



Web Review Reminders

Hundreds of hospitals continue to take advantage of submitting their review requests online. It is important that all users follow the basic Web review guidelines set forth in our training and Web User Guide. *Here are some important reminders:*

- Use the tab key or mouse to go to the next field. Do not hit enter.
- The admitting diagnosis on the physician's order determines if a review needs to be performed. Consult the attending physician or a hospital coder to clarify. *Important: Reference HFS Attachments A-C or HSI Coding Aids to determine which admitting diagnoses are subject to review and use the respective code.*
- Enter only numbers in the admitting diagnosis code field. No decimal points. Include all 4th or 5th digits of the code. Do not use an abridged code. *Example: The 4-digit code 2765 (Volume depletion) is incomplete and not subject to review, but code 27650 (Volume depletion, unspecified) is subject to review.*
- If the attending physician has an alternate phone number or there is a hospitalist covering, please include this contact information on the treatment screen.
- Click partial saved records button at bottom of screen. This will save your review information in the partially saved records file until you hit Save/Submit and receive a tracking number.

After the admission is certified, the admitting diagnosis may be changed only when:

- a) there is a physician order that reflects the change in admitting diagnosis
- b) the new diagnosis is subject to review and the same category of service
- c) the change is requested prior to billing

Interested in a Web training class? Visit our homepage at www.hsofi.org. Click on the Hospital Education Resource link for Web user guides and information.

It is our goal to provide you with helpful and timely information. If you have any questions, contact our communications specialist, Rose Serno at rserno@hsofi.org.

Dedication

Improvement

Quality