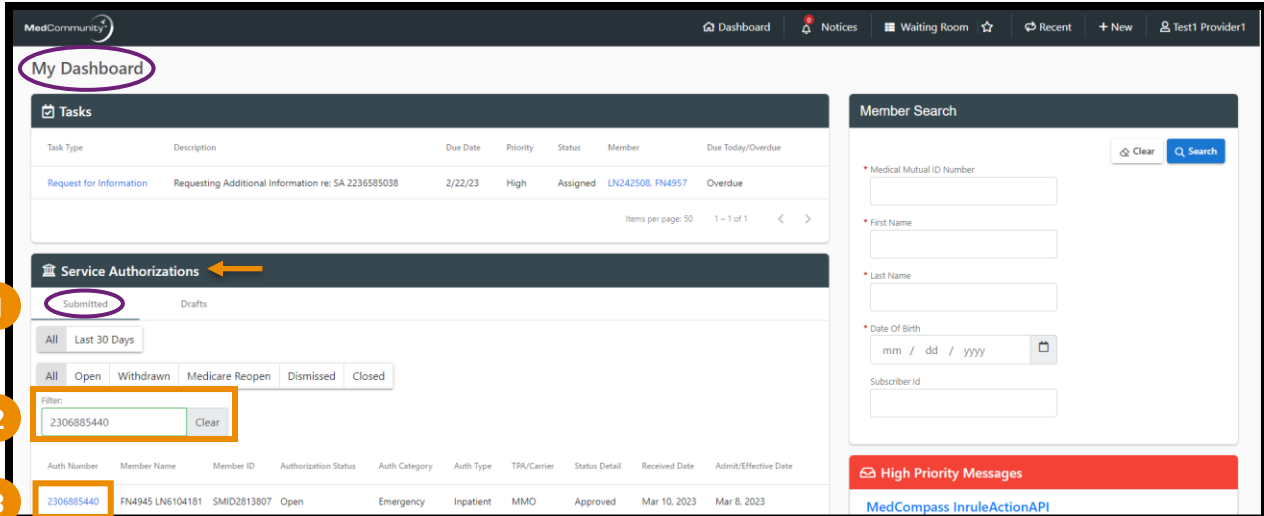


## MedCommunity Reference Guide:

Submitting a Discharge Date and Disposition:

- Adding the Member's discharge information will be completed on the **Service Authorization screen**.
- **DO NOT** add a new Service Authorization line to report discharge information.
- **ONLY** add the Discharge Date and Disposition when no additional days are needed – if additional days will be requested, see “Submitting a Continued Stay Request” Reference Guide.

When the discharge information is known, follow these steps:



The screenshot shows the MedCommunity interface. The 'My Dashboard' section is visible, with the 'Service Authorizations' tab selected. The 'Submitted' sub-tab is active. A search filter is applied to the 'Auth Number' column with the value '2306885440'. The table below shows a single record for this authorization.

Auth Number	Member Name	Member ID	Authorization Status	Auth Category	Auth Type	TPA/Carrier	Status Detail	Received Date	Admits/Effective Date
<a href="#">2306885440</a>	FN4945 LN6104181	SMID2813807	Open	Emergency	Inpatient	MMO	Approved	Mar 10, 2023	Mar 8, 2023

- Under the Service Authorization tab on My Dashboard, click Submitted. (1)
- Use the filter field (2) to search by name or Service Authorization number.
- Click Auth Number [blue](#) hyperlink (3) to open Service Authorization screen.

MedCommunity

Dashboard Notices Waiting Room Recent + New Test1 Provider1

Demographics

FN4945 LN6104181  
DOB: Nov 24, 1954 (68y)  
EF Date: Jan 1, 2020  
Gender: Male  
Line Of Business: Medicare Advantage  
Plan Term Date: N/A

Service Authorization

Authorization Number: 230685440  
External Identifier: N/A  
Date Received: 3/10/23, 9:41 AM  
Auth Type: Inpatient  
Authorization Status: Open  
Status Date: 3/10/23, 11:20 AM  
Priority: Emergency  
Next Review Date: 3/21/23, 12:00 AM  
Case Due Date: N/A

Providers (3)

Provider Name	Provider Type	Source Provider ID	Provider Role	Provider Id	Specialty	Provider Contract: Par Status	Benefit Level	NPI	IOQ	Requesting?
SOUTH POINTE HOSPITAL	Facility	340714593039	Servicing/Requesting	340714593039	ACUTE CARE FACILITY		In Network	1235183542	N	Y
RAJESH AGARWAL MD	Practitioner	272988040018	Servicing	272988040018	INTERNAL MEDICINE		In Network	1285618579	N	N
Generic Professional	Practitioner	99999999002	Servicing	99999999002					N	N

- Click “Edit” (4) to display the full Service Authorization.

