

Fax Cover Sheet – IRF:



To: naviHealth

naviHealth Fax Number:

From: Name:

Facility:

Phone #:

Fax Number:

Number of pages:
(including cover sheet)

Today's date:

Medical Only – Request is for Skilled Nursing only and does not include Skilled Therapy.

Additional Contact Information (if applicable)

Acute Case Manager:

Acute facility:

Phone number:

Preservice Authorization Request/Review

The following information is required:

- **Hospital demographic sheet** including name/phone of POA if applicable
- **Patient's name, current location, admit date, and requested setting**
- **MD order sheet**/full name of ordering physician and NPI number
- **History and physical**
- **Nursing admission assessment**
- **Physical, occupational, and speech therapy evaluations**
- **Most recent therapy notes** (within the last 48 hours)
- **Most recent physician notes** (within the last 24 hours)
- **Post-procedure or surgical notes** if procedure/surgery occurred during this admission
- **Physical medicine & rehabilitation (PM&R) consult**
- **Preadmission screening form**

Admission Review/First Continued Stay Authorization Request

The following information is required:

- **Demographic sheet**
- **Discharge planning assessment** (as available)
- **Nursing admission assessment**
- **Physical, occupational, and speech therapy evaluations** (within 48 hours of admission)
- **Physician admission assessment**

Interim Review/Subsequent Continued Stay Authorization Requests

The following information is required:

- **Demographic sheet**
- **Case management or social work notes**
- **Physician and nursing notes/physician orders**
- **Physical, occupational, and speech therapy notes since last update** (most recent should be within 24 hours of next review date)
- **Updates to current discharge plan**

Discharge Review

The following information is required:

- **Patient's discharge instructions** (preferably within 24 hours of discharge)
- **Therapy discharge summaries**
- **Therapy service logs/billing logs** including minutes and visits recorded for entire stay

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