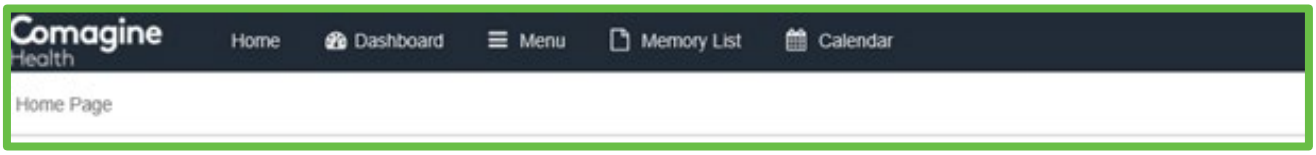
Quick Start Guide – Submitting Inpatient Requests

District of Columbia, Department of Health Care Finance

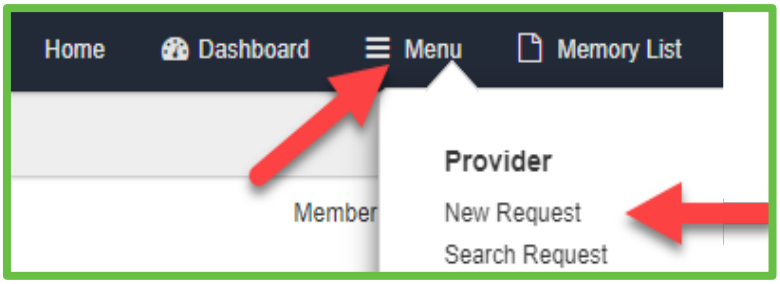
This is a Quick Start Guide for Providers submitting inpatient (IP) authorization requests via the Comagine Health Provider Portal (CHPP). No personal health information is used in this guide.

Steps

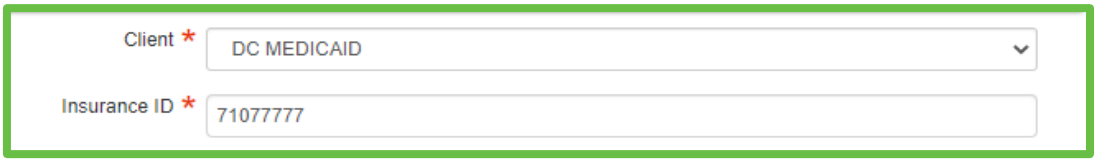
1) **Main View:**
   - A. **Home (Splash) Page** – Where Comagine Health posts provider announcements.
   - B. **Dashboard Menu (New Request or Search Request) –** Where work can be managed individually (through the **To Do** tab) or as a team (through **Team** tab).
   - C. **Menu** – To start a **New Request** or **Search** for a request.
   - D. **Memory List** – Keeps a running list of the episodes viewed so they can be found easily while in the CHPP. Should be cleared out at the end of each session.



2) **Submit a New Request**:
   - A. Click on **Menu** and select **New Request.**

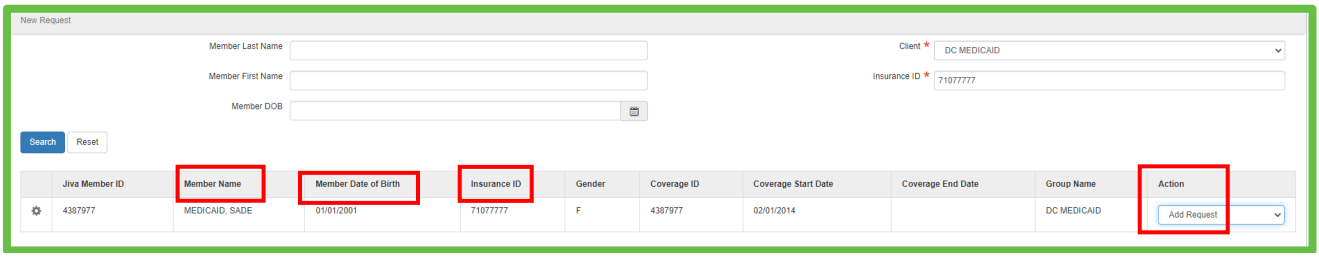


   - B. **Client:** Select **DC MEDICAID**
   - C. **Insurance ID:** Enter **Medicaid ID** number, starting with 7.
   - D. Click on **Search**.

