

Completing the Precertification for a Patient Discharge in 5 Easy Steps

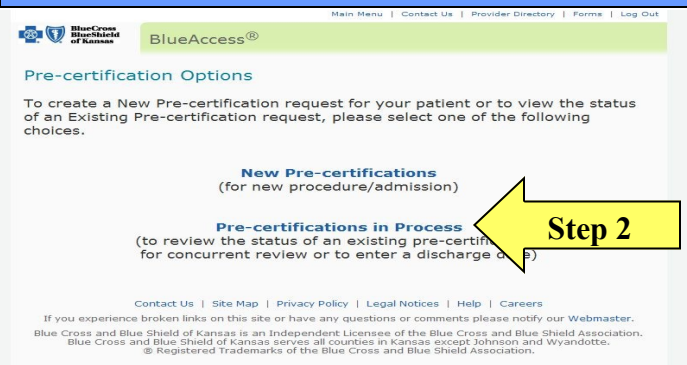
Once the patient is discharged, the discharge date needs to be entered to the precertification record within two business days. This will complete the precertification. **Failure to add the discharge date within two business days will result in an INCOMPLETE PRECERTIFICATION.**

After the two business days the provider will receive a letter stating that the precertification is incomplete and medical records may be requested. Once the provider receives this letter, they will need to call the precertification area at **1-800-782-4437** to close the record.

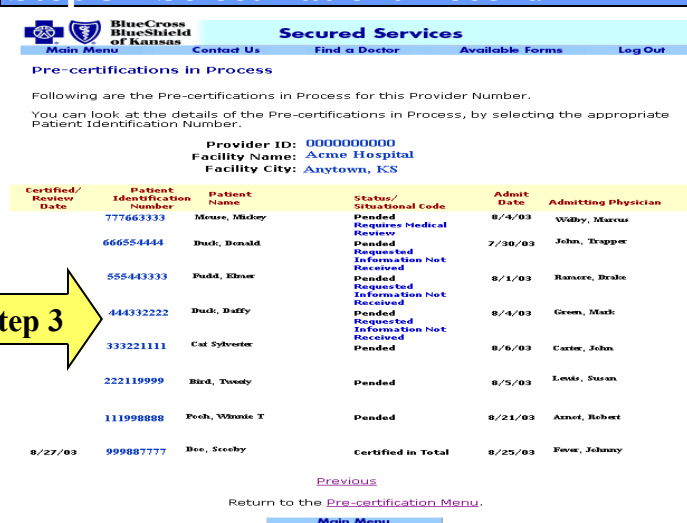
Step 1: Log onto Availity (www.availity.com)



Step 2 - Select Precertifications in Process



Step 3 - Select Patient Record



Step 4 - Enter Date or Day(s)

Institutional Provider Number: 000000000
Facility: Acme Hospital

Attending Physician Number: 111111111
Physician: Doe, John

Patient Information
Patient Identification Number: 123456789
Patient name: Duck, Daffy
Patient birth date: 2/17/54
Group Number: 12345
Individual Relationship: Self
Gender: Male
Coverage Termination Date: //

Procedure/Admission Information
Procedure/Admission Date: 07/01/2013
Procedure/Admission Time: 08:00
Length of Stay: 002
Certified/Review Date: ///
Facility Type: Hospital
Diagnosis Code: 78900
Procedure Code:
Procedure Type: Medical
Surgical Date: //
Admission Type: Inpatient

Please Enter the Actual Discharge Date:

OR

Enter the Requested Number of Days for Extension:

Step 5 - Submit

Contact Name: Doe, Jane
Contact Phone: (777) 777-7777
Extension:
Contact E-Mail (Optional):

Enter another [New Pre-certification](#).
 Review [Pre-certifications in Process](#).
 Return to the [Pre-certification Menu](#).

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