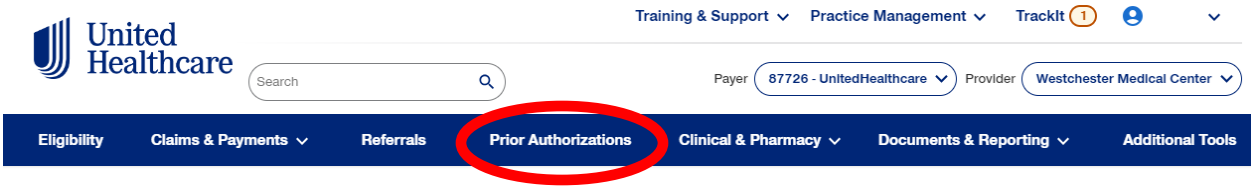
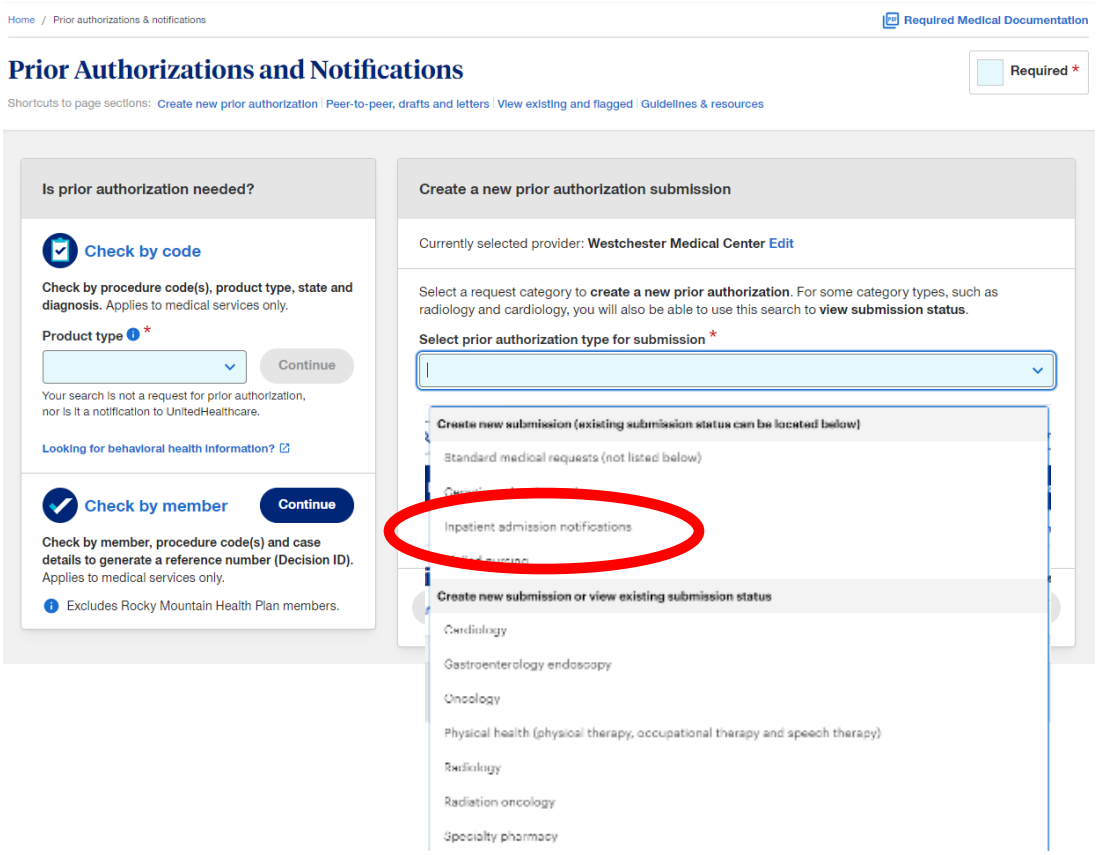
UNITED HEALTHCARE ADMISSION NOTIFICATION HOW-TO

Start by logging into the **UnitedHealthcare Provider Portal**.

Select "**Prior Authorizations**":