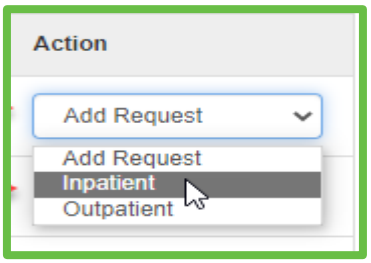


3) Medicaid Recipient search:

A. Verify correct **member name**, **member date of birth** and **insurance ID**.



B. Under **Action**, click where it says **Add Request** and select **Inpatient (**IP**)** from the drop-down menu.



4) Fill out the **Episode Details** with the red asterisk, including the Treatment Class. For **Inpatient** Requests, complete:

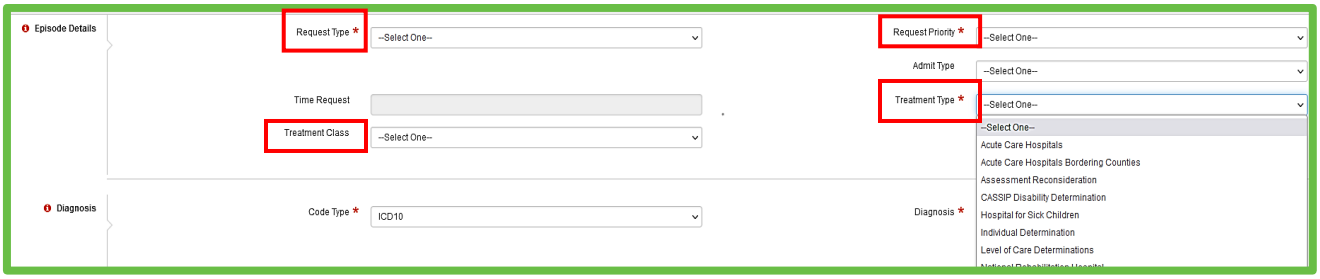
A. **Request Type***: Enter Prior Authorization.

B. **Time Request**: Does not need to be filled in.

C. **Treatment Class**: Select **Currently Admitted**, **Discharged (Retros only)**, **Future Admission** or **N/A** (this field MUST be completed even though an asterisk is not present).

D. **Request Priority***: Will auto-populate with **Non-Urgent**.

E. **Treatment Type***: Select the correct type – **Acute Care Hospitals, Acute Care Hospitals Bordering Counties, CASSIP Disability Determination, Hospital for Sick Children, Level of Care Determinations, National Rehabilitation Hospital, Out of State Nursing Home Placement, Psychiatric Institute of Washington, Plan of Care, Subsequent Eligibility Admissions, Specialty Hospital of Washington,** or **SUD Residential Treatment Facilities.**



5) Fill out the **Diagnosis** Section:

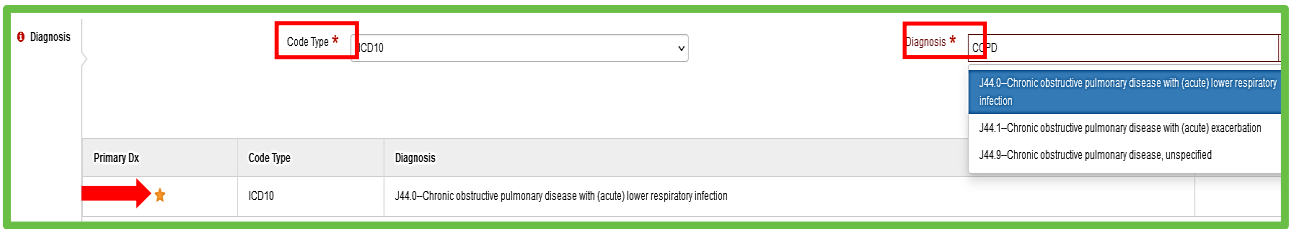
A. For the **Code Type***: **ICD10** will auto-populate.

B. Under **Diagnosis***: Only enter one diagnosis at a time.

i. The diagnosis codes will appear in a drop-down menu as you start typing and can then be selected.

ii. Example: C25.4 will appear below can be selected by clicking on it.

iii. If there are multiple diagnoses, the primary diagnosis (Primary Dx) can be amended by selecting the **yellow star** on the **Primary Dx** line.

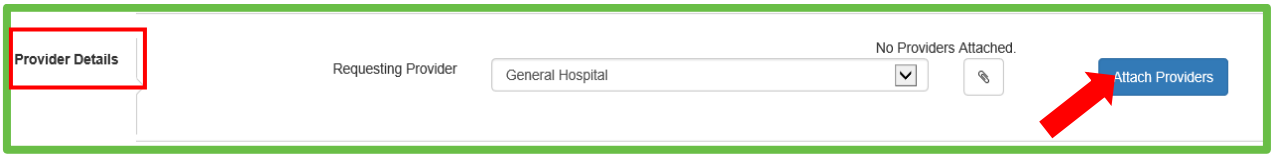


6) Complete the **Provider Details** Section.

