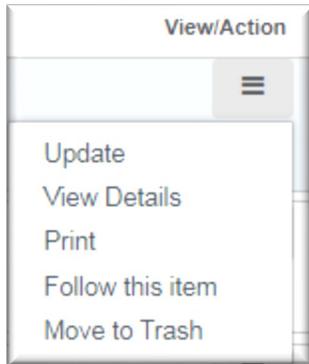


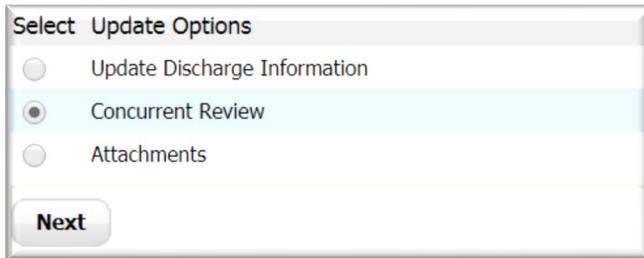
Authorizing an Extension to an Inpatient Stay (Concurrent Review)

If the initial inpatient authorization was submitted through Availity, providers can request additional inpatient days through the portal. Once a patient has exhausted their initial authorized length of stay, you can request an extension through the portal.

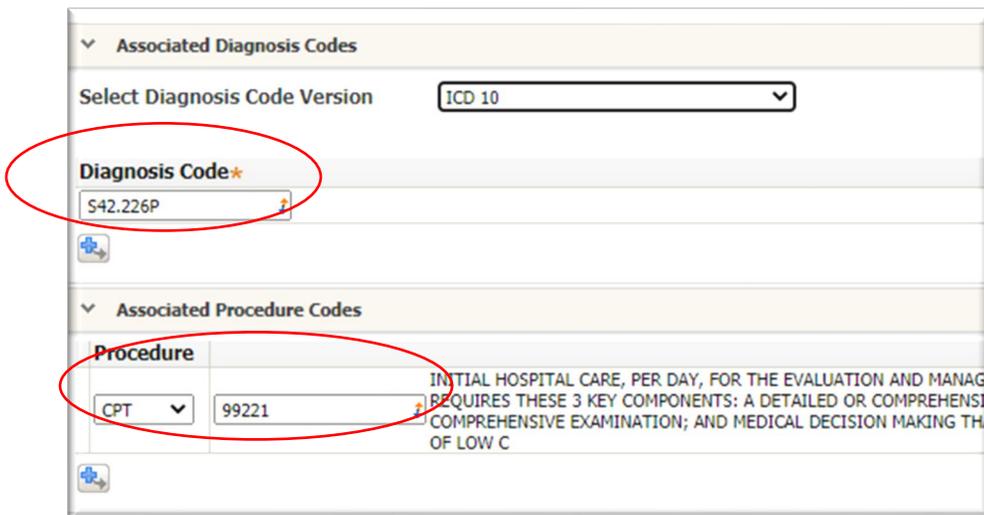
First, go to Dashboard and find the Inpatient authorization that requires an extension. Then, select Update.



You will be sent to the Single-Sign On page. Click Accept. Next, you will select Concurrent Review.



You will need to update the diagnosis and procedures (if appropriate).



The From and To dates and the number of days associated with the stay must be updated.

A screenshot of a web form with four columns: From, To, Days, and Quantity. The 'From' field contains '11/17/2020', the 'To' field contains '11/18/2020', the 'Days' field contains '1', and the 'Quantity' field contains '1'. A dropdown menu next to the quantity field is set to 'Days'. A trash icon is visible on the right side of the form.

A screenshot of a web form with a label 'Days Requested*' and an empty input field. Below the input field are two buttons: 'Next >>' and 'Attachment'.

Then you will select Attachment.

Upload and name your file supporting the request. Then click Next and you are done.

Back on the Dashboard, you will see that the status of the authorization changes to Pending Review.

A screenshot of a dialog box titled 'Attach A file to Highview'. It has a 'Subject*' field with a text input, a 'File*' field with a 'Choose File' button and the text 'No file chosen', and 'OK' and 'Cancel' buttons.