



### HSI OFFICE CLOSED ON DECEMBER 24<sup>th</sup> & 25<sup>th</sup>

*Our office will be closed on the following dates:*

- *Thursday, December 24; and*
- *Friday, December 25*

**We will resume regular business hours on Monday, December 28, 2009.**

#### **Short Stay Review Extension:**

To assist hospitals in complying with the mandatory concurrent review requirement during the long holiday weekend, the Department of Healthcare and Family Services (HFS) is temporarily modifying the three-day short stay review policy to include admissions having lengths of stay of up to **four** days. This temporary policy modification applies for admissions occurring after HSI's close of business on Wednesday, December 23, 2009 through Sunday, December 27, 2009.

If you need a review for a four day (or less) length of stay that occurs during the holiday closure, you may submit the admission request up through the seventh calendar day after the patient's discharge.

Review requests can be submitted online, 24-hours a day at [www.hsofi.org](http://www.hsofi.org), or by phone at (800) 418-4033 on and after our return on Monday, December 28, 2009. A review request submitted by Web will be processed within one business day of our receipt on December 28th.

***We extend heartfelt wishes to you and your staff this holiday season!***

If you have a question, please contact our toll-free Provider Helpline at (800) 418-4045 weekdays, 8 am to 5 pm.

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