

## Post-acute care admissions: Submitting authorization requests to BCN

For BCN HMO<sup>SM</sup> (commercial) and BCN Advantage<sup>SM</sup>

Authorization requests submitted to Blue Care Network for post-acute care admissions should be submitted by fax. This applies to members moving to a skilled nursing facility, a rehabilitation facility or a long-term acute care hospital who are covered through a BCN HMO<sup>SM</sup> (commercial) or BCN Advantage<sup>SM</sup> plan.

### How to fax

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

For skilled nursing facility and 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](http://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.
- 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.

### 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.