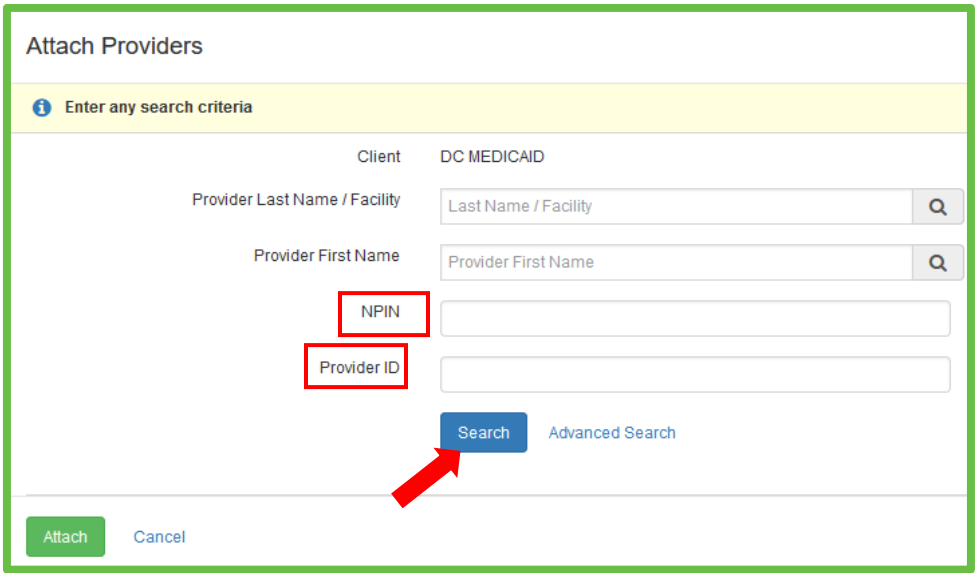
A. To add an organization, click the **paperclip icon** beside the **Requesting Provider** drop-down menu underneath **Provider Details.**

i. This entry is required for users to access the case via the CHPP and receive updates on status from Comagine Health.

B. After adding the organization, please select **Attach Providers** by clicking on the blue **Attach Providers** button to the right of the paperclip.



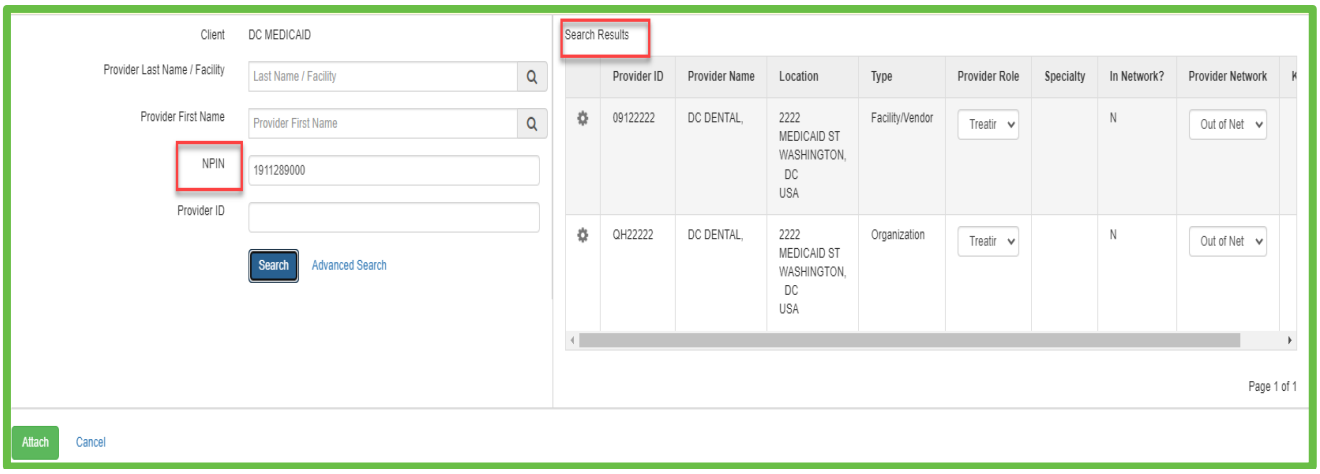
C. Once selected, you will see the screen below. You can do a basic **Search** or **Advanced** for providers. Enter the DC Medicaid **Provider ID** that starts with a zero, or the **National Provider Identification Number (NPIN).**



i. For facility/vendors and Individual selections, searching for the Medicaid **Provider ID** or **NPIN** may help narrow requests rather than searching by last name.

ii. An errant search will trigger you to call Comagine Health for assistance. You may do so or attempt your search again using different parameters.

