

MedCommunity Reference Guide:

Submitting a Discharge Date and Disposition:

- Adding the Member's discharge information will be completed on the **Service Authorization screen**.
- **DO NOT** add a new Service Authorization line to report discharge information.
- **ONLY** add the Discharge Date and Disposition when no additional days are needed if additional days will be requested, see "Submitting a Continued Stay Request" Reference Guide.

When the discharge information is known, follow these steps:

MedCommunity						🛱 Dashboard	Notices	📰 Waiting Room 🏼 🏠	🗭 Recent	+ New	A Test1 Provid
My Dashboard											
🗹 Tasks								Member Search			
Task Type	Description	Due Date	Priority	Status Men	nber	Due Today/Overdue				🛆 Clea	r Q Search
Request for Information	Requesting Additional Information re: SA 2236585038	2/22/23	High	Assigned LN2	42508, FN4957	Overdue		* Medical Mutual ID Number			
					Items per page: 50	1-1of1 <	>	* First Name			
Service Authoriz	ations							Last Name			
All Last 30 Days								Date Of Birth mm / dd / yyyy	Ö		
All Open Withdrav	n Medicare Reopen Dismissed Closed							Subscriber Id			
Filter:	Clear										
Auth Number Member N	me Member ID Authorization Status Auth C	ategory Auth Type	TPA/Carrier	Status Detail	Received Date	Admit/Effective Date		🗠 High Priority Messag	es		
2306885440 FN4945 L	N6104181 SMID2813807 Open Emerg	ency Inpatient	MMO	Approved	Mar 10, 2023	Mar 8, 2023		MedCompass InruleAct	ionAPI		

- Under the Service Authorization tab on My Dashboard, click Submitted. (1)
- Use the filter field (2) to search by name or Service Authorization number.
- Click Auth Number blue hyperlink (3) to open Service Authorization screen.

MedC	community						යි Dashboard	OND Notices	🔳 Waiting Room 🏾 🏠	🗭 Recent	+ Nev	v & Test1 Provider	1
FL	FN4945 LN6104181 J 440-506-7592 ID: SMID2813807	Demographics DOB: Nov 24, 1954 (68y) Eff Date: Jan 1, 2020 Gender: Male Line Of Business: Medicare Adv Plan Term Date: N/A	antage									4	
•		Service Authoriz	zation							(← Back	🖍 Edit 🗄	3
*	Health 360	Authorization Number Ext	ernal Identifier	Date Received	Auth Type	Authorization Status	Status Date	Priority	Next Review Date	Case Due Date			9
ð	Demographics	2306885440 N/A Admit/Effective Date Gro	A.	3/10/23, 9:41 AM Effective Date	Inpatient Term Date	Open	3/10/23, 11:20 AM	Emergency	3/21/23, 12:00 AM	N/A			9
0	Utilization Management 🔺	Mar 8, 2023 IGF	RPN15216482	Jan 1, 2020	N/A								9
	Service Auth											Show More 😔	
		Providers (3)										~ +	
		Provider Name	Provider Type	Source Provider ID	Provider Role	Provider Id	Specialty	Provider Contract:	Par Status Benefit Level	NPI	IOQ	Requesting?	
		SOUTH POINTE HOSPITA	L Facility	340714593039	Servicing/Requesting	g 340714593039	ACUTE CARE FACILITY		In Network	1235183542	Ν	Y	
		RAJESH AGARWAL MD	Practitioner	272988040018	Servicing	272988040018	INTERNAL MEDICINE		In Network	1285618579	Ν	N	
		Generic Professional	Practitioner	999999999002	Servicing	999999999002					Ν	N	

• Click "Edit" (4) to display the full Service Authorization.

MedCommunity			🖨 Dashboard	🖉 Notices 🛛 🔳 Waiting Room 😭	Recent + New & Test1 Provider1
FN4945 LN6104181 P40-506-7592 ID: SMID2813807	Demographics DOB: Nov 24, 1954 (68y) Eff Date: Jan 1, 2020 Gender: Mail Line Of Business: Medicare Advantage Plan Term Date: N/A				7
•	Service Authorization				Cancel 🖪 Save 🗄 🛛
💝 Health 360	Authorization Number External Identifier	Date Received Auth Type	Authorization Status Status Date	Priority Next Review Date	Case Due Date
Demographics	2306885440 N/A Admit/Effective Date Group	3/10/23, 9:41 AM Inpatient Effective Date Term Date	Open 3/10/23, 11:20 AM	Emergency 3/21/23, 12:00 AM	N/A 9
Utilization Management •	Mar 8, 2023 IGRPN15216482	Jan 1, 2020 N/A			-
Service Auth	Authorization Number	External Identifier	* Auth Type	Auth Category	_
	2306885440		Inpatient +	Emergency	•
	* Date Received	Time Received	Admit/Effective Date	Member Discharged To	
Sec.	03 / 10 / 2023 🛱	09 : 41 AM	03 / 08 / 2023 0	Transfer to Home With HHC	•
	Discharge Facility 5	Discharge Date 03 / 17 / 2023	Case Owner	1	
	Authorization Status	* Status Detail	Status Date	Status Time	
	Open 🗢	Approved	• 03 / 10 / 2023	11 : 20 AM	

- Complete "Discharge Date" field. (5)
 - > Note: Discharge date cannot be a future date.
- Use dropdown to complete "Member Discharged To" field. (6)
- Click "Save" (7) to submit.



