

BCBSRI—Beacon Health Options



Admission and Discharge Notification Guidelines

Process	Admitting Facility		Referring Facility
Notice of Admission (NOA)	Within 48 hours of Admission	Outside 48 hours of Admission	At time of Transfer to Admitting Facility
<p>Admission for any level of care with ProviderConnect capability:</p> <p>Inpt MH, Inpt SU (3.7/4.0), SA/MH RTC, CSU, SA/MH PHP, SA/MH IOP, CFIT</p>	Submit NOA in ProviderConnect	<p>Call Beacon: Provide NOA telephonically.</p> <p>If submitted in ProviderConnect: Provider will receive a notice in portal advising the NOA was pended to clinical for review and follow up. Beacon will contact by phone.</p>	<p>Submit ProviderConnect NOA: If part of the same system and has portal access for admitting facility</p> <p>Call Beacon: If outside of the admitting system or no portal access for admitting facility.</p>
Extension of NOA	Within 48 hours of Last Covered Day (LCD)	Outside 48 hours of LCD	
An extension of original NOA or previous extension needed.	Use ProviderConnect	Call Beacon	N/A
Notice of Discharge (NOD)	Within 48 hours of Discharge	Outside 48 hours of Discharge	
NOD with accurate # of units utilized	Use ProviderConnect	Call Beacon	N/A
NOD without accurate # of units utilized	If outside of 48 hours of LCD call Beacon for extension. An NOD can still be entered in ProviderConnect.	Call Beacon: Will be informed of potential for claims issues.	N/A
NOD without NOA	Use ProviderConnect to enter NOA and NOD if within 48 hours of admission.	<p>Outside 48 hours of admission and within 48 of discharge, call Beacon and provide information.</p> <p>If outside of 48 hours from discharge, please contact Beacon by phone.</p>	N/A