

# 13 Enter a SAR – Inpatient Hospital

## Introduction to Enter a SAR – Inpatient Hospital

This section will describe how to enter a SAR that has an inpatient hospital as the service provider.

When entering a SAR with an inpatient hospital as the service provider, the user will specify the “Number of Days,” but will not associate service codes for this SAR. The SAR will have the client’s name, the inpatient hospital, service date information, and the number of days.

Additional SARs should be authorized for the admitting physician to cover the services that are not included in the Inpatient Hospital SAR. Examples would include surgical procedures and referrals to other physicians.

## Objectives

At the completion of this section, you will be able to execute the following functions in CMS Net Web:

- Research Level of Service for an Inpatient Hospital in CMS Net Web
- Enter a SAR with the Inpatient Hospital as the Service Provider
- Specify the Number of Days on the SAR.

## 13.1 Research the Provider

Access Provider Management by clicking the “Provider” link.

Notes

The screenshot displays the CMS NET web application interface. At the top, there is a navigation bar with links for "California Home", "DHCS Home", and "DHCS Organization", along with the date and time: "Friday, January 14, 2011 1:10:20 P.M.". Below this is the "Acceptance Test" header with the tagline "Caring for Children with Special Medical Needs...". A secondary navigation bar includes "Home Page", "Program Modules", "Reports", and "Administration", with a "Web Messages (0)" indicator on the right. A dropdown menu is open under "Program Modules", listing "Authorization", "Provider" (circled in red), "Case Notes", "Correspondence", "Appt Scheduling", "Batch Correspondence", "MTP", "Conf Sched", and "Patient Therapy Claims". The main content area features a "Welcome To CMS NET..." message, a user greeting for Molly Phomsopha, and a security group notice. Below this, a summary of tasks is provided:

Category	Count
Web Messages	-->> (0) New
Correspondence	-->> (0) Incomplete letters -->> (0) Waiting for approval -->> (0) Ready to send -->> (0) Letters waiting for my approval
Case Notes	-->> (0) Draft case notes
Appointments	-->> (0) Appointments Booked -->> (31) Appointments Due

Search for the desired service provider (inpatient hospital).

California Home DHCS Home DHCS Organization Thursday, December 2, 2010 10:41:20 A.M.

**Children's Medical Services**  
Caring for Children with Special Medical Needs... Contact Us | Help | Logout  
Web Messages(0)

Home Page | CCS Modules | Reports | Administration

**Search - Providers**

Required fields are marked in \*

**SEARCH PROVIDER**

Search Category \*  Hospital / Medical Provider  Special Care Center  SCC Provider  Dental Provider  Paneled Non-PMF Provider

Provider Name  Provider ID

Specialty/Allied Health

Special Care Center Type

County

Provider Type

Accepting Referrals

**Notes**

An example of hospital search criteria.

Click the Search Category radio button "Hospital/ Medical Provider"

Enter hospital name (partial search)

Select County

Click "Search"

Select from the list of hospitals by clicking on the blue underlined name (link).

California Home DHCS Home DHCS Organization Thursday, December 2, 2010 10:44:23 A.M.

**Children's Medical Services**  
Caring for Children with Special Medical Needs... Contact Us | Help | Logout  
Web Messages(0)

Home Page | CCS Modules | Reports | Administration

**List of Providers**

Provider Name/Service Address	Provider ID	Provider Type	Status	County	Paneled
<a href="#">KAISER, CAMERON D MD</a> 10800 MAGNOLIA AVE RIVERSIDE CA 92505	1972671196	Physician	INDIRECT	RIVERSIDE	
<a href="#">KAISER, JOHN E MD</a> 1820 FULLERTON AVE STE 120 CORONA CA 92881	1417017492 00G246930	Physician	ACTIVE	RIVERSIDE	
<a href="#">KAISER FHP, LLC</a> 2055 KELLOGG AVE CORONA CA 92879	1316083926 PHA456050	Pharmacy/Pharmacist	ACTIVE	RIVERSIDE	
<a href="#">KAISER FNDATION HLTH PLN</a> 79440 CORPORATE CENTER D STE 106 LA QUINTA CA 92253	1932257565 PHA461550	Pharmacy/Pharmacist	ACTIVE	RIVERSIDE	
<a href="#">KAISER FOUNDATION HOSP</a> 10800 MAGNOLIA AVE RIVERSIDE CA 92505	1306991211	Community Hospital - Inpatient	ACTIVE	RIVERSIDE	
<a href="#">KAISER FOUNDATION HOSP</a> 10800 MAGNOLIA AVE RIVERSIDE CA 92505	1306991211 HSP30686F	Community Hospital - Inpatient	ACTIVE	RIVERSIDE	
<a href="#">KAISER FOUNDATION HOSP</a> 10800 MAGNOLIA AVE RIVERSIDE CA 92505	1306991211 HSP40686F	Community Hospital - Outpatient department	ACTIVE	RIVERSIDE	
<a href="#">KAISER FOUNDATION HOSP</a> 10800 MAGNOLIA AVE RIVERSIDE CA 92505	1447308275 PHB356900	Pharmacy/Pharmacist	ACTIVE	RIVERSIDE	