- A pop-up notification (8) will display indicating that the discharge information was saved to the Member's Service Authorization.
 - Note: Once saved, Medical Mutual will be notified that discharge information has been added to the Service Authorization.
- If you will not be adding a Discharge Summary, click Dashboard icon
 (9) to return to My Dashboard.
- If you will be adding a Discharge Summary, see below.

To Add a Discharge Summary:

MedC	ommunity						යි Dashboard	🖉 Notices	■ Waiting Room 🛱	🗭 Recent	+ New	ر الله Test1 Provider1
FL	FN4945 LN6104181 \$\$\$\$ 440-506-7592 ID: SMID2813807	Demographics DOB: Nov 24, 1954 (68y) Eff Date: Jan 1, 2020 Gender: Male Line Of Business: Medicare A Plan Term Date: N/A	dvantage									
•		Service Author	ization								+ Back	ZE 1 0
۵	Health 360	Authorization Number	External Identifier	Date Received	Auth Type	Authorization Status	Status Date	Priority	Next Review Date	Case Due Date		
2	Demographics	2306885440 ft Admit/Effective Date	N/A Group	3/10/23, 9:41 AM Effective Date	Inpatient Term Date	Open	3/10/23, 11:20 AM	Emergency	3/21/23, 12:00 AM	N/A		9
0	Utilization Management 🔺	Mar 8, 2023	GRPN15216482	Jan 1, 2020	N/A							- -
:	Service Auth											Show More 😔
	_	Providers (3)										~ +
		Provider Name	Provider Type	Source Provider ID	Provider Role	Provider Id	Specialty	Provider Contra	ct: Par Status Benefit Level	NPI	IOQ	Requesting?
		SOUTH POINTE HOSPIT	TAL Facility	340714593039	Servicing/Requesting	340714593039	ACUTE CARE FACILITY		In Network	1235183542	N	Y
		RAJESH AGARWAL MD	Practitioner	272988040018	Servicing	272988040018	INTERNAL MEDICINE		In Network	1285618579	N	N
		Generic Professional	Practitioner	9999999999002	Servicing	9999999999002					N	N

• Click caret (1) to open Page Resources.

Me	aCommunity						ය Dashboard	A Notices	Waiting Room	습 @ Recent + I	New & Test1 Provider1		
F	FN4945 LN6104181 & 440-506-7592 ID: SMID2813807	Demographics DOB: Nov 24, 1954 (68y) Eff Date: Jan 1, 2020 Gender: Male Line Of Business: Medicar Plan Term Date: N/A	ie Advantage										
•		Service Autho	ervice Authorization reaction Page Resources										
\$	Health 360	Authorization Number	External Identifier	Date Received	Auth Type	Authorization Status	Status Date	Priority		Documents (5)	- 3 +		
ð	Demographics	Next Review Date	Case Due Date	Admit/Effective Date	Group	Effective Date	Term Date	Energency		Attachments (5)	Attach File		
0	Utilization Management 🔺	3/21/23, 12:00 AM	N/A	Mar 8, 2023	IGRPN15216482	Jan 1, 2020	N/A		Show More 😔	Therapy Notes.docx Mar 17, 2023	Copy From		
	Service Auth	Providers (3)							^ +	Continued Stay Clinica Mar 17, 2023	🖽 Merge & Send		
		Provider Name	Provider Source P Type ID	rovider Provider Role	Provider Id	Specialty Provi Par St	der Contract: Bene atus Level	fit NPI	IOQ Requesting?	Continued Stay Clinica Mar 12, 2023	✓ Send Support Materials w		

- Click + icon (2) to display dropdown.
- Click "Attach File" (3) to upload discharge summary.

ľ	Upload File		
	Select file t	o upload	
4	Choose File	No file chosen	5
		Close	Upload

- When the pop-up window appears, click "Choose File". (4)
- Locate the file and click "Upload" (5) to add the Discharge Summary file/document.

Med	Community						යි Dashboard	A Notices	Waiting Room	ය 🕫 Recent	+ New	요 Test1 Provid	der1
FL	FN4945 LN6104181 & 440-506-7592 ID: SMID2813807	Demographics DOB: Nov 24, 1954 (68y) Eff Date: Jan 1, 2020 Gender: Male Line Of Business: Medicar Plan Term Date: N/A	e Advantage				7						
•		Service Autho	Page Resour	rces		d							
\$	Health 360	Authorization Number	External Identifier	Date Received	Auth Type	Authorization Status	Status Date	Priority		Documen	its (6) 🔶	_	+
ð	Demographics	2306885440 Next Review Date	N/A Case Due Date	3/10/23, 9:41 AM Admit/Effective Date	Group	Open Effective Date	3/10/23, 11:20 AM Term Date	Emergency		Attachments	(6)		
0	Utilization Management 🔺	3/21/23, 12:00 AM	N/A	Mar 8, 2023	IGRPN15216482	Jan 1, 2020	N/A		6	Discharge Sum	mary.docx	View	new
	Service Auth								Show M	Therapy Notes	docx	view	
		Providers (3)							^ +	Mar 17, 2023	ao en	View	new

- You will see that the newly added attachment displays in the Documents section. (6)
- Click Dashboard icon (7) to return to My Dashboard.