

GUIDELINES:

1. Case Managers will complete the initial (admission) review using adopted decision support criteria for medical necessity appropriateness of LTAC admission and discharge readiness for alternative settings.
2. An initial admission review will be conducted within 2 business days of admission, 1 business day for direct admission.
3. During the review process the Case Manager will complete an admission assessment of the patient's medical records. All the following components comprise of the initial (admission) review.
 - a. Initial assessment of patient's needs and treatment plan.
 - b. Appropriateness of level of care and medical necessity.
 - c. Evaluation of interdisciplinary treatment plan and barrier to care delivery.
 - d. Anticipated discharge plan and needs
 - e. Anticipated completion of care date
4. Document the review by the following steps:
 - a. Complete admission review, document according to current screening criteria guidelines in use.
 - b. In the event of downtime, the Downtime Admission Review Worksheet will be completed and placed in the CBO (Virtual) Patient Financial Folder. This is not a permanent part of the medical record and will be stored in the Case Management Concurrent Review folder.
 Case Management Resource Form-Downtime Admission Review Worksheet
5. If a review fails screening criteria, then the following steps will be taken:
 - a. If the CM determines medical necessity screens are not met, the CM will contact the attending physician for additional information.
 - b. If medical necessity screens are still not met with the additional information, the case will be referred for Secondary Review Process, Non-Physician or Physician.
 Case Management Resource Guideline-Physician Advisor Review
6. If a case is referred to Physician Advisor, the following steps will occur:
 - a. The Medical Director will confer with attending or examine patient and medical records.
 - b. The Medical Director will make the decision within 12 hours.
 - c. If the Medical Director determines medical necessity, then continue the review process.
 - d. If the Medical Director denies medical necessity and physician concurs, then a discharge order will be obtained.
 - e. If the Medical Director denies medical necessity and physician disagrees, then QIO HR (hospital requested) review with HINN process will be initiated.