MedCommunity

Dashboard Notices Waiting Room Recent + New Test1 Provider1

Demographics

FN4945 LN6104181  
DOB: Nov 24, 1954 (68y)  
EF Date: Jan 1, 2020  
Gender: Male  
Line Of Business: Medicare Advantage  
Plan Term Date: N/A

Service Authorization

Authorization Number: 230685440  
External Identifier: N/A  
Date Received: 03 / 10 / 2023  
Time Received: 09 : 41 AM  
Auth Type: Inpatient  
Authorization Status: Open  
Status Date: 03 / 10 / 2023  
Priority: Emergency  
Next Review Date: 03 / 21 / 2023, 12:00 AM  
Case Due Date: N/A

Discharge Facility: [Field]

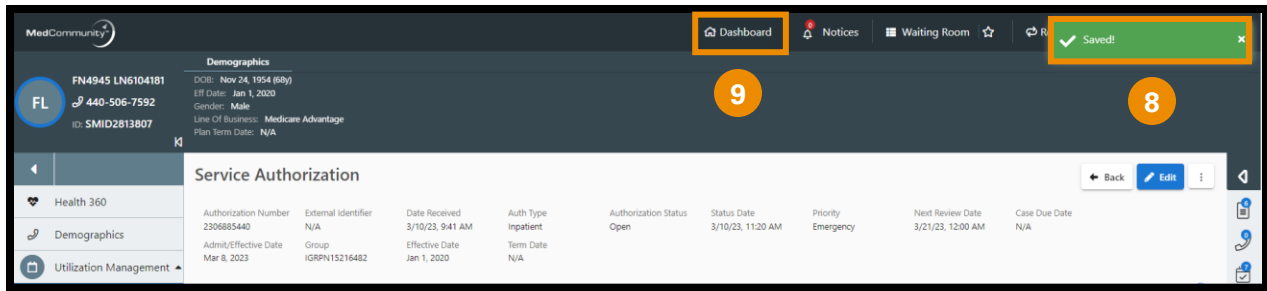
Discharge Date: 03 / 17 / 2023

Auth Category: Emergency

Member Discharged To: Transfer to Home With HHC

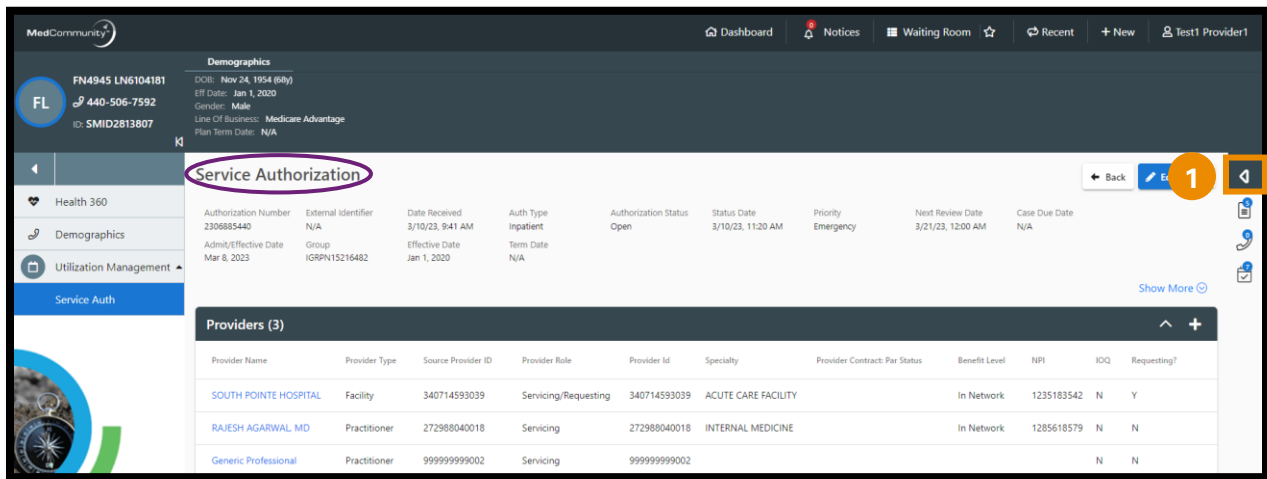
Save

- Complete “Discharge Date” field. (5)
  - **Note:** Discharge date **cannot** be a future date.
- Use dropdown to complete “Member Discharged To” field. (6)
- Click “Save” (7) to submit.