D. Click **Search**. The search results for the agency will appear on the right.



E. Each provider entry must be paired with a specific **provider role** selected from the drop-down contained inside the **Provider Role** column within the search result itself. Tip: Disregard the **Provider Network** drop-down.

i. Facility/vendor is always paired with **Admitting.**

ii. Individual is always paired with **Treating.**

iii. Organization is always paired with **Requesting**.

F. Click the **gear icon (⚙)** under search results and choose **Multiple Attach**.

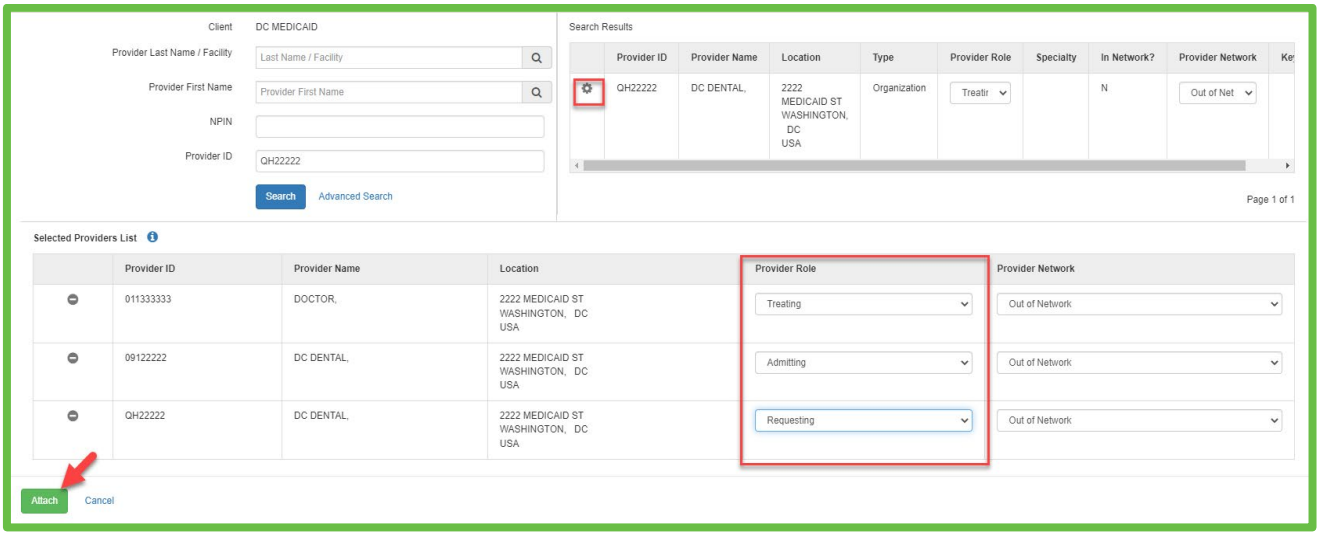
i. The list of providers will appear under **Selected Provider's List**.

ii. The entry will remain there while you complete additional searches to complete your entries.

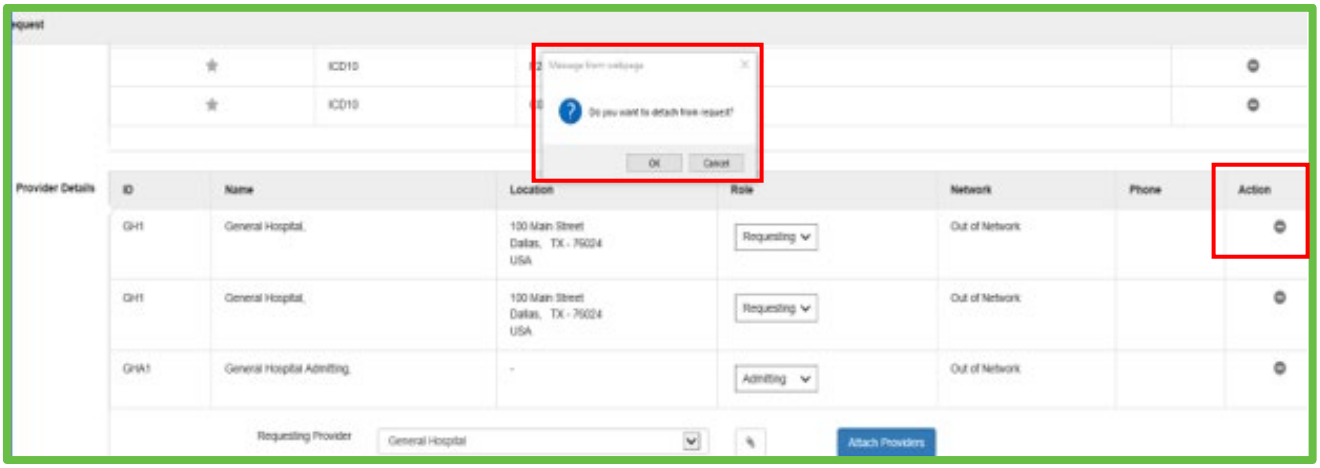
iii. When all entries are selected and you are ready to attach, select **Attach** from the bottom left of the screen.

