

Department:	Medical Management	Original Approval:	12/30/2015
Policy #:	MM156	Last Approval:	07/05/2019
Title:	Administrative Days		
Approved By:	UM Medical Subcommittee		

REQUIRED CLINICAL DOCUMENTATION FOR REVIEW

1. Medical Records which document the reason that the patient has been in the hospital and is unable to transition to the appropriate next level of care.
2. Documentation of the specific care that the patient needs at present and for how long the patient will need that care
3. Documentation of the continued effort that the facility is making to transfer the patient to the appropriate level of care.

BACKGROUND

The purpose of this policy is to outline the specific instances when administrative days would be appropriate and may be approved. Administrative days require prior authorization review verbally or in writing in order to inform CHPW that intensive transitions of care efforts are needed. Administrative Days apply only to Apple Health members and are not applicable to Medicare members.

DEFINITIONS

Administrative days: One or more days of an inpatient stay when an acute inpatient level of care or observation level of care is no longer medically necessary and a lower level of care (that is included in the benefits) is appropriate and is not currently available.

INDICATIONS/CRITERIA

Medicaid Members	<i>Continue to criteria for approval below.</i>
Medicare Members	Only applies to Apple Health

In order for Administrative Days to be considered, all of the following must have occurred:

1. The facility has received notification of the denial of extension of coverage of the acute level care episode, and;
2. The facility and concurrent review staff have communicated on the need for Administrative Days, and;

3. Good faith efforts have been made (and continue to be made) to place the member in the appropriate skilled lower level of care (LTAC, SNF, IPR, skilled home health, hospice) but the lower level of care is not available for the member in CHPW's contracted network, and;
4. Enrollee must be referred by CHPW concurrent reviewer to CHPW Transitional of Care management for intensive assistance with their discharge planning needs.

PROVIDER BILLING INFORMATION

The Administrative Days must be billed on a separate claim with the following Rev Codes:

A. Revenue Code 0191

- a. Inpatient hospitals using Prospective Payment System (PPS)
- b. Inpatient hospitals that are Certified Public Expenditure (CPE)
- c. Inpatient hospitals that are Critical Access Hospitals (CAH)

B. Revenue Code 0169

- a. Inpatient Rehab Facilities
- b. Long Term Acute Care facilities
- c. Inpatient Psych facilities

Administrative Days only applies after DRG (Diagnosis Related Group) period; and are not subject to outlier considerations.

SPECIAL CONSIDERATIONS

None.

LIMITATIONS/EXCLUSIONS

Please refer to a product line's certificate of coverage for benefit limitations and exclusions for these services:

PRODUCT LINE	LINK TO CERTIFICATE OF COVERAGE
MEDICARE ADVANTAGE	http://healthfirst.chpw.org/for-members/resource-library/handbooks-and-guides
WASHINGTON APPLE HEALTH	http://chpw.org/our-plans/apple-health/
INTEGRATED MANAGED CARE	http://chpw.org/our-plans/apple-health/

Citations & References

CFR	
WAC	WAC 182-550-4550 ; WAC 284-43-2050
RCW	
Contract Citation	<input checked="" type="checkbox"/> WAH Definitions: Administrative Days
	<input checked="" type="checkbox"/> IMC Definitions: Administrative Days
	<input checked="" type="checkbox"/> MA
Other Requirements	
NCQA Elements	

Revision History

Revision Date	Revision Description	Revision Made By
12/28/2015	Document created	Jane Daughenbaugh, RN, CCM
12/30/2015	Approval	MMLT
06/09/2016	Revised	Jane Daughenbaugh, RN, CCM
06/09/2016	Policy formerly numbered as MM123	Compliance
06/14/2016	Approval	MMLT
07/05/2017	Minor Formatting changes	Cyndi Stilson, RN
03/28/2018	Changed from UM425 to MM156	Cindy Bush
05/03/2018	Clarified prospective nature of administrative days and criteria for administrative days. Added a list of the required documentation needed for review of a request.	LuAnn Chen, MD
06/22/2018	Approved	UM Committee

09/24/2018	Clarified that admin days can be concurrently requested going back to a recently denied continuation of inpatient level of care.	LuAnn Chen, MD
11/15/2018	Removed requirement for physician to review Admin Days. Clarified that Admin Days can follow a stay for observation level of care and the member does not need to require skilled care after transfer. Admin days do not have to be prospective (based on conversation with HCA).	LuAnn Chen, MD
11/15/2018	Approved	UM Medical Subcommittee
12/07/2018	Approval	UM Committee
07/03/2019	Added section for Provider Billing Information.	Yves Houghton, RN, BSN
07/05/2019	Approval	UM Medical Subcommittee