitals Ancillary

Required Member Clinical Notes & Discharge Information

Effective immediately, all contracted in-network hospitals will be **required** to submit Daily Clinical Information, Discharge Information, and Discharge Summary for all admitted members to your hospital. This information is not only a required Healthcare Effectiveness Data and Information Set (HEDIS) measure but is critical for collaborative planning and an optimal Transition of Care. Without this information, the Plan is unable to authorize hospital admission and continued stay.

- **Daily Clinical Information** during the entirety of the member’s inpatient admission:
 - o This information should include but not limited to:
 - COVID-19 Test Results
 - Daily Clinical Review
 - ED Report
 - Diagnostics (i.e., Radiology, CT and MRI)
 - Discharge Plan (to begin at time of admission)
 - Admission H&P
 - Consults, including Psychiatric H&P/MSE, as applicable
 - Labs, including culture studies
 - Medication Administration Record
 - o For CA-PHP/CA-PHC, the above documents should be faxed to Utilization Management: (888) 238-7463
 - o For Florida and Georgia PHP, the above documents should be faxed to Utilization Management: (888)972-5340

This Provider Bulletin is not intended to replace or conflict with any requirements outlined in your signed Agreement with AHF or PHP. If you have any questions, contact the Provider Relations Department. Florida providers please email Provider Relations Department FLPR@phcplans.org. California providers please email the California Provider Relations Department at CAPR@aidshhealth.org. Georgia providers please email GAPR@positivehealthcare.org.



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- **Discharge Information** must be submitted to Utilization Management no later than 48 hours from the day of discharge. Day of discharge is strongly preferred to assist with Transition of Care.
- **Discharge Information** should include but not limited to:
 - The practitioner responsible for member's care during their inpatient stay
 - Procedures or treatment provided
 - Diagnoses at discharge
 - Testing Results: this includes documentation of pending tests or indicates member has no pending tests
 - Discharge Medication List
 - Discharge instructions: this includes instructions for the PCP or ongoing care provider for the member's care post-discharge
- **Discharge Summary** must be submitted to Utilization Management as soon as available, but no later than 30 days following the day of discharge.
- For CA-PHP/CA-PHC, the above information should be faxed to Utilization Management: (888) 238- 7463
- For Florida and Georgia PHP, the above documents should be faxed to Utilization Management: (888) 972-5340

If you have any questions regarding the process and information outlined in this Bulletin, please contact the following Utilization Management representatives:

CA-PHP/CA-PHC: Utilization Management Nurse Manager Morgan Minson: morgan.minson@aidhealth.org or (323) 371-2206

Florida & Georgia PHP: Supervisor of Care Management Operations Tamarra Dubuisson: tamarra.dubuisson@aidhealth.org or (323) 579-1307

Your attention in helping us reach these goals is appreciated. Thank you.