Confirm that the hospital is an inpatient hospital. Then click the "Hospital" tab.

**Notes**

Home Page | CCS Modules | Reports | Administration

**1306991211 - KAISER FOUNDATION HOSP**

Provider | SCC Association | PSU Mgmt | Paneling | **Hospital**

Details

Provider Name: KAISER FOUNDATION HOSP      Provider ID: 1306991211  
 Provider Type: COMMUNITY HOSPITAL - INPATIENT  
 Phone Number: (714) 785-4600      Ext:      County: RIVERSIDE  
 Date Added: 11/17/1989      Application Date: 11/17/1989      Last PMF Activity: 01/27/2010  
 SSN:      FEI No: 941105628  
 License:      License Date: 09/28/1989  
 Reject Reason:  
 Indicators:  Group  
 Out of State: IN STATE  
 Service Address: 10800 MAGNOLIA AVE      Pay Address: FILE 54602  
 RIVERSIDE, CA 92505-3000      LOS ANGELES, CA 90074-4602

Status Information

Status	Effective Date
ACTIVE	09/28/1989

Category of Service

Code	Start Date	End Date
002	09/28/1989	09/30/2008
777	01/01/2007	09/30/2008

Confirm that the provider is Inpatient Hospital.

Note the Provider ID for quick reference later.

View Length of Stay in the Hospital tab.

California Home | DHCS Home | DHCS Organization      Thursday, December 2, 2010 10:53:22 A.M.

**Children's Medical Services**  
 Caring for Children with Special Medical Needs...      Contact Us | Help | Logout  
 Web Messages(0)

Home Page | CCS Modules | Reports | Administration

**1306991211 - KAISER FOUNDATION HOSP**

Provider | SCC Association | PSU Mgmt | Paneling | **Hospital**

Hospital Level Type (New) Select  
 Hospital Level Type (Old) Standard  
 Length of Stay: 21 days  
 Approval Start Date: 09/15/2004  
 Approval End Date: 03/15/2005  
 Last Update Date: 10/06/2009      Last Update By: SYSTEM,ADMINISTRATOR

Save      Undo

View Length of Stay (in this case it is 21 days).



Whatever is listed in the “Length of Stay” field will set an upper limit to the “Number of Days” for SARS associated to that inpatient hospital. It applies to extensions (the authorization + extension) as well.

## Notes

## 13.2 Enter the SAR – Find the Client

Notes

Access Service Authorization Request by clicking the “Authorization” link.

California Home DHCS Home DHCS Organization Friday, January 14, 2011 1:11:47 P.M.

### Acceptance Test

Caring for Children with Special Medical Needs... Contact Us | Help | Logout

Home Page | **Program Modules** | Reports | Administration Web Messages (0)

- Authorization**
- Provider
- Formulary and Medical Supplies
- Procedure Code
- Case Notes
- Correspondence
- Appt Scheduling
- Batch Correspondence
- MTP
- Conf Sched
- Patient Therapy Claims

welcome to CMS NET...

Good afternoon, Molly Phomsopha! You last signed on today at 11:43.  
Your security group is State System Administrator .

Web Messages -->> (0) New

Correspondence -->> (0) Incomplete letters  
-->> (0) Waiting for approval  
-->> (0) Ready to send  
-->> (0) Letters waiting for my approval

Case Notes -->> (0) Draft case notes

Appointments -->> (0) Appointments Booked  
-->> (31) Appointments Due

Enter client search information. Then click the “Find” button or hit the ‘Enter’ key.