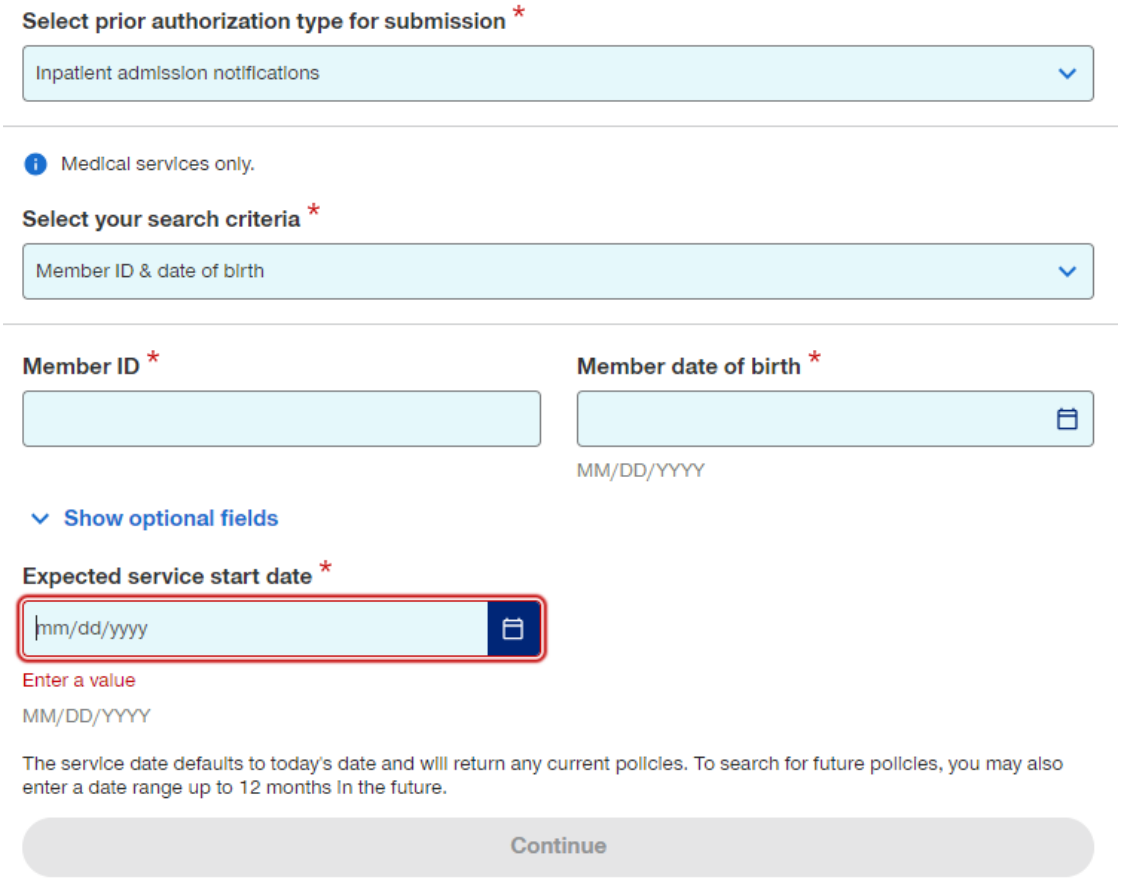


Once selected, select "**Inpatient Admission Notifications**" under "**Prior Authorization Type for Submission**," then select "**Continue**":

