

MedCommunity Reference Guide: For PAC Providers

Acute Facility Submitting Post-Acute Inpatient Admission Request

Please note the following:

- An Acute facility will be permitted to submit a **pre-service admission** request **on behalf** of a Post-Acute (PAC) facility.
- The Acute Facility will outreach to the PAC Provider to:
 1. Verify PAC facility is willing to accept Member.
 2. Verify PAC facility agrees to have the Acute facility submit the PAC admit request on their behalf.
 3. Obtain PAC Facility's NPI #
 4. Obtain NPI # of the PAC Provider who will oversee care in the PAC facility.

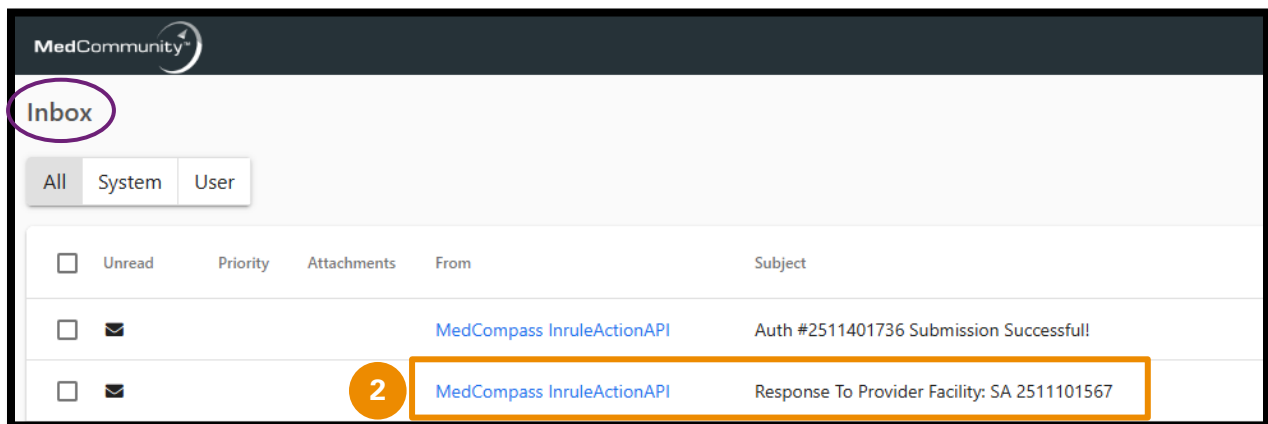
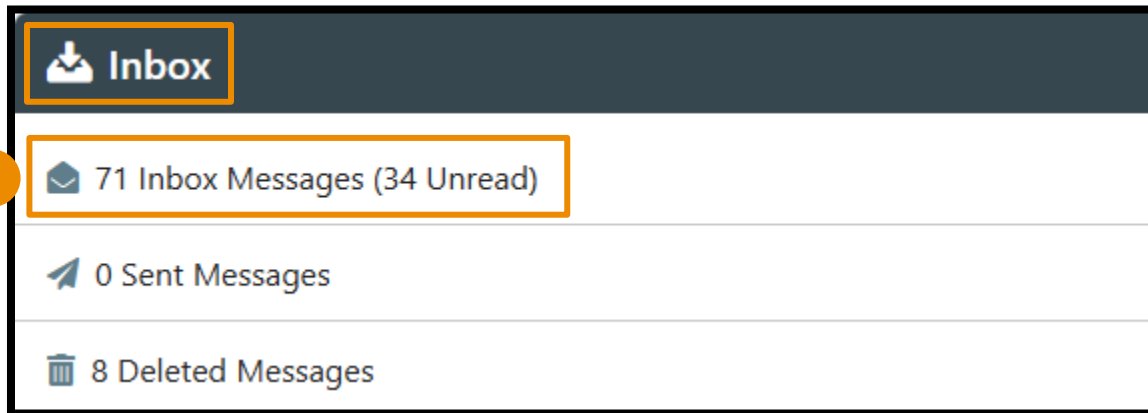
Once the Acute facility has obtained the information needed from the PAC facility, the Acute facility will submit the PAC pre-service admission request.

