

## NICU Notification Process

In Guiding Care Prior Authorization Portal create an InPatient- Maternity/NICU auth in the portal using the mother's name.

In Add Note box write "NICU notification and insert baby name, gestational age, birth weight, and date of birth".

**Providers/Facilities must submit medical records with authorization requests.**

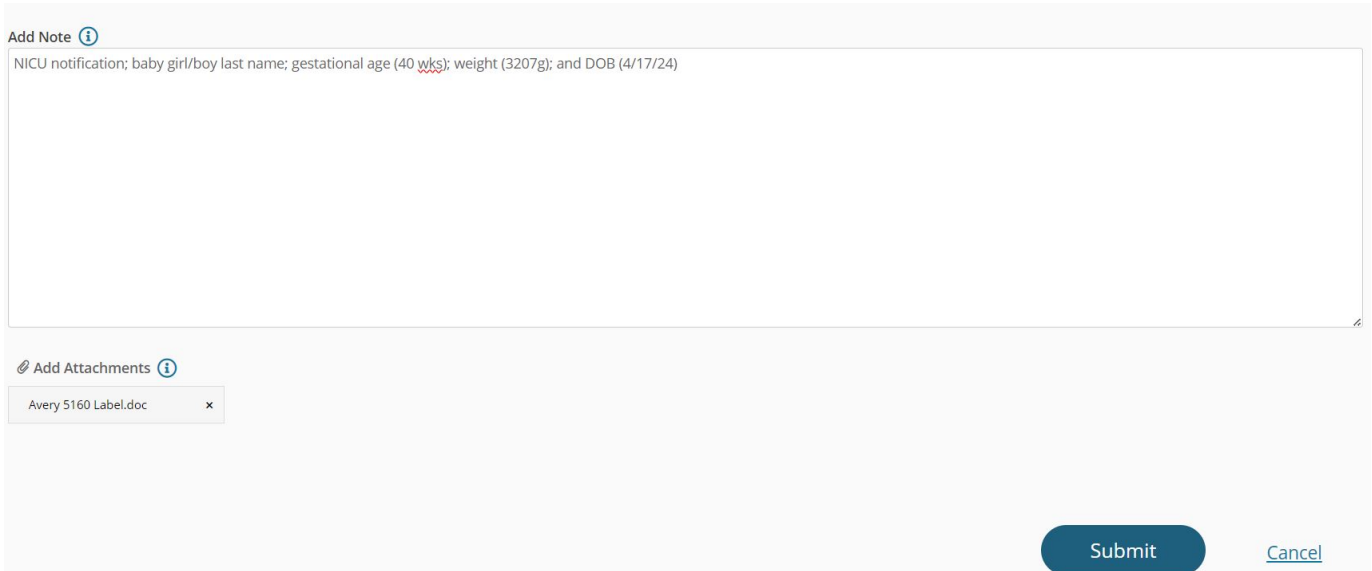
Add Note ⓘ

NICU notification; baby girl/boy last name; gestational age (40 wks); weight (3207g); and DOB (4/17/24)

**Click Add Attachments. Upload all available clinical to the episode or state where clinical can be found ie. Aurora Dashboard or Epic.**

Add Attachments ⓘ

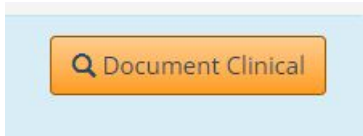
**Select file, click Open.**



The screenshot shows a web form for a NICU notification. At the top, there is an "Add Note" section with an information icon. Below it, the text "NICU notification; baby girl/boy last name; gestational age (40 wks); weight (3207g); and DOB (4/17/24)" is entered. Below the note field is an "Add Attachments" section with an information icon. A file named "Avery 5160 Label.doc" is shown as selected in a dropdown menu. At the bottom right of the form, there are two buttons: "Submit" and "Cancel".

**Once appropriate attachment is selected, click Submit.**

Complete documentation by clicking the Document Clinical button then, follow the prompts. *This documentation must be completed in order to activate submit button.*



Select the appropriate guideline.

**\*Save button is disabled until one of the boxes are checked.**

Treatment or monitoring required for post-term infant [?](#)

Save

Click Save.

Click Submit Request.

Treatment or monitoring required for post-term infant [?](#)

**Please be sure to click on the Submit button.** A message with the Auth ID will appear at the top of the screen when submit is clicked. (This should change the request status from “no decision yet” to “pending”). *If the submit button is not selected the episode is considered still in draft and CCHP will not have been notified of stay and will not process the authorization, as it is still in your facilities work queue in a “draft” status.*



Your request #0417WTZ53 has been pending.

[Click to print](#)

CCHP authorization specialists will then create a new auth request with the baby's temp ID. You will be sent a notification of the new auth id number via Guiding Care Prior Authorization Portal message system in the original notification created using mother's information.

When looking to add additional clinical or verification of authorization please reference newly created baby auth request as original NICU notification episode will have been cancelled.

Due to system constraints CCHP will continue to use temp ID for baby throughout the entire hospital stay. Baby will not be assigned permanent ID until after discharge.

When baby discharges please make sure to message the UM reviewer by attaching clinical and messaging the discharge date.