

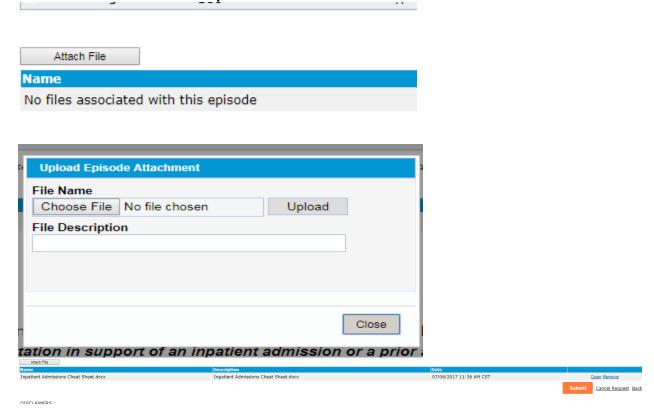
## **NICU Notification Process**

Create an episode/authorization request in the portal using the mother's name and information

In box 7 write "NICU notification" and insert baby name, birth weight, date of birth, gestational age, and medical diagnosis code in the space.

## 7 . Are there any other details? NICU Notification; baby girl/boy last name; gestational age (40 wks); weight (3207 g); diagnosis code for the baby 9885 Characters Left for Notes

Attach all available clinical to the episode or state were clinical can be found ie. Aurora Dashboard or Epic.

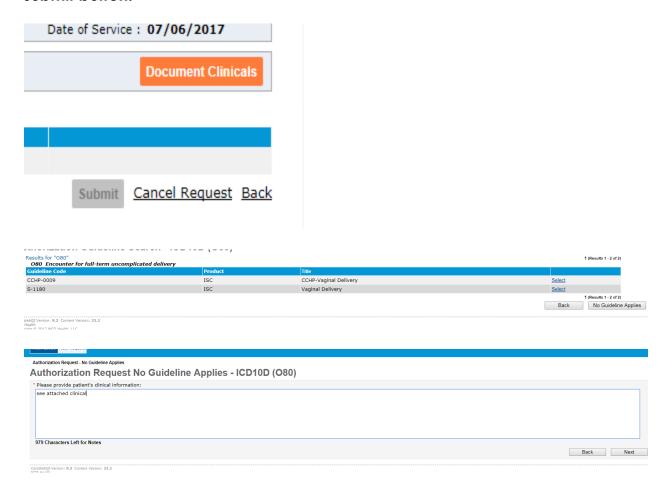


A member of Children's Hospital and Health System. © Children's Hospital and Health System. All rights reserved. Internal Reference:

BCP Provider Letter – NICU Notification (Rev. 08/15/17)



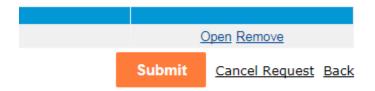
Complete documentation by selecting the documenting clinical button then, follow the prompts. This documentation must be completed in order to activate submit button.



Please choose "No Guideline Applies" and type "see attached clinical"



Please be sure to click on the Submit button. (This should change the request status from "no decision yet" to "pended"). If the submit button is not selected the episode is considered still in draft and CCHP will not have been notified of stay and will not process the authorization, as it is still in your facilities work queue in a "draft" status.



CCHP authorization specialists will then create episode with baby temp ID and send you notification of new episode number via CareWeb message system in the original episode created using mother's information.

When looking to add additional clinical or verification of authorization please reference newly created baby episode as original NICU notification episode will have been cancelled.

Due to system constraints CCHP will continue to use temp ID for baby throughout the entire hospital stay. Baby will not be assigned permanent ID until after discharge.

When baby discharges please make sure to message the UM reviewer by attaching clinical and messaging the discharge date.