To submit an inpatient notification for inpatient admission:

1. Log on to Tufts Health Plan’s secure Provider website.
2. From the list of self-service options, hover over Authorizations. A dropdown list will appear.
3. Click Submit Inpatient Notification.

   ![Submit Inpatient Notification](image)

4. Enter the admitting physician’s ID number and the member’s Tufts Health Plan ID number, and then click Submit.

5. Enter information in the required fields, including the requesting provider’s name/ID, telephone number, admitting hospital ID, admission date, type of admission, class and diagnosis.

6. If the PCP referred the member for the admission, enter the required information.

7. If necessary, enter supporting clinical information in the Message Text box. For elective procedures, also enter the CPT code here, and then click Submit.
   
   **Note:** Entering a message in the Message Text box will result in a delay in inpatient notification approval.

   ![Message Text](image)

8. On the Submit Inpatient Notification (Admission Review) – Confirmation screen, review the submitted information and then click Confirm to process the request.

9. You will receive an Inpatient Notification number, which you can print for your records.