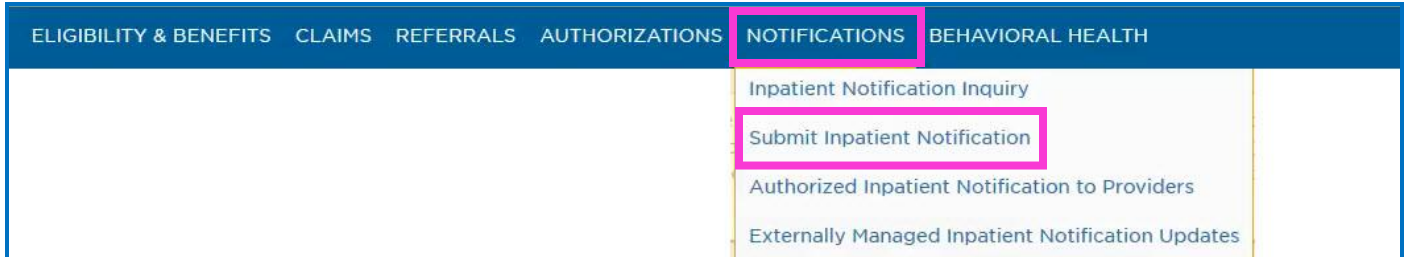


**To submit an inpatient notification for inpatient admission:**

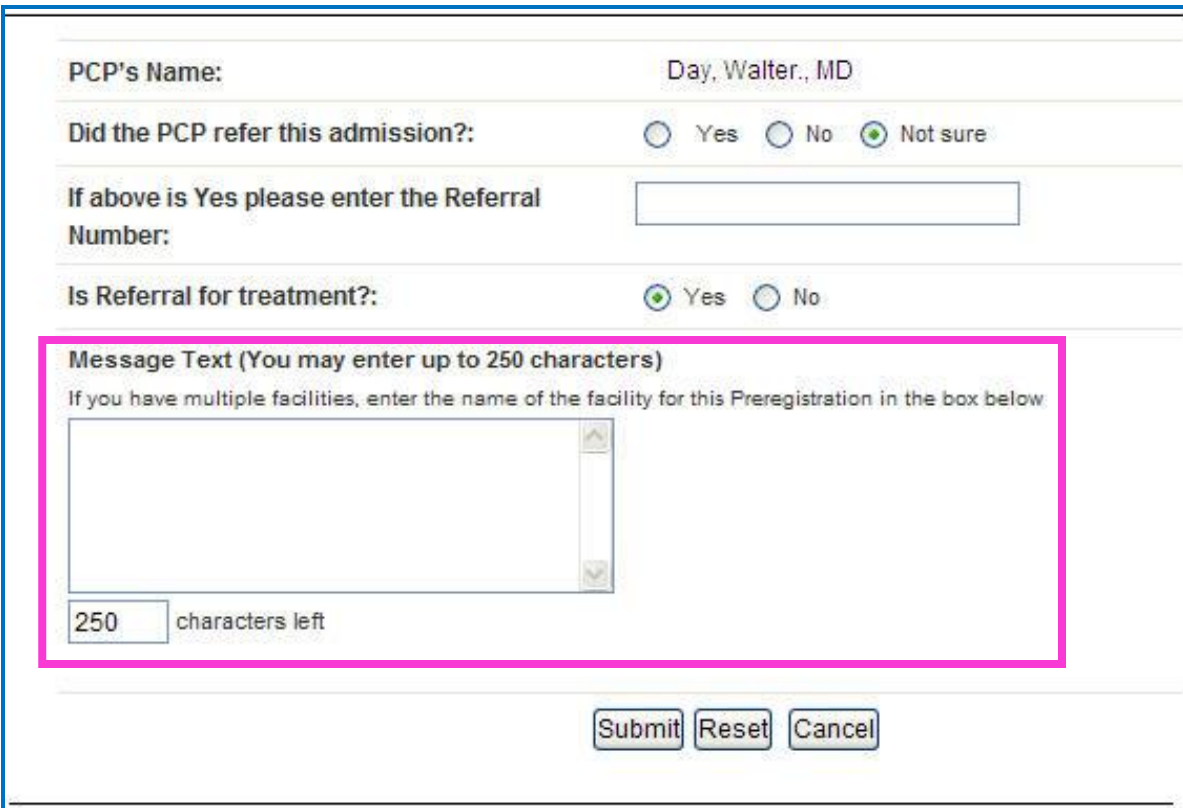
1. Log on to Tufts Health Plan's [secure Provider website](#).
2. From the list of self-service options, hover over **Authorizations**. A dropdown list will appear.
3. Click **Submit Inpatient Notification**.



ELIGIBILITY & BENEFITS	CLAIMS	REFERRALS	AUTHORIZATIONS	NOTIFICATIONS	BEHAVIORAL HEALTH
				Inpatient Notification Inquiry <b>Submit Inpatient Notification</b> Authorized Inpatient Notification to Providers Externally Managed Inpatient Notification Updates	

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.



PCP's Name: Day, Walter., MD

Did the PCP refer this admission?:  Yes  No  Not sure

If above is Yes please enter the Referral Number:

Is Referral for treatment?:  Yes  No

**Message Text (You may enter up to 250 characters)**  
 If you have multiple facilities, enter the name of the facility for this Preregistration in the box below

250 characters left

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.