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Providers (4) ^ +										
Provider Name ↑	Provider Type	Source Provider ID	Provider Role	Provider Id	Specialty	Provider Contract: Par Status	Benefit Level	NPI	IOQ	Requesting?
UH GEauga MEDICAL CENTER	ACUTE Facility		Requesting	341924226013	ACUTE CARE FACILITY		In Network	1669562864	N	Y
ALTERCARE MAYFIELD VILLAGE INC	PAC Facility		Servicing	341962106002	SKILLED NURSING FAC		In Network	1508838053	N	N
NICHOLAS DETORE, MD	PAC Professional Provider			194243819007	INTERNAL MEDICINE		In Network	1942438197	N	N
Generic Professional	Generic Professional		Servicing	999999999002				9999999990	N	N

- After the *pre-service* PAC admission request is submitted by the Acute Provider, the Providers tab on the request will display: **(1)**
 - The Acute Facility Provider

- The PAC facility
- The PAC Professional Provider
- The Generic Professional
- Medical Mutual will review the PAC pre-service admission submission request for medical necessity, add the initial determination to the Service Auth Line and send the Decision Response to the Acute and PAC facilities.



- The PAC Provider should access their MedCommunity Dashboard Inbox to review the MMO notification advising of the initial determination. **(2)**
 - **Note:** If PAC Provider does not have access to the MedCommunity portal, the Decision Response will be FAXed to the PAC facility.

If pre-service PAC admission request is **Approved**:

- MMO will add the PAC facility in place of the Acute facility listed under the Provider tab:

Providers (4)										
Provider Name	Provider Type	Source Provider ID	Provider Role	Provider Id	Specialty	Provider Contract: Par Status	Benefit Level	NPI	IOQ	Requesting?
ALTERCARE MAYFIELD VILLAGE INC	PAC Facility		Testing	341962106002	SKILLED NURSING FAC		In Network	1508838053	N	Y
ALTERCARE MAYFIELD VILLAGE INC	PAC Facility		ding	341962106002	SKILLED NURSING FAC		In Network	1508838053	N	N
NICHOLAS DETORE, MD	PAC Professional Provider			194243819007	INTERNAL MEDICINE		In Network	1942438197	N	N
Generic Professional	Generic Professional			999999999002				9999999990	N	N

- **Note:** After the approval decision has been added, the PAC facility will be listed 2x under the Provider tab.
- After Medical Mutual makes the changes to the Providers tab, the link to the Acute Facility will be broken and **only** the PAC facility will receive ongoing notifications from Medical Mutual.
- PAC facility will make note of the Next Review Date listed in the approval response - when Next Review Date arrives, PAC Provider will add a new Service Auth Line and attach updated clinical/therapy documents per current process.
 - **NOTE:** When adding your Continued Stay Service Auth Line do not forget to update the following information on the Service Auth Line Details screen:
 - **Request Received On** and **Request Received Time** fields should be updated with **current date** and **current time**.
 - **Contact Info Name/Phone** and **FAX** fields with the PAC Provider contact information.

If pre-service PAC admission request is **Denied**:

- The **Acute** facility will participate in the Peer to Peer discussion if requested/scheduled.
- Both the Acute and PAC facilities will receive notification of the post Peer to Peer physician determination:
 - If Decision is **Upheld**: No further action required from the PAC Provider.

➤ If Decision is **Overturned**:

- PAC facility will make note of the Next Review Date listed in the approval response.
- When the Next Review Date arrives, PAC Provider will:
 - a) add a new Service Auth Line and attach updated clinical/therapy documents per current process **if PAC Provider has access to MedCommunity portal**
 - b) FAX updated clinical/therapy documents **if PAC Provider does not have access to MedCommunity portal**
 - MedAdv FAX: 800-221-2640
 - Commercial FAX: 800-517-2583