iv. If you prefer selecting **Single Attach** instead of **Multiple Attach**, this will allow you to attach one provider at a time. You will have to recomplete Step C - forward for any additional entries.

G. Once all providers have been selected, click on the green **Attach** button to save all providers.

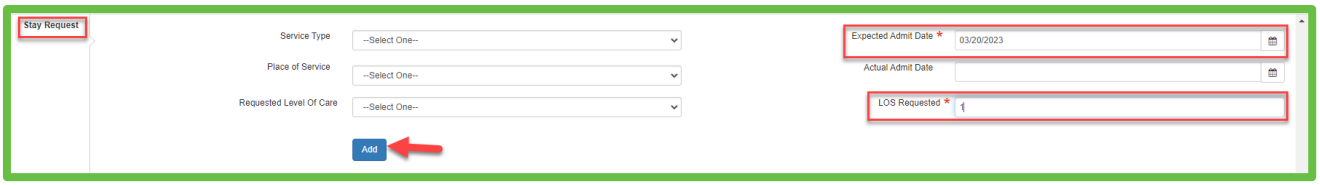


H. If a provider is selected in error, click the icon under **Action** to detach the provider. A pop-up message will ask "Do you want to detach from request?" Click **OK**.



7) Complete the **Stay Request** Section for Inpatient (IP) admits only:

- **A. Service Type:** Leave blank.
- **B. Place of Service**: Leave blank.
- **C. Requested Level of Care**: Select **Acute Medical/Surgical**, **Rehab**, or **N/A**.
- **D. Expected Admit Date***: Enter the date.
- **E. Actual Admit Date**: Enter the date (if already admitted).
- **F. LOS Requested** *: Enter number of days requested – for example, seven days.
- **G.** Click the blue **Add** button.



8) To **edit** a **Stay Request**:

A. Click on the gear icon (⚙) under **Action.** A new screen will open for edits.

9) To **remove** a **Stay Request**:

A. Click on the **gear icon** (⚙) under **Action** and select **Remove.** A box will open to confirm you want to remove it, click **OK** to remove.

10) At the end you should see the Stay Request entered, as below.



11) For the **Service Request Section** for Inpatient (IP) Surgical requests only, enter the following information:

