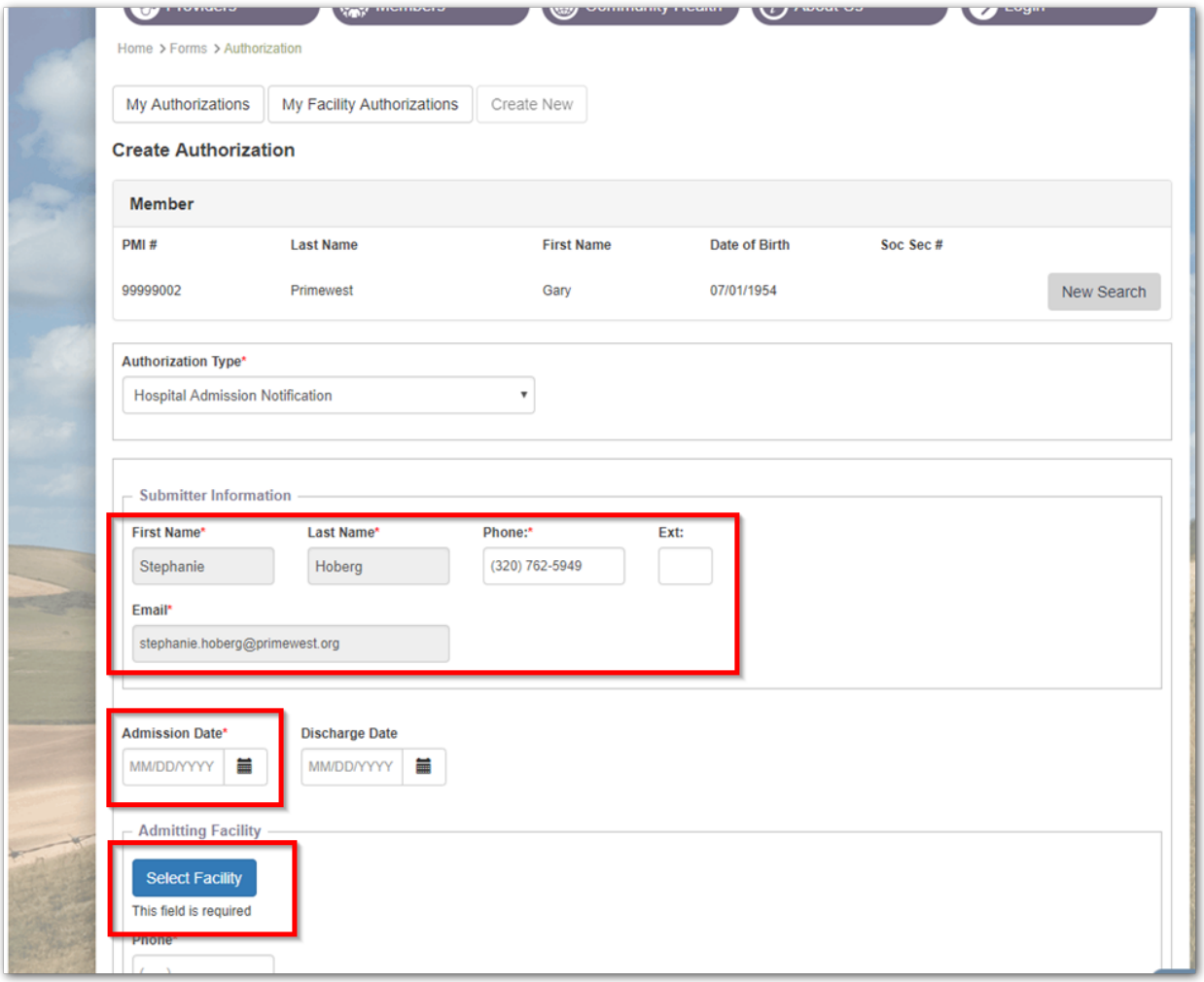
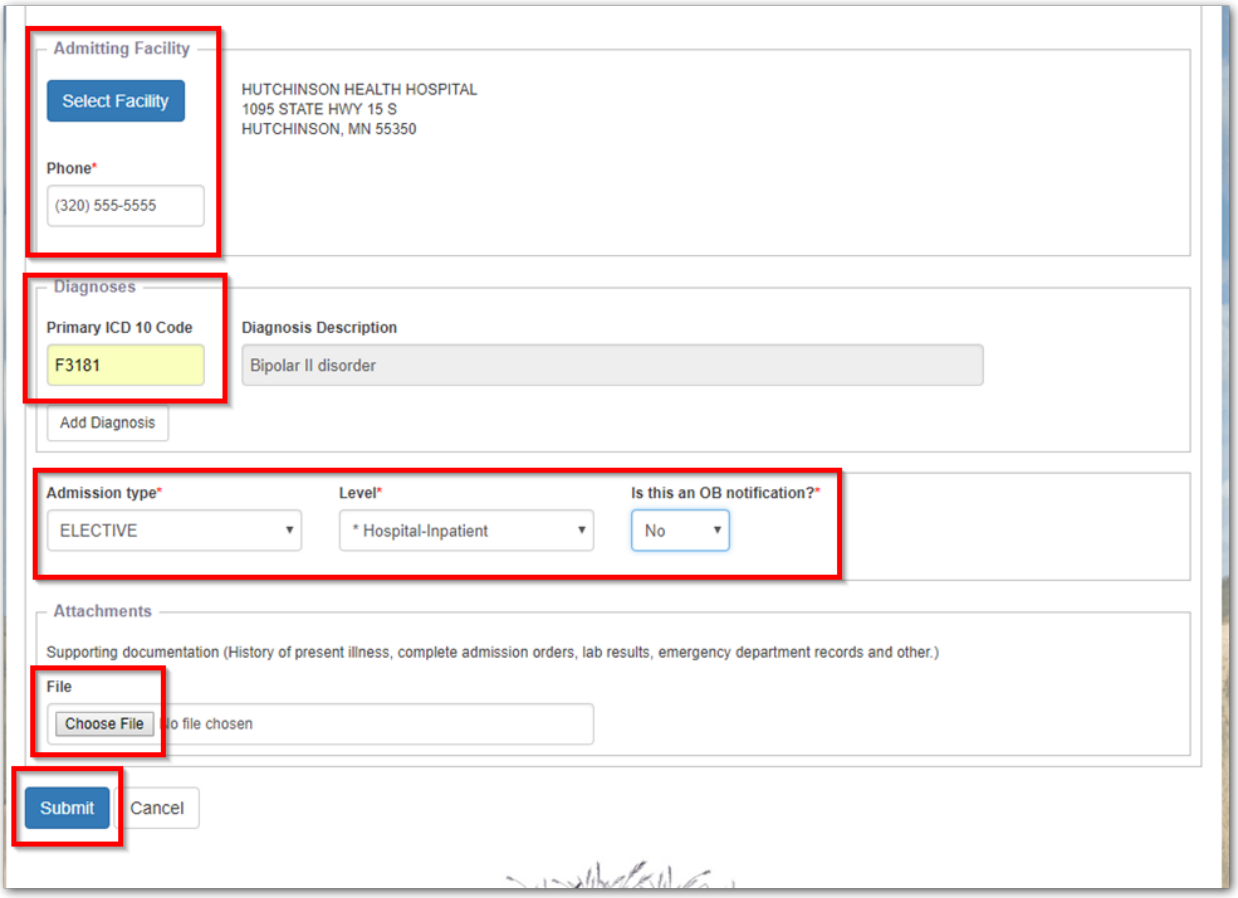
Hospital Admission/Discharge Notification