## Notes

California Home DHCS Home DHCS Organization Tuesday, December 28, 2010 1:50:25 P.M.

**System Test**  
Caring for Children with Special Medical Needs... Contact Us | Help | Logout

Home Page | CCS Modules | Reports | Administration Web Messages (0)

**Search - Service Authorization**

**BY CLIENT**

Search Client

<input type="checkbox"/> Patient Name	Case #	CIN	SSN	DOB	Gender	County	
<input type="checkbox"/>					Select	Select	Find
<input checked="" type="checkbox"/> SKYWALKER,LUKE	777777	30526372A4		01/13/2005	FEMALE	36	X

**BY PROVIDER**

Hospital / Medical Provider  Special Care Centers  Dental Provider

Provider Name  Find Provider ID  Find

**BY SAR**

SAR Number

Service Begin Date  Service End Date

SAR Status

Advanced Search Options

Search Add SAR Clear

An example of searching for the client by Case #.



This search is similar to the one performed in CMS Net (character-based system).

- If an exact match is not found, system will display the ‘Search Results – List of Clients’ page.
- Click the “Select” radio button for the desired client. If an exact match is found, the option button will be pre-selected.
- Click ‘Continue’ button after selecting client.

## Notes

Select	Case Number	Caseload Code	Client Name	AKA	DOB	Gender	CIN	County	Reg	Med	F/R	Pgrm End Date	Client Elig
<input checked="" type="radio"/>	7777777	362001	SKYWALKER,LUKE		01/13/2005	FEMALE	30526372A4 36		ACT	E	E		9N M/C only
<input type="radio"/>	7343631	342001	SKYWALKER,LUKE		10/05/2009	MALE	39730072A3 34		CLO			10/05/2010	9N M/C only
<input type="radio"/>	6543628	782001	SKYWALKER,LUKE		06/23/1923	MALE	34915172A6 78		ACT	E	E	04/29/2011	9J GHPP

Found 1-3 out of 3 Matching Records

[Continue](#)



If the client is not listed, click the “Authorization” link located above the blue banner under the CCS Modules to return to the Search SAR page.

Field descriptions are provided in CMS Net Web Online Help.

[Contact Us](#) | [Help](#) | [Logout](#)

### 13.3 Select a Provider for the SAR

This example will demonstrate how to select an inpatient hospital for a SAR.

Once your client is selected:

1. Click the “Hospital/Medical Provider” radio button.
2. Enter provider search information.
3. Click the “Search” button.

#### Notes

California Home | DHCS Home | DHCS Organization | Thursday, December 2, 2010 1:20:34 P.M.

**System Test** | Caring for Children with Special Medical Needs... | Contact Us | Help | Logout

Home Page | CCS Modules | Reports | Administration | Web Messages (2)

**Search - Providers**

Required fields are marked in \*

**SEARCH PROVIDER**

Search Category \*  Hospital / Medical Provider  Special Care Centers  Dental Provider

Provider Name  Provider ID

Specialty/Allied Health

Special Care Center Type

County

Provider Type

You may search for the provider by Provider ID.

NPI# is 10 digits and Legacy Provider ID for a hospital is 9 characters.

Click on the link (blue underlined name of your selection) to select a provider.

Notes

California Home DHC3 Home DHC3 Organization Thursday, December 2, 2010 1:32:10 P.M.

### System Test

Caring for Children with Special Medical Needs... Contact Us | Help | Logout

Home Page | CCS Modules | Reports | Administration Web Messages (2)

#### List of Providers

Provider Name/Address	Provider ID	Provider Type	Status	County	Paneled
<a href="#">KAISER FOUNDATION HOSPITAL</a> 27300 IRIS AVE MORENO VALLEY CA 92555	1174793459	Community Hospital - Outpatient department	ACTIVE	RIVERSIDE	
<a href="#">KAISER FOUNDATION HOSPITAL</a> 27300 IRIS AVE MORENO VALLEY CA 92555	1174793459	Community Hospital - Inpatient	ACTIVE	RIVERSIDE	

Show All Statuses

1-2 out of 2 Matching Records

Provider Name \*

Address 1 \*

City \*

State \*

Medical / Hospital  Special Care Centers  Dental

Address 2

County \*

Zip \*

Field descriptions are provided in CMS Net Web Online Help.

