From the Office of Clinical Informatics

Cerner Millennium

Sending Clinical Reviews to the Payer

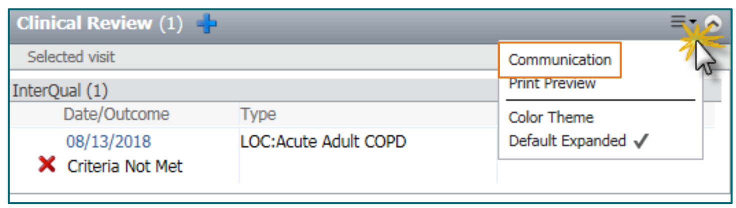
August 13, 2018

The Concurrent UR Review and Admission Retro UR Review forms are completed in Adhoc to build a case for the payer. These forms can be sent electronically to the payer from the Clinical Review MPage in PowerChart.

Sending a Clinical Review

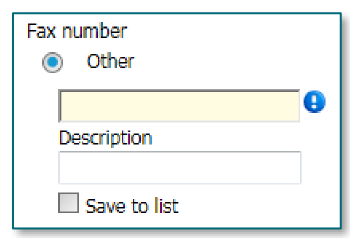
Once the applicable UR Review form has been completed, navigate to the **Clinical Review MPage** in Care Manager View.

- In the **Clinical Review** component header, click the drop-down and select **Communication.**
- Using the drop-downs in the Communication section, select the Method **of Correspondence** and the **Correspondence type.**



NOTE: Method of Correspondence will default to Fax. Contact name will default to user name.

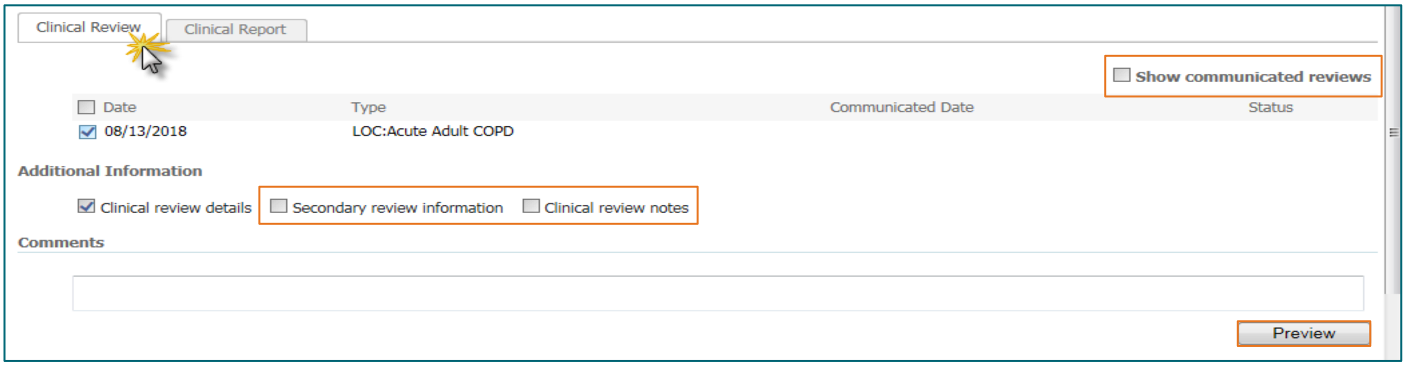
- Enter the appropriate **Contact Phone Number and Contact Fax Number** starting with the area code.
- **Payer/Plan** will default from what is entered at Registration.
- If an **Authorization number** has been entered, this will pull in.
- **Fax Number**
  - In **Other**, enter the fax number of the Payer starting with the area code.
  - Who the fax is being sent to can be entered in **Description** (e.g. Sally at Blue Cross).
  - Click **Save to List** if this fax number could potentially be used again during this patient encounter.



NOTE: The fax numbers saved to the list will only appear on the patient's chart in which they are saved to. The saved fax numbers will not follow the user to other patient records.

- **Clinical Review tab**
  - From the **Clinical Review** tab, if there is more than one Clinical Review on the encounter, select the applicable Clinical Review to send.
  - Include additional information by checking **Secondary review information** and or **Clinical review notes.**
  - Enter additional information in the **Comments** field.

- Click **Preview** to view what will be sent.



- Click **Send Fax**.
- Check **Show communicated reviews** to see reviews that have been sent.

<u>NOTE</u>: **If the Payer does not want to see the InterQual review, do not select the Clinical Review in the Clinical Review tab.**

➢ **Clinical Report tab**

- Select the **Packet Template**, **CM Admission Review** or **CM Concurrent Review** based on which form was completed in Adhoc. Sections to Fax will populate with the selected review form.
- Click **Preview** to view what will be sent.
- Click **Send Fax**.
- **Clinical Reports section** in the Clinical Review component will update with the date, template sent, and the fax status.