A. Service Type: Leave blank or select **N/A.**

B. Place of Service: Can be left blank.

C. Code Type: Select **ICD-10** procedures.

D. Service Code: Enter or search for a code, and then select the correct code by clicking from the drop-down box.

E. Time Frame: Will auto-populate to **per day.**

F. Time Period: Will auto-populate to **one**.

G. Modifier: If it is necessary, enter it in the **Modifier** field, otherwise leave blank.

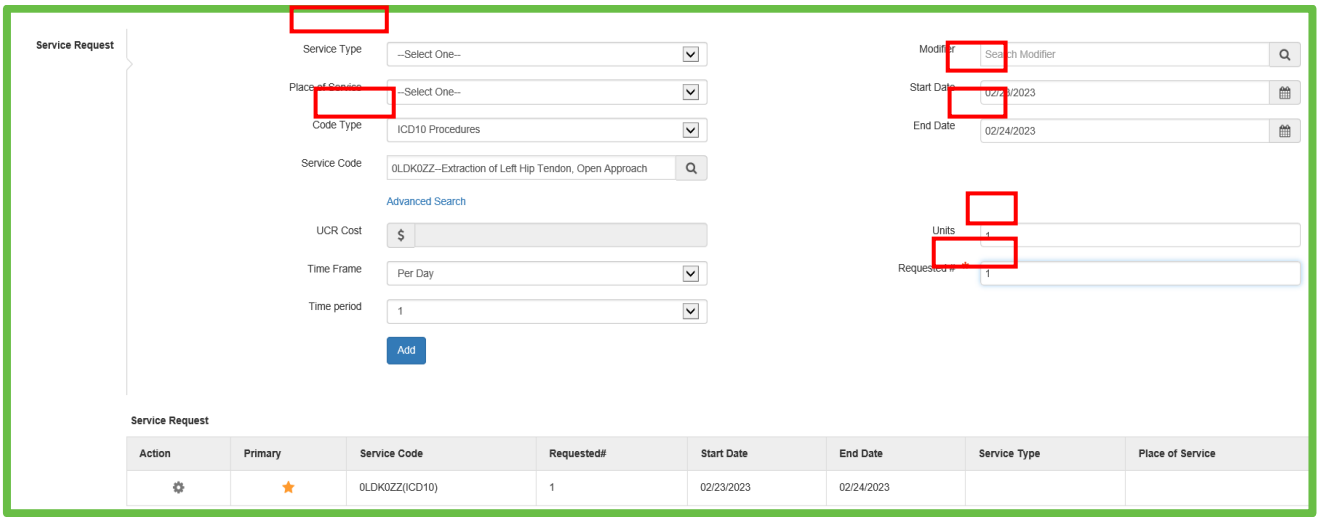
H. Start Date: Enter the appropriate date in the MM/DD/YYYY format or select from the calendar.

I. End Date: Will auto-populate and can be adjusted as needed.

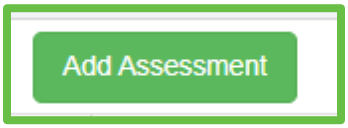
J. Units: Enter the units requested (should match Requested #).

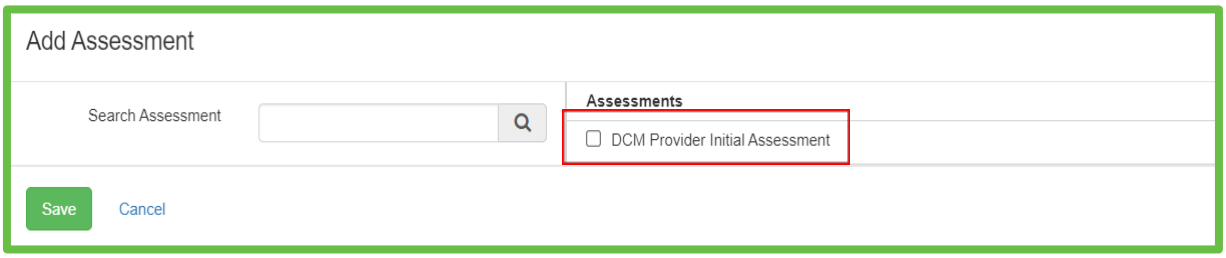
K. Requested #: Enter the number requested (should match Units).

L. Click on the blue **Add** button.



12) Add Assessments. Click on the **Add Assessment** tab.





A. Select and complete the **DCM Provider Initial Assessment.**

i. There are three questions in the **DCM Provider Initial Assessment**

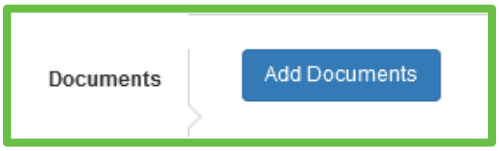
ii. Enter **contact name**, **contact phone number,** and **contact fax.**

iii. **Always** select **Complete** when finished with an assessment and not just **Save.**



13) In the **Documents** section:

