



Discharge Information Task Tip Sheet


The below tip sheet outlines the process for the Discharge Information Task in Qualitrac that will show to providers in the scheduled task queue.

Discharge Information Task

For specific requests, a provider will receive a Discharge Information Task. This task will be shown in the scheduled task queue with the task type of "Discharge Status."

If the member has not been discharged and is still in the facility, the task does not need to be started until the discharge occurs.

If an extension of stay is submitted, the task will be removed and a new task will be displayed once the Continued Stay Review(s) has been completed.

Users may start the task by clicking on the ellipsis  for the action menu and selecting "Start" to be directed to the Authorization Request screen.

Task Type	Task Category	Task Status	Client	Last Name	First Name	Solution / Module	Review Type	Assignee
Discharge Status		In Progress	Mississippi	WILLIAMS	QUEANTRAYIS	Medical Necessity	Inpatient Hospital	ProviderUser

Note: If the task has been started, but not completed, the action menu will display the option to select "Resume."

Authorization Request Screen

Once the task is started (or resumed), the provider will see a limited view of the authorization request screen. The following information will be displayed: Authorization Request case information, Discharge, Diagnosis and Documentation panels.

Authorization Request

Case Id 27616	Request ID 27626	Review Outcome Approved	Date Request Received 01/23/2024 01:11 pm	Review Type Hospice Services	Place of Service Hospice
Type of Service Hospice	Timing Concurrent				

Discharge Info

Is the Patient still in the Hospital? * Actual Discharge Date * Discharge Disposition *

Diagnosis

Seq.	Code	Description	Final Dx	POA	NOS	Action
1	RS1	HEADACHE	<input type="radio"/>	<input type="checkbox"/>		

Documentation

Show entries

Name	Category	Topic	Date Added	Uploaded By	Action
Medical Record	Clinical	Medical & Treatment History	01/23/2024	ProviderUser	

Showing 1 to 1 of 1 entries

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[Close Case](#)



Discharge Panel

The user will be required to enter the following three pieces of information: indicate if the person is still in the hospital or facility, enter the actual Discharge Date, and enter the Discharge Disposition.

Diagnosis Panel

The user can update the diagnosis of the member and indicate a Final Diagnosis by selecting the radio button under Final Diagnosis.

Documentation Panel

The documentation panel is where a user will upload any additional information such as instructions that accompany the discharge.

Completing the Task

Once all the information has been entered in the panels, the user can complete the process by clicking the 'Close Case' button at the bottom of the page.