

The information on this document applies to BCN commercial members admitted to post-acute care (to a skilled nursing facility, a rehabilitation facility or a long-term acute care hospital).

Note: For BCN Advantage members admitted to post-acute care on or after June 1, 2019, naviHealth manages those authorizations. For those members, refer to the document [Post-acute care services: Frequently asked questions for providers](#).

Submitting skilled nursing facility prior authorization requests through the e-referral system

Complete the [Skilled nursing facility assessment form](#). Attach the completed form and a history and physical from the hospital admission as well as other pertinent documentation to the request in the e-referral system.

For instructions on how to attach documentation to the request, refer to the [e-referral User Guide](#). Look in the “Submit an inpatient authorization” section for how to “Create New (communication).”

Note: When the e-referral system is unavailable, follow the instructions on the document titled [e-referral system planned downtimes and what to do](#).

Submitting inpatient rehabilitation and LTACH admission prior authorization requests

How to fax

Fax requests to 1-866-534-9994. Faxed requests are accepted 24 hours a day, seven days a week.

For rehabilitation admissions, fax these documents:

- A completed [Rehabilitation Assessment Form](#)
- History and physical from the hospital admission
- Physical medicine and rehabilitation consultation notes, as appropriate

For LTACH admissions, fax these documents:

- A completed [LTACH Assessment Form](#)
- History and physical from the hospital admission
- Physical medicine and rehabilitation consultation notes, as appropriate
- Last two days of practitioner progress notes (admission and concurrent)
- Current intravenous and subcutaneous medication lists

The forms are available at ereferrals.bcbsm.com. Click *BCN* and then click [Forms](#).

When BCN staff are available

BCN's post-acute care staff are available as follows:

- Normal business hours for BCN post-acute care staff are Monday through Saturday, 8 a.m. to 5 p.m. (Eastern time).
- The on-call nurse is available to assist with post-acute care admissions on Sundays and holidays and at other times outside of normal business hours. Call the on-call nurse at 1-800-851-3904 and fax the documentation to 1-866-534-9994.



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Post-acute care admissions: Submitting authorization requests to BCN

For BCN commercial members only

Additional information on LTACH admissions

Before placement in a long-term acute care setting can be considered, BCN also requires that the member be assessed by three skilled nursing facilities affiliated with BCN, two of which must be facilities identified by BCN as accepting members who require higher levels of care such as ventilators. A determination must be made by these three facilities that they cannot provide the level of care the member needs. For information on higher-acuity skilled nursing facilities capable of doing these assessments, providers should call BCN at 1-855-724-4286, ext.122584.

Note: If the member was placed on a ventilator during an inpatient admission and failed to wean during the inpatient stay, the member can be assessed for appropriateness for the long-term acute level of care by applying the criteria for long-term acute care rather than the criteria for skilled nursing care.