

## 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.

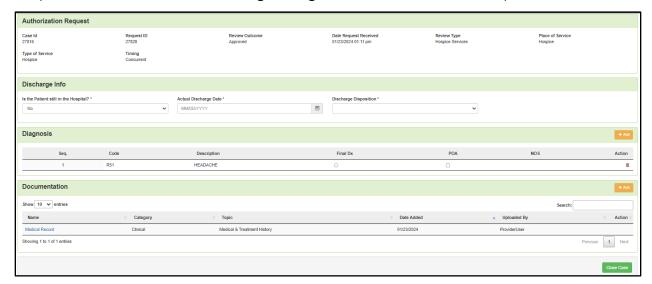
Users may start the task by clicking on the ellipsis \_\_\_\_ for the action menu and selecting "Start" to be directed to the Authorization Request screen.



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.



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# Qualitrac Tip Sheet



#### 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.

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