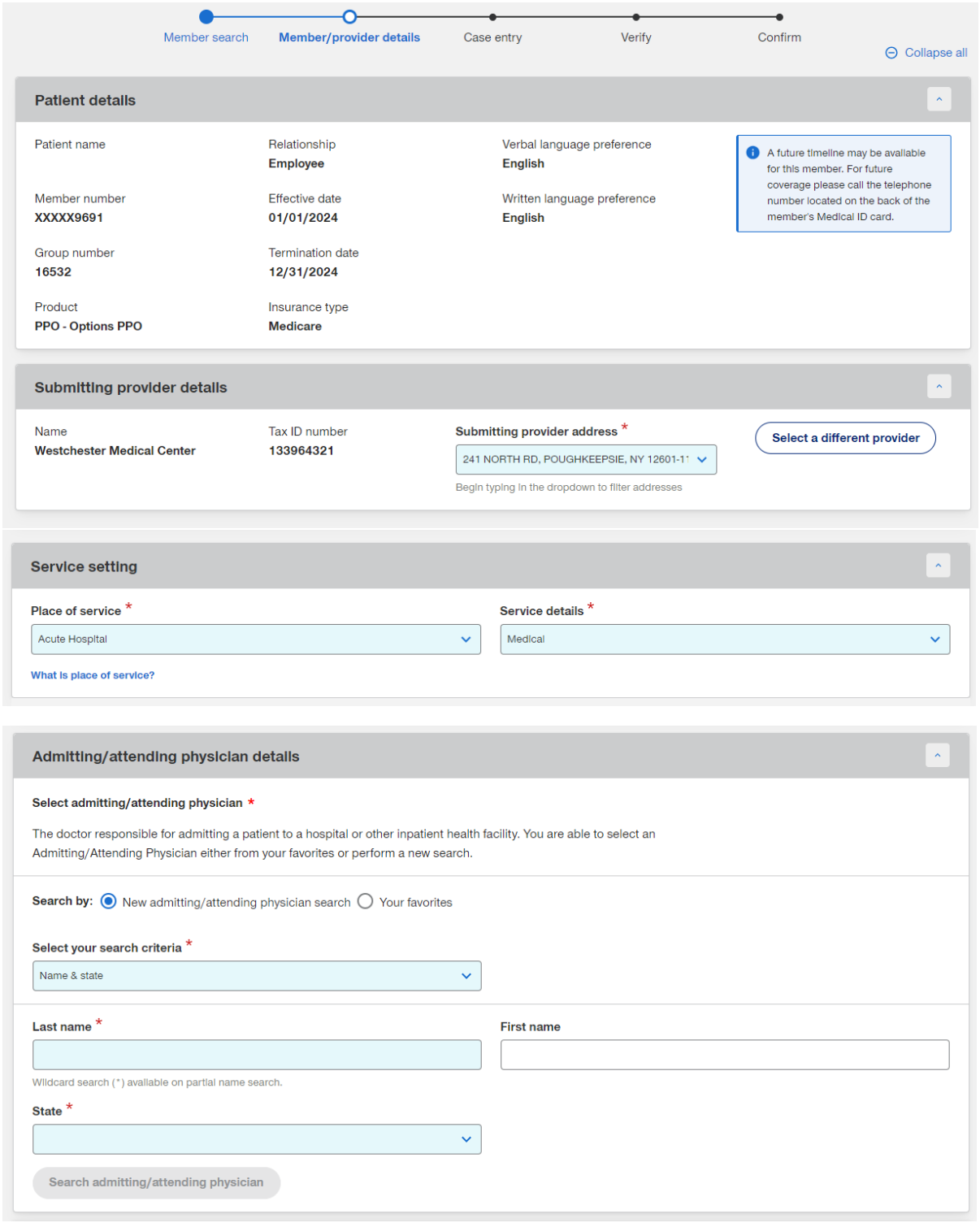


Once selected, enter "**Member ID**" & "**Member Date of Birth,**" followed by "**Expected Service Start Date**":

Be mindful when entering "Expected Service Start Date" to ensure it reflects the proper date of admission. This will matter towards the end of the notification.



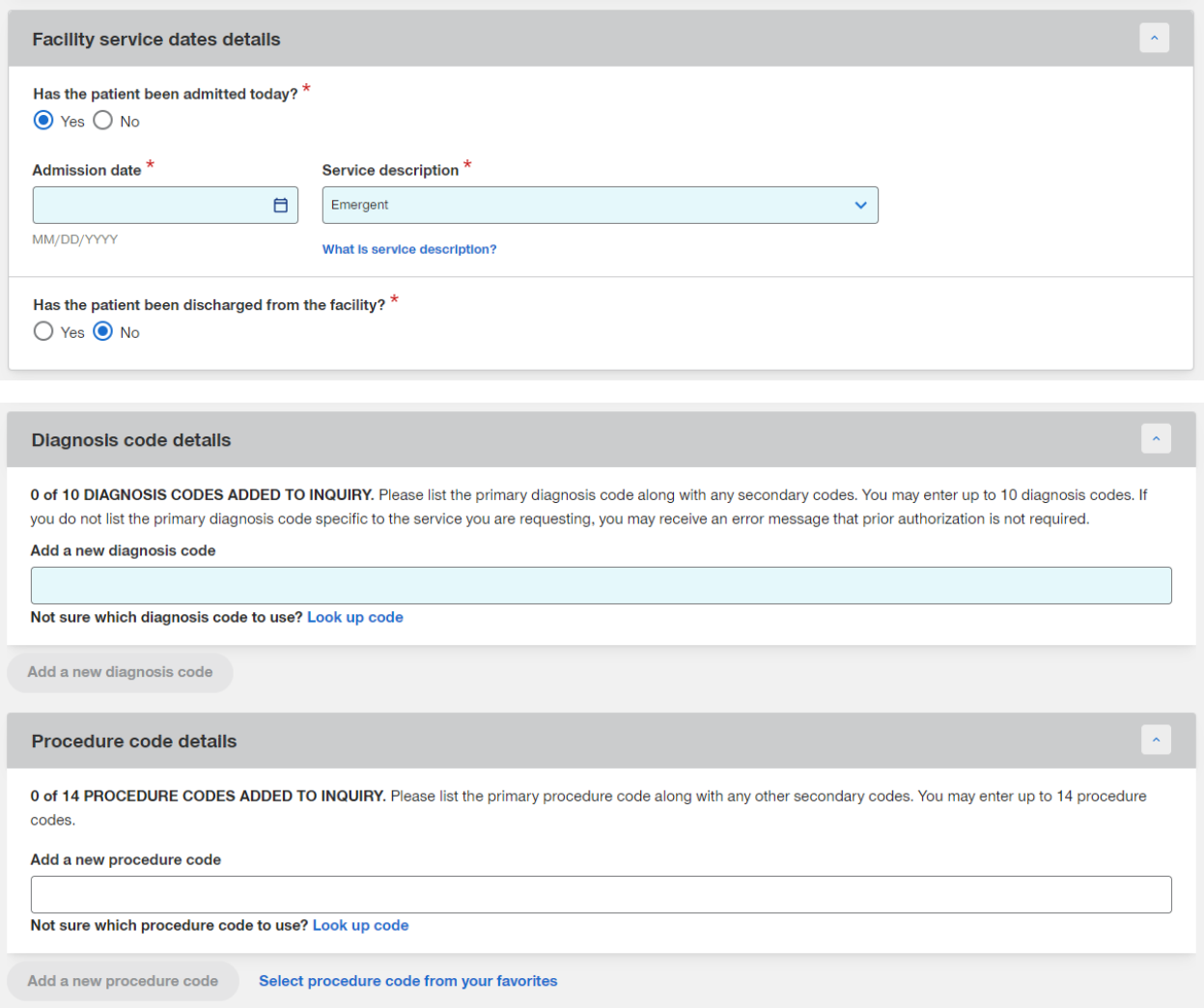
Upon "**Patient Details**," enter in "**Submitting Provider Address**," **Place of Service**," and "**Service Details,**" then search for the "**Admitting Physician**":