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

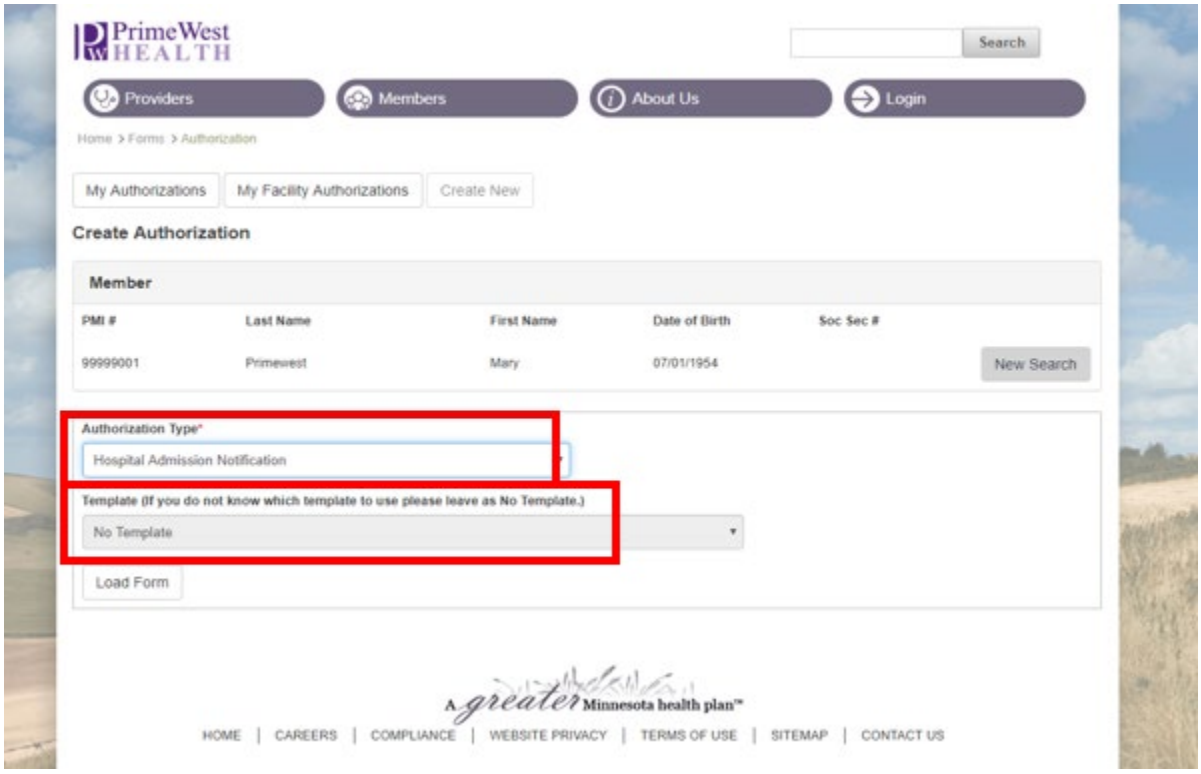
Select Hospital Admission Notification from the *Authorization Type* dropdown menu and fill out *Submitter Information* in full. You must select a facility under *Admitting Facility*.



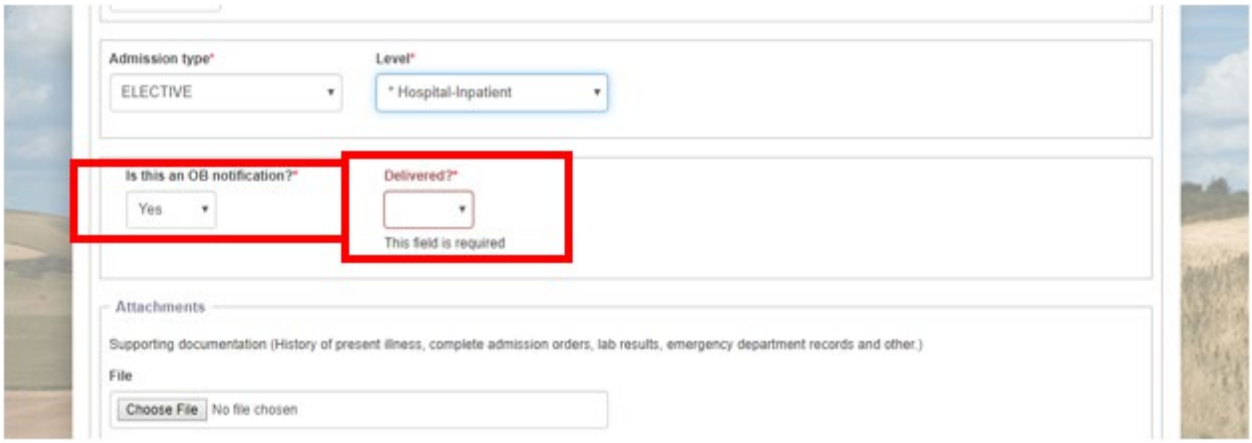
Continue filling out required fields. Attach supporting documentation and click *Submit*.