A. Click on the blue **Add Documents** button.



B. **Document Title:** Enter the name of the document being uploaded.

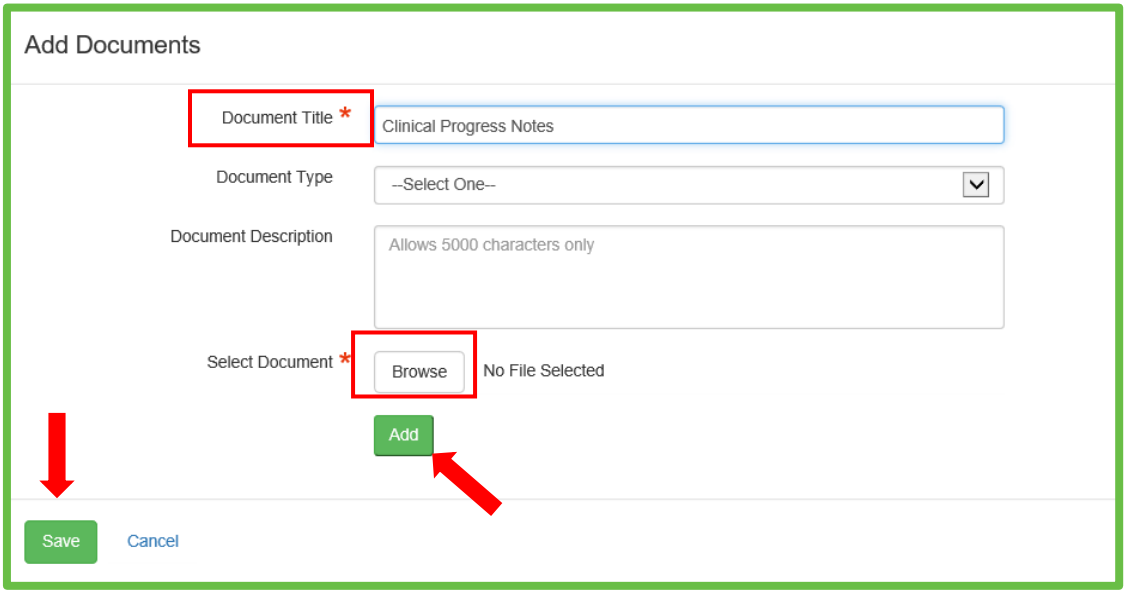
C. **Document Type and Description:** Can be left blank.

D. **Select Document:** Choose Browse and locate the document to upload.

i. Tip: Please only use PDF or DOC files.

ii. Tip 2: TIFF files will not be accepted and Comagine Health will ask for clinicals to be resubmitted in either PDF or DOC format.

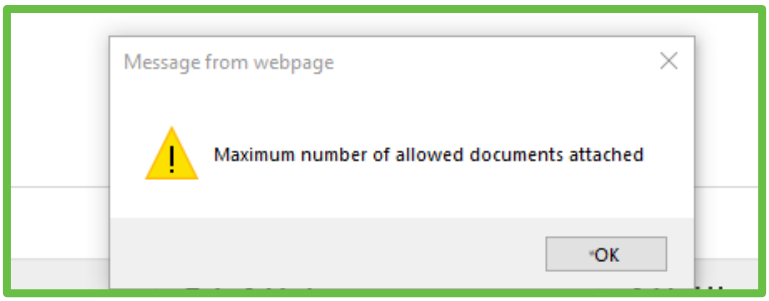
E. Once you have selected the document to be added, click the green **Add** button.



F. If you have multiple documents, please complete Steps A through E for each document.

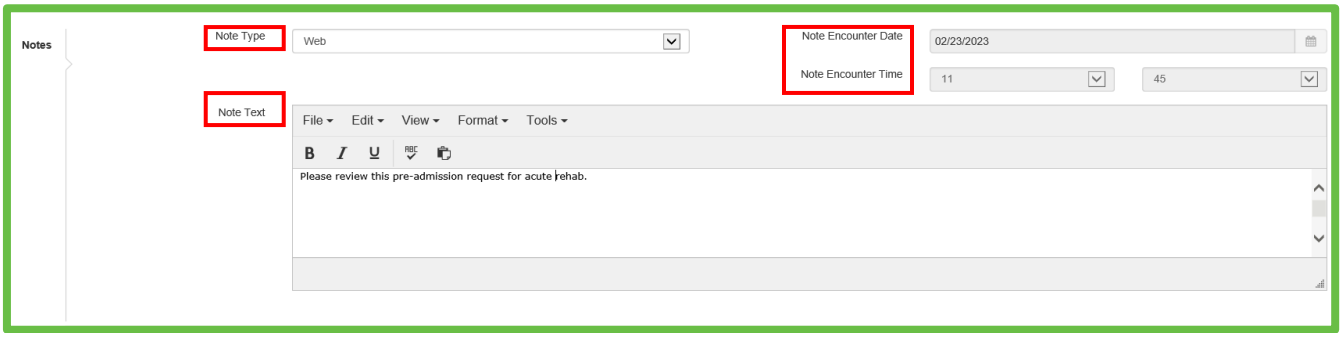
G. Once all documents have been uploaded, select **Save**.

H. The maximum number of allowed documents that can be attached is four (4). If the number of uploaded documents exceeds four an error message will appear (see below). Click **OK**. If you need to add more than this, you may either combine documents into one attachment, or attach additional documents after the request has been submitted. The process for this is outlined below in Step 17.



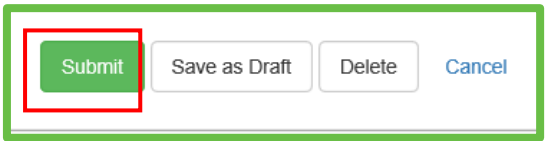
14) Under the **Notes** Section, enter the following information:

- **A. Note Type:** Will auto-populate to **Web**.
- **B. Note Text:** Add notes according to the request (i.e., additional information submitted).
- **C. Note Encounter Date and Note Encounter Time**: Will auto-populate the date and time.
- **D.** Click **Save**.