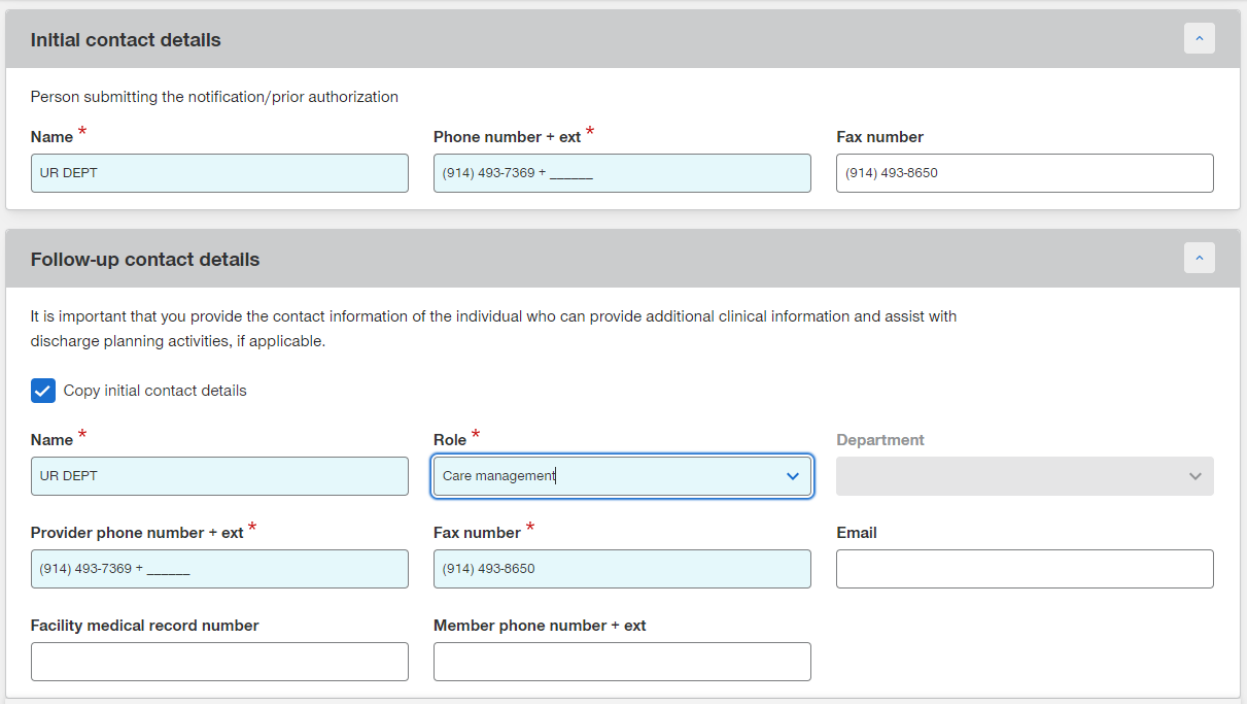
Fill out the remaining fields, such as "**Admission Date**" and "**Service Description**."

Ensure that the admission date is accurate for the specific encounter.

Enter in the "**Diagnosis Code"** and skip over "**Procedure Code.**"



Under "**Initial Contact Details**," reflect the information for the UR Department:



Select "**Continue"** until you successfully submit the notification for admission.

Print and scan the document in the encounter under "**Insurance Verification**," naming the document as "**Admission Notification**."

Please Note: The only time we should be faxing UHC is when it is *United Healthcare Medicare HMO **Optum***.
No Admission Notification is required for UHC for Observation Admissions.