

JOB AID:

Process for Authorization Requests to a Skilled Nursing Facility (SNF)

Pertains to: Johns Hopkins Advantage MD, Priority Partners, Johns Hopkins Employer Health Programs (EHP), and Johns Hopkins US Family Health Plan (USFHP)

Johns Hopkins HealthCare (JHHC) expeditiously approves the transfer of a member from an acute inpatient facility for five (5) days at an in-network* Skilled Nursing Facility (SNF) when the hospital meets the following conditions:

- Identify the SNF where the member will be transferred.
- Provide the appropriate supporting clinical documentation to JHHC in the authorization request, along with a valid diagnosis.
- Fax an authorization request to JHHC for the SNF transfer. Requests must be submitted with a completed Authorization Request Form, accompanied by complete clinical documentation. When requests are received without clinical documentation, JHHC intake staff will fax the hospital and request the required documentation.
- Clinical documentation must include, at a minimum:
 - PT and OT notes
 - Wound management (if applicable)
 - Respiratory management (if applicable)
 - Progress notes
 - History and physical
- Bed level must be entered at the time of the request. If not, JHHC will enter the case at the lowest level.
- When a member requires non-emergent ambulance transportation to a SNF, the hospital must also submit a separate ambulance authorization request when it is medically necessary.
 - Non-emergent ambulance transportation requests require the submission of a Physician Certification statement from the hospital. Requests submitted without this form will be pended for clinical review.
- Fax the request and supporting clinical documentation to JHHC at **410-424-2703 during regular and extended hours.**
 - During regular business hours, a dedicated Utilization Management (UM) representative is available at 410-762-5210 to answer questions.

When the above conditions are completed and JHHC approves the 5 days, a Concurrent Review Task is created for the appropriate JHHC UM reviewer with a case follow-up date, and an approval letter is sent by JHHC to the member, along with a fax to the hospital. If the above conditions are not met, the request will be pended for a JHHC UM nurse to review. If JHHC receives a request beyond the 5-day expedited approval, the UM department will reach out to the hospital as part of their concurrent review for medical necessity.

***NOTE:** *If a request is submitted for an out-of-network SNF, the request will be pended for a UM nurse to review*