

Provider Checklist for Transplants (Admissions)



Please feel free to use this checklist as a guide to help ensure that all the necessary information is submitted to Health Alliance for any Transplant Team related care needs.

PROVIDER INFORMATION

- Facility's Name and NPI Number
- Admitting Physician's Name and NPI Number
- Utilization Management Phone Number
- Utilization Management Fax Number

MEMBER (PATIENT) INFORMATION

- Member Name
- Member Identification Number
- Member Date of Birth
- Date and Time of Admission
 - If this was an admission through the emergency department, please include the information in the notification
- Primary Diagnosis (ICD10) Code
- CPT Code (Procedure Code)

INITIAL CLINICAL FOR AUTHORIZATIONS

- All Transplant Authorizations require the following clinical to be sent in within 24 hours of admission:
 - History and Physical
 - Medications, Labs, and Imaging
 - Current Progress Notes
- In addition to the above, please include, if appropriate:
 - IV therapy - frequency and if CADD pump used
 - Daily skilled therapy need? With current therapy indices
 - IRF – PM&R consult note (if available)
 - LTACH – Complex respiratory needs/Ventilator weaning? Only cover vent wean not other complex issues: BiPaP/HF O2

WHERE TO SEND INITIAL CLINICAL FOR ALL ADMISSION AUTHORIZATIONS

- Please fax all clinical to (217) 902-9750.
- If you have any questions or concerns, please contact our Inpatient Admissions line at (800) 851-3379. Follow prompts: 3 for Providers, 3 for Prior Authorizations, 4 for Inpatient Admissions.

PORTAL INFORMATION

- Please call the Provider Service Coordinator at (217) 902-8937

CARE COORDINATION CONTACT INFORMATION

(800) 851-3379 ext 28947 Monday–Friday, 8am-5pm CST

CareCoordination@HealthAlliance.org

*Incomplete submissions have the potential to cause delays up to 14 days.

FOR ANY ISSUES UPLOADING NOTES:

Please upload clinical documentation to support the medical necessity of this request. If you have questions or have issues with accessing this online system, please contact Provider Network Management at (800) 851-3379 for assistance.