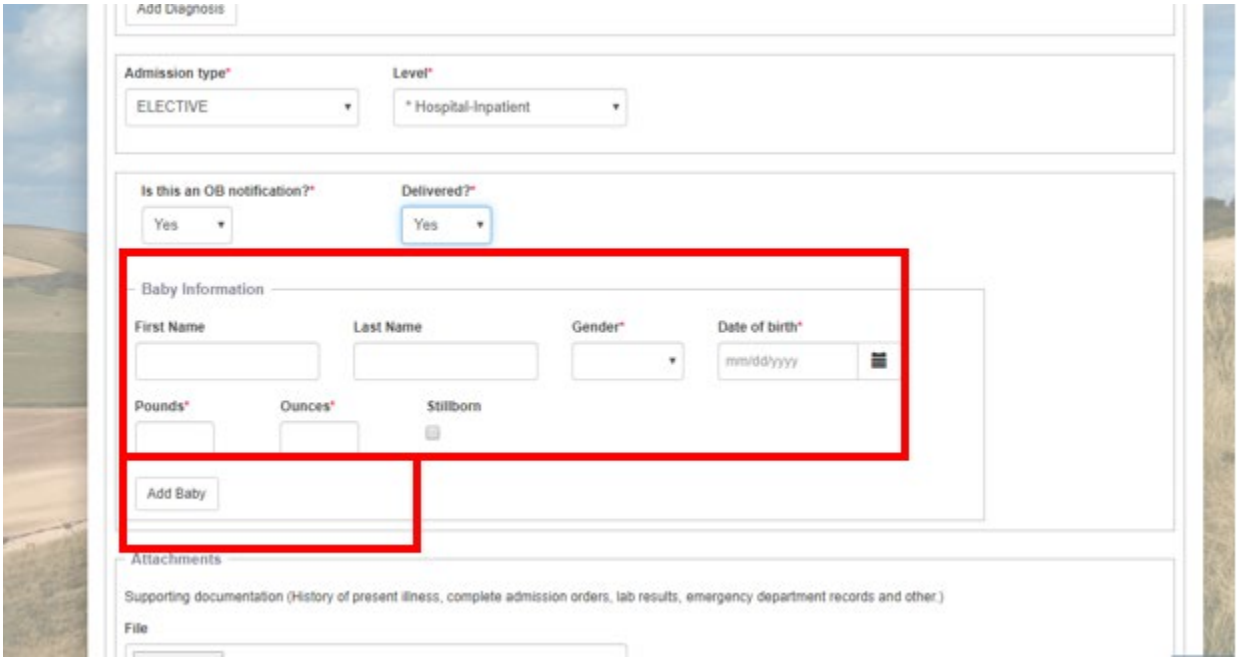
If this is a Hospital Admission, do **not** select a *Template*.



If this is an OB Notification, select *Yes*, and then select *Yes* or *No* for *Delivered?*.

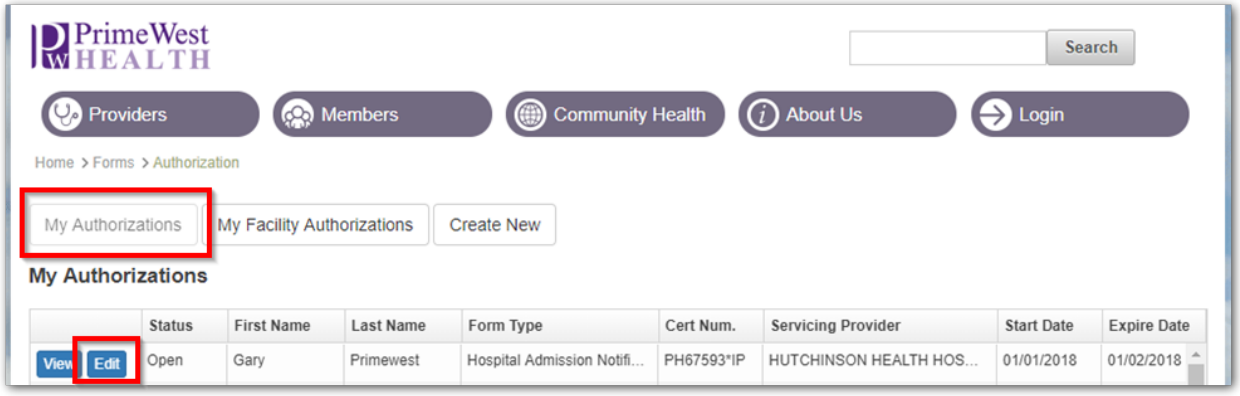


If you select *Yes* for *Delivered?*, add *Baby Information*. Only use *Add Baby* for multiple births.



