

The member's CaseTrakker file will include information on the member's authorizations while enrolled in THP SCO. These authorizations are separated into **Inpatient (IP) Prior Auths**, **Inpatient Stays** and **Outpatient Services**. Depending on the type of authorization, these events may be entered by members of both the Care Management and Utilization Management (UM) teams.

Details on managing each type of authorization are available separately, however, Care Managers should be reviewing their members' **Authorization Summary** before each assessment.


IP Prior Auths

Click any header to re-sort the list (alphabetically or by date)

Use to filter by any field

Status	Due Date	Auth #	Sched Admit	Inpatient Type	Primary Diagnosis	Facility	Primary Owner
Complete	4/13/2018 8:00:00	000725PA	4/11/2018	Emergency Psych	H00.016 - Hordeolum Externum Left Eye, Unspecified Eyelid		Swapna Kalusani
Complete	10/24/2015 11:56:00 AM			Elective Medical	E07.0 - Hypersecretion Of Calcitonin		Damien Wimbrush
	8/15/2015 7:25:00	000726PA	8/12/2015	Elective Surgical	715.0 - General		Katie Tardiff

Click the **Status** link to view the **IP Prior Auth**

IP Prior Auths are created by Utilization Management and listed with the most recent first. Any header can be clicked on to change the sort order. The  can be used to filter the list by any field. Clicking on the **Status** link will open the authorization for more details, including the physician(s) involved, facility, notifications and determination.


Inpatient Stays

Click any header to re-sort the list (alphabetically or by date)

Use to filter by any field

Created Date	Status	Authorization #	Primary Diagnosis	Inpatient Type	Admit Date	D/C Date	D/C Summary Rec'd	D/C Summary to PCP	Primary Owner
10/21/2015	Admitted	0001746A	E07.0 - Hypersecretion Of	Elective	10/21/2015				Jennifer Riedell
09/11/2012	Discharged			Elective	8/28/2013	8/29/2013			Niki Hughes
09/11/2012	Discharged			Emergency	8/28/2013	8/29/2013			Niki Hughes

Click the **Created Date** link to view the **Inpatient Stay**

Inpatient Stays are created by both Care Management and Utilization Management, depending on the type of admission. They are listed below the **IP Prior Auths** and with the most recent first. The list can be re-sorted by any header, and the  can be used to narrow the list by any field. Clicking the **Created Date** link provides more information, including facility, expected discharge and any notes on the stay. Additionally, the **Inpatient Stay** has an **Activity Log** page to capture documentation for this specific stay. These notes will be copied directly to the **Activity Log Summary** screen so all notes relating to the member can be viewed without accessing each **Inpatient Stay**.

Outpatient Services

Click any header to re-sort the list (alphabetically or by date)

Use to filter by any field

Auth #	Created Date	Service Detail Status	Service Type	Service Detail	Determination	Start Date	End Date	Owner	OP Parent Status	Parent Event #
0402062S	09/23/2020	Service	Community-based Services	Home Delivered Meals	Approved	9/23/2020	9/23/2021	Jennifer Riedell	Closed	0051962B
039103				Personal Emergency Response	App				Complete	0050439B

Click the **Auth #** link to view the details of the individual **Service**

Click the **Parent Event #** link to view and edit the **Outpatient Event**

Outpatient Services will show the member’s Home and Community-Based Services (HCBS), in addition to other outpatient authorizations. Clicking on the **Auth #** hyperlink will give more details about the individual service detailed on the line, while clicking on the **Parent Event #** will give more information about the authorization itself. Current Best Practice is to have a separate Parent Event for each Service, however, there may be instances where multiple services have been authorized under the same event.

When creating the **Individualized Plan of Care (IPC)** letter in CaseTrakker to show the member’s services, CTD will pull information from this section. The Care Manager may edit the IPC before it is printed and sent to the member and their PCP, but should confirm these authorizations **before** creating the IPC.