

Inpatient Notification Day 6 Form Frequently Asked Questions

1) Which hospitals are required to submit day six notification forms? All in-state hospitals, hospitals within 50 miles of the South Dakota border, and hospitals in Bismarck, ND must submit the form for Medicaid recipients on day six of an acute inpatient hospital admission.

2) Is the notification form required for inpatient cases where South Dakota Medicaid is secondary or tertiary?

Yes.

3) Is notification required for all Medicaid programs regardless of the type of Medicaid assistance that recipient is receiving, i.e. QMB, Home Care Waiver, SSI Medicaid, Long Term Care, Assisted Living Waiver, CHIP?

Yes, but this notification process applies only to acute inpatient hospital stays.

4) Is the notification form required for inpatient hospital stays involving patients with pending South Dakota Medicaid applications (including inmates)?

No. The form must be submitted at the point Medicaid eligibility is approved if the stay is at day six or beyond.

5) Do we need to report inpatient hospitalizations if Medicaid eligibility determination is made retro-actively? Only if the recipient is still inpatient when the eligibility is approved and the stay is at day six or beyond. Notice does not need to be provided for retro-active stays if the patient has already been discharged.

6) Why are hospitals being required to submit notification for extended acute inpatient stays?

This requirement is consistent with other insurers and is intended to assist DSS in identifying opportunities to improve efficiency within the South Dakota Medical Assistance program (SDMA).

7) How will this length of stay information be used? When will hospitals receive calls from a DSS nurse?

This information will be utilized to increase efficiencies in the SDMA program. SDMA nurses focus on projected stays of extended hospitalizations, situations that are not consistent with standard length of stay per diagnosis, and providing assistance to hospitals to develop strategies for timely and appropriate care transitions. .

8) Where is the form located? How do I submit the form?

The inpatient reporting form is located on our website at:

<http://dss.sd.gov/sdmedx/providers.aspx>, click on the "fill out the form" link. The form can be submitted directly online, it can be faxed to 605 773-5246, or it can be mailed to: Medical Services, 700 Governors Drive, Attn: Nicki Bartel, RN, RHIT, Pierre, SD 57501.

9) If we submit the form online will that form be available to just submit the discharge date or will we have to resubmit an entire new form? At this time, a new form will need to be submitted; however, DSS is working to add functionality to retrieve existing forms and add the additional information. In the near future, you will receive information indicating that the form must be completed through electronically.

10) Does the day of admission count towards the six days for reporting purposes?

No. For example, if a recipient is admitted on the first of the month, the notification form should be submitted on the seventh.

11) If the notification form is submitted via facsimile or online on day seven or later, will the inpatient hospital claim be denied? Will appeals be considered?

The form must be submitted during day 6 of the admission. At this time, the notification process is not tied to claim adjudication as we anticipate that South Dakota Medical Assistance providers will comply with this process.

12) If claims will be denied in any of the above situations, what will be the appeal process/requirements? Will there be time limitations to appeal?

N/A, See Answer #11.

13) Do we receive an authorization number after we electronically submit the form so we know it was received? No. As this process is not tied to claims adjudication, no authorization number is provided; however, DSS is working to provide a return receipt for both the inpatient notification and discharge notifications in the future.

14) When is the discharge form required to be submitted?

The discharge notification form is required at the time of discharge unless it is after 5 pm, in which case the form may be submitted the following business day by noon.

15) Will the program be staffed for weekends and holidays? Is this something that can wait until Monday or after the holiday for both the initial reporting and the discharge forms?

Both the initial notification and the discharge forms may be submitted by noon the following business day.

16) Do observations days (OBV) count toward the six inpatient days?

Yes.

17) If the inpatient stay is for a DRG-exempt unit (Neo-natal intensive care unit, rehabilitation, and psychiatric) unit, do I have to report the stay?

No, DSS has already been notified and will complete this form for the provider.

If you have additional questions, please direct those to Nicki Bartel, RN, RHIT at:

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