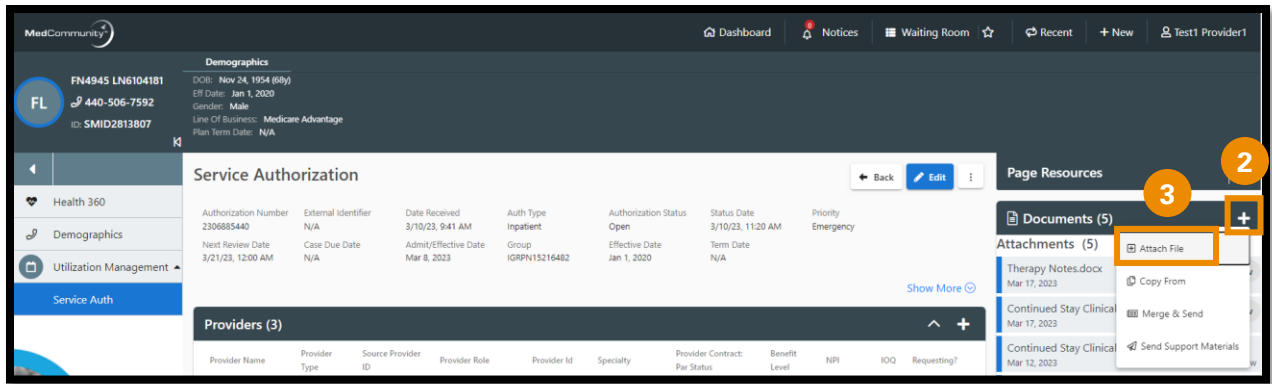


- A pop-up notification (8) will display indicating that the discharge information was saved to the Member's Service Authorization.
  - **Note:** Once saved, Medical Mutual will be notified that discharge information has been added to the Service Authorization.
- If you will not be adding a Discharge Summary, click Dashboard icon (9) to return to My Dashboard.
- If you will be adding a Discharge Summary, see below.

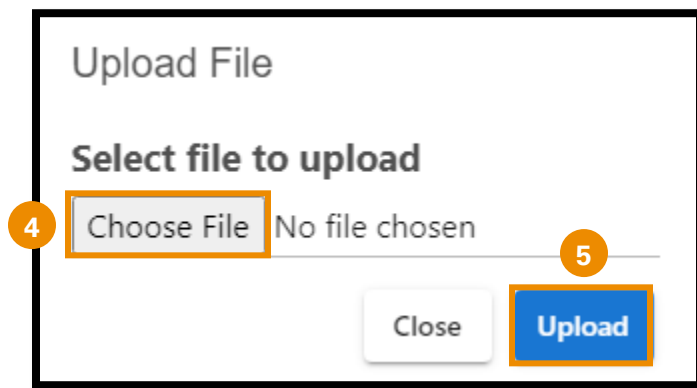
### To Add a Discharge Summary:



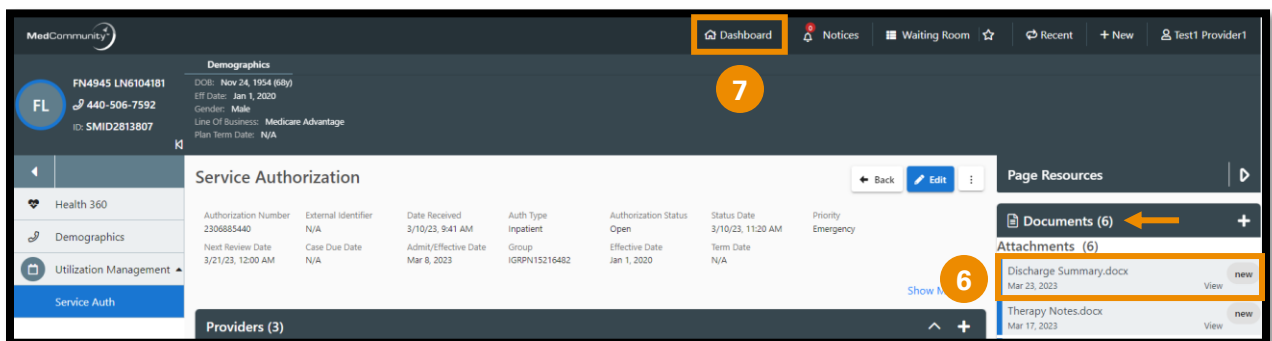
- Click caret (1) to open Page Resources.



- Click + icon (2) to display dropdown.
- Click “Attach File” (3) to upload discharge summary.



- When the pop-up window appears, click “Choose File”. (4)
- Locate the file and click “Upload” (5) to add the Discharge Summary file/document.



- You will see that the newly added attachment displays in the Documents section. (6)
- Click Dashboard icon (7) to return to My Dashboard.