

To: naviHealth

naviHealth fax number:

From: Name:

Facility:

Phone number:

Fax number:

Number of pages (including cover sheet):

Today's date:

Additional Contact Information (if applicable) Acute Case Manager:

Acute facility:

Phone number:

Preservice Authorization Request

The following information is required:

- **Patient's name, current location and admit date, requested setting**
 - **MD order sheet** / full name of ordering physician and NPI number
 - **Hospital face sheet** including name/phone of POA if applicable
 - **History and physical**
 - **Nursing admission assessment**
 - **Physical, occupational and speech therapy evaluations**
 - **Most recent therapy notes**
 - **Most recent physician notes**
 - **Post-procedure notes** if procedure occurred during this admission
-

Admission Review / First Continued Stay Authorization Request

The following information is required:

- **Demographic sheet**
 - **Discharge planning assessment**
 - **Nursing admission assessment**
 - **Physical, occupational and speech therapy evaluations** (within 48 hours of admission)
-

Interim Review / Subsequent Continued Stay Authorization Requests

The following information is required:

- **Demographic sheet**
 - **Case management or social work notes**
 - **Physician and nursing notes / physician orders**
 - **Physical, occupational and speech therapy notes since last update** (most recent should be within 24 hours of Next Review Date)
-

NOMNC (must be signed and validated)

Discharge Review

The following information is required:

- **Patient's discharge instructions** (preferably within 24 hours of discharge)
 - **Therapy discharge summaries**
 - **Therapy service logs/billing logs** including minutes and visits recorded for entire stay
-

This transmission is intended for the exclusive use of the individual or entity to which it is addressed and may contain information that is proprietary, privileged, confidential and/or exempt from disclosure under applicable law. Failure to maintain confidentiality of such information is subject to sanctions and penalties under state and federal law. If you have received this material/information in error, please contact the sender and delete or destroy the material/information immediately.