



**TO: Physicians, Hospitals, Advanced Practice Registered Nurses, Certified Nurse
Midwives, Podiatrists, Optometrists, Physician Assistants**

RE: Reminder: Prior Authorization for Inpatient Elective Admissions

As a reminder, prior authorization is required for all elective inpatient admissions. Failure to obtain prior authorization for an elective inpatient admission is NOT a valid reason for submitting the request through the medical authorization portal as an emergent inpatient admission. A hospital should only submit an authorization/notification for an emergent admission related to an elective procedure if the observation/outpatient/extended stay admission is converted to an inpatient admission, in which case the notification is to be made within two business days.

If an elective inpatient admission is submitted incorrectly as an emergent admission via the medical authorization portal, it will be cancelled, and the facility will be notified. If a request for an elective inpatient admission is submitted untimely via fax, it will be returned to the requestor with a notification that the request is not being processed. Providers may submit an administrative appeal in both instances.

For questions related to the prior authorization process, contact the Medical ASO, Community Health Network of Connecticut, Inc (CHNCT) at 1-800-440-5071 and follow the prompts to *Medical Authorizations*.