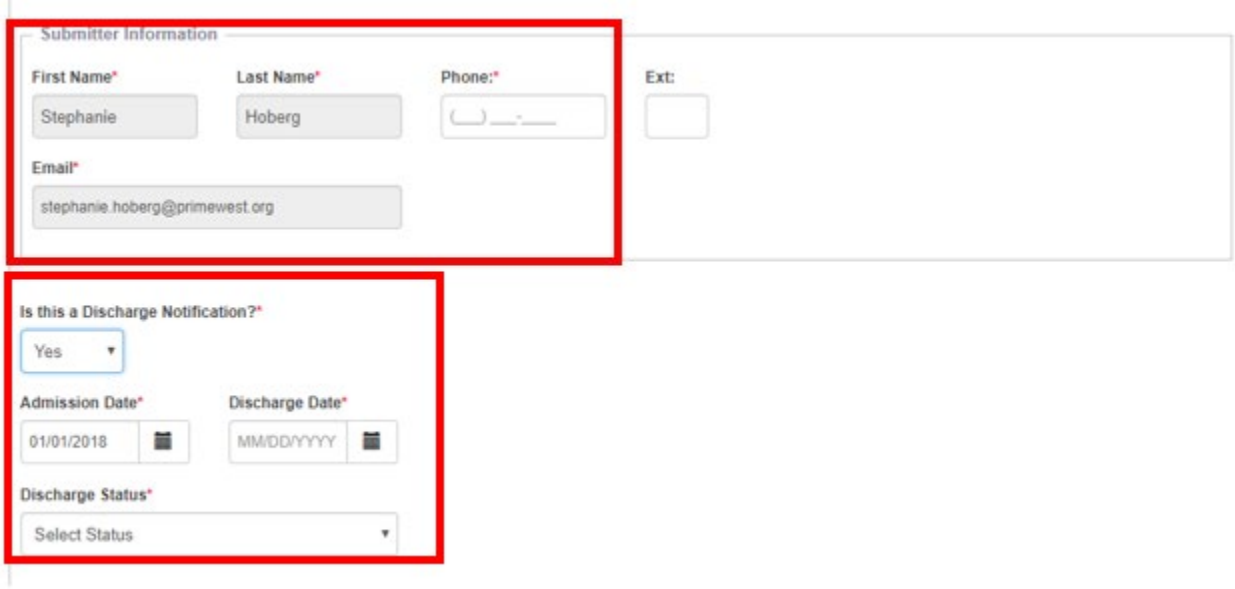
To Update Discharge Notification

Select *My Authorizations*. Choose a member from the list and click *Edit*.

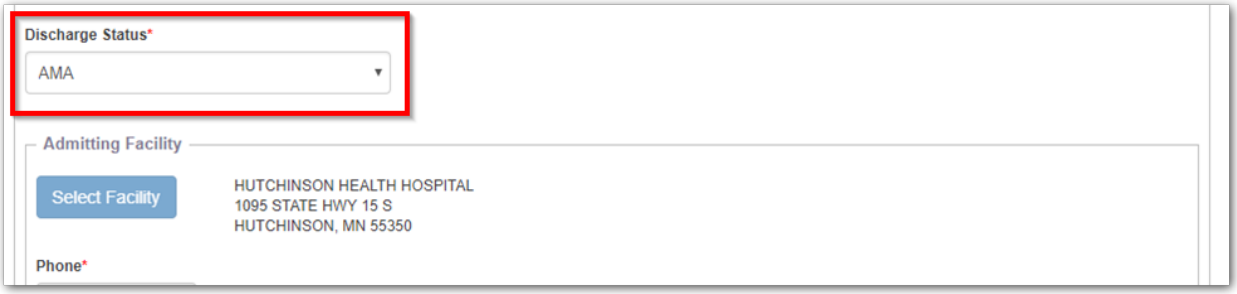


Select *Yes* under *Is this a Discharge Notification?*.

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*.