

Quick Reference Guide: Inpatient Notification Submission and Inquiry

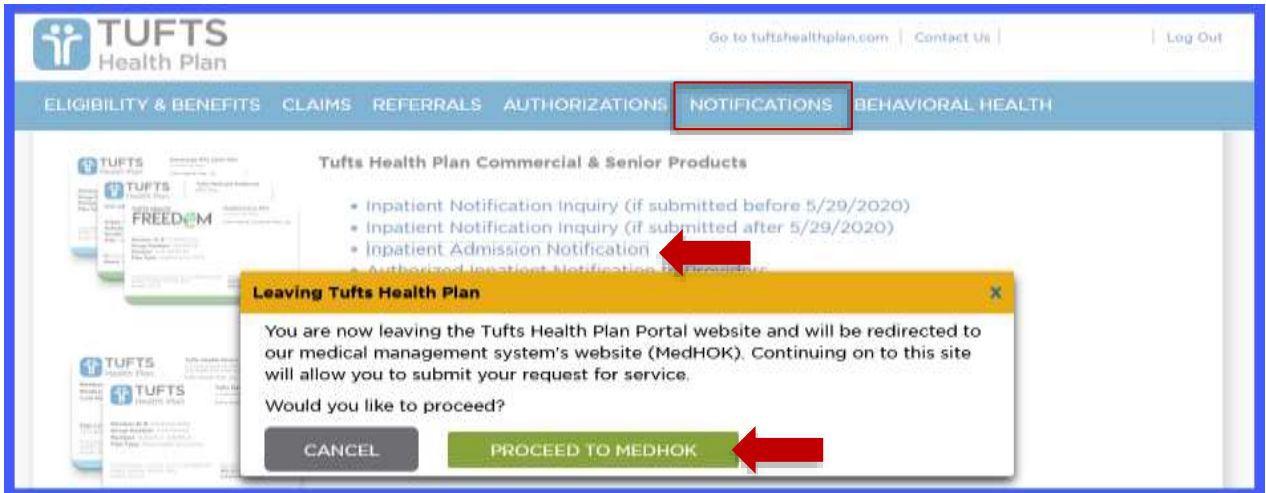
TO SUBMIT AN INPATIENT NOTIFICATION:

Step 1: Log on to the secure Provider [portal](#).

Step 2: From the list of self-service options select "NOTIFICATIONS" from the menu.

Step 3: To the left of the ID card images, click "Inpatient Admission Notification" for Commercial and Senior Products. For Tufts Health Public Plans click "All Notification Tools."

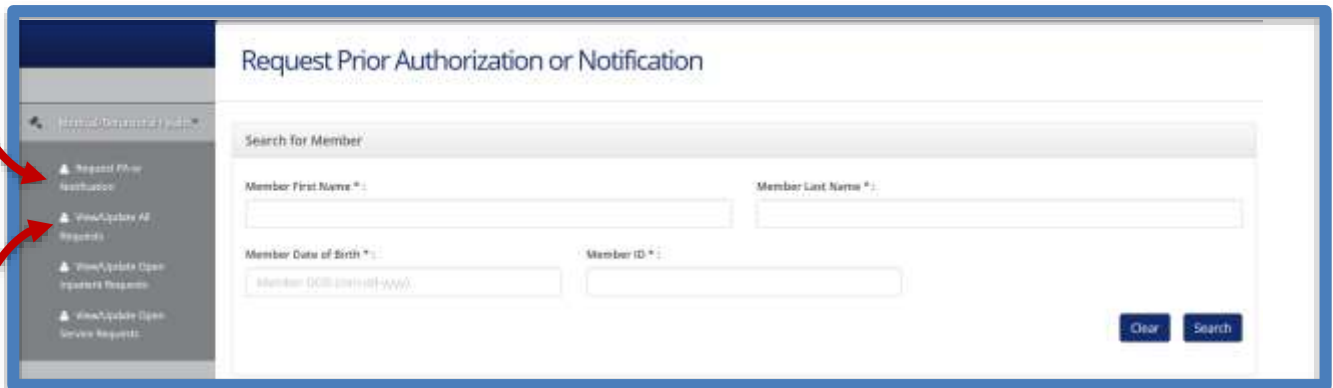
Step 4: A pop-up box will appear informing you that you are being redirected to the MedHOK (MHK Medical Management System) website. Click "PROCEED TO MEDHOK" to continue.



Step 5: The *Request Prior Authorization or Notification* screen will then appear.

Step 6: Click "Request PA or Notification" on the left side of the *Request Prior Authorization or Notification* screen.

Step 7: Under the *Search for Member* field, enter "Member First Name," "Member Last Name," "Member Date of Birth" and "Member ID." **Note:** All fields are required. Click "Search" and then select the member.



Step 8: Proceed by entering information in the presented fields. **Note:** All fields marked with an asterisk (*) are mandatory and must be completed to submit your notification.

TO PERFORM AN INPATIENT NOTIFICATION INQUIRY:

Step 1: Select "View/Update All Requests" on the left side of the *Request Prior Authorization or Notification* screen. Notifications will then be presented in list form.

Step 2: Click a "Reference" number to view details for that specific notification. Click "Show Search Fields" to access additional options that can be used to narrow your search results.