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## 13.4 Enter SAR Information

- Enter SAR Information once provider has been selected.
  - Make sure that the “Number of Days” has been entered. Be sure to include the discharge day in your “Number of Days”.
  - Do not add Service Codes to this SAR.
- Click the “Submit” button to submit for validation.

### Notes

For this example the SAR allows for a hospital stay that may occur within a 1 year time frame. But the client is authorized to stay in the hospital for 6 days.

The client header always shows the client’s “current” information.

The Service End Date **MUST** include the DISCHARGE DATE.

CMS Net Web does not allow users to enter a SAR that has a service begin date before 7/21/2004

The Number of Days that the user keys in must be equal to or less than the Length of Stay on the Hospital Tab.

The primary & secondary diagnosis default from Patient Registration. If you wish to change the diagnosis clear the field and type the new code or word and click on the Find button.

There are **no** service codes for SARs associated to inpatient hospitals.

### Enter SAR

LUKE SKYWALKER, 7777777

Required fields are marked in \*

[SEARCH MEDS](#)

**CLIENT INFORMATION**

Client Name:	LUKE SKYWALKER	Case Number:	7777777	Date Of Birth:	01/13/2005
Alias:		Med Elig Status:	ELIGIBLE	Application Status:	NO ACTION
F/R Elig:	ELIGIBLE	Diagnostic Only:	NO	PSA Status:	NOT REQUIRED
Reg Status:	ACTIVE	Client Elig Status:	9N M/C ONLY	Program Begin Date:	01/13/2010
CIN:	30526372A4	County:	SAN BERNARDINO	Program End Date:	01/12/2011
Gender:	FEMALE	MTU:		Language:	ENGLISH
Caseload Code:	36Z001				

**PROVIDER INFORMATION**

Provider Name:	KAISER FOUNDATION HOSPITAL	Provider Number:	1174793459
Provider Type:	COMMUNITY HOSPITAL - INPATIENT	Address 2:	
Address 1 *:	27300 IRIS AVE	City *:	MORENO VALLEY
City *:	MORENO VALLEY	County:	Riverside
State *:	CA	Zip *:	92555
Phone No.:	951 - 243 2262	Paneled Non PMF Provider:	

**SAR INFORMATION**

SAR Number:		SAR Status:	
Service Begin Date *:	01/13/2010	Service End Date:	01/12/2011
Service Request Date *:	12/02/2010	Number of Days:	6
EPSDT-SS:	<input type="checkbox"/>	Category:	Select
State Approved:	<input type="radio"/> Yes <input type="radio"/> No		
State Funded:	<input type="checkbox"/>	SAR County *:	San Bernardino
Primary Diagnosis *:	745.5 OSTIUM SECUNDUM TYPE ATRIAL SEPTAL I	<input type="button" value="Find"/>	
Secondary Diagnosis:		<input type="button" value="Find"/>	

**SERVICE CODE INFORMATION**

Remove	Service Code	Modifier Type	Alternate Code	Service Description	Alternate Description	Units	Quantity/Amount
<p><b>SPECIAL INSTRUCTIONS</b></p> <div style="border: 1px solid gray; padding: 5px; min-height: 20px;"> <input type="button" value="Special instructions"/> </div>							



You must manually enter “Number of Days” for SARs with inpatient hospital providers.

## 13.5 Note the SAR Number for your Records

Once the SAR has been submitted for validation, the SAR Number will be reflected when you are taken to the 'Case Notes'.

## 13.6 Enter Case Notes - Narrative

1. Enter Case Notes text.
2. Click the "Save" button to save comments. You will return to the "View SAR" page.

Notes

CLIENT INFORMATION

Client Name: LUKE SKYWALKER Case Number: 7777777 Date Of Birth: 01/13/2005

CASE NOTE DETAILS

Entry Date: 12/02/2010

Subject: SAR-Pending Service Authorization status: Pending

Details:

SAR #: 97025820430  
Provider: KAISER FOUNDATION HOSPITAL  
Service Begin Date: 01/13/2010  
Service End Date: 01/12/2011

Narrative: Enter comments for SAR here...  
or  
Click 'Continue' if no comments

Number of characters left: 15000

Save Continue

Note the SAR Number and info.

Enter Narrative text in this portion of the page.

### Pending SAR:

If you enter comments and clicks Save, the case note will save. Clicking 'Continue' for a pending SAR will not save a case note.