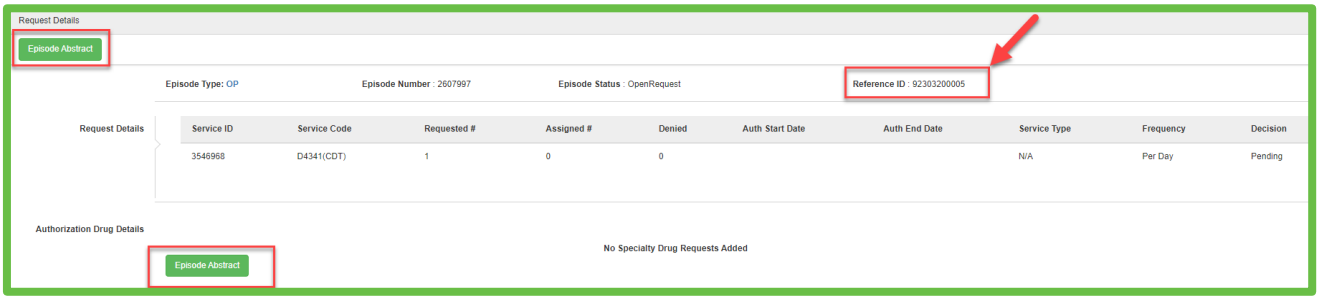
15) Submit, save, or delete.

- **A. Submit**: Episode will be submitted to Comagine Health. Review to ensure your entered information is correct and click **Submit**. It will ask you to confirm – click **OK.**
- **B. Save as Draft**: Episode will not submit to Comagine Health; but will be saved for later edits.
- **C. Delete**: The request will be deleted.

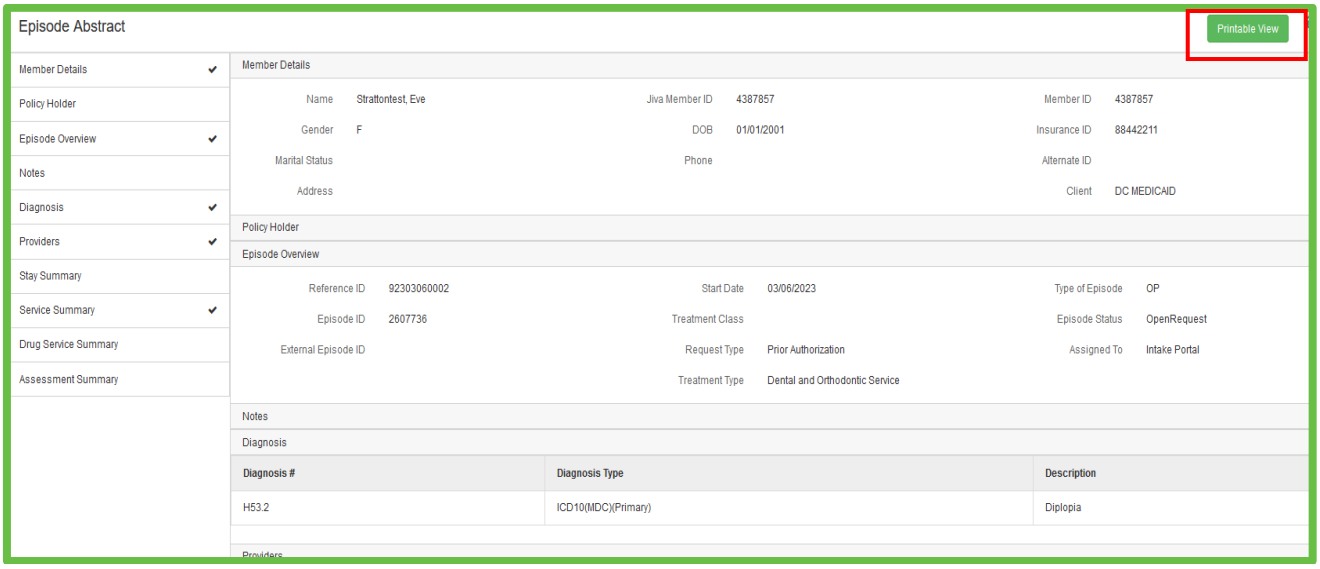


16) Make a note of the CHPP **Reference ID** number for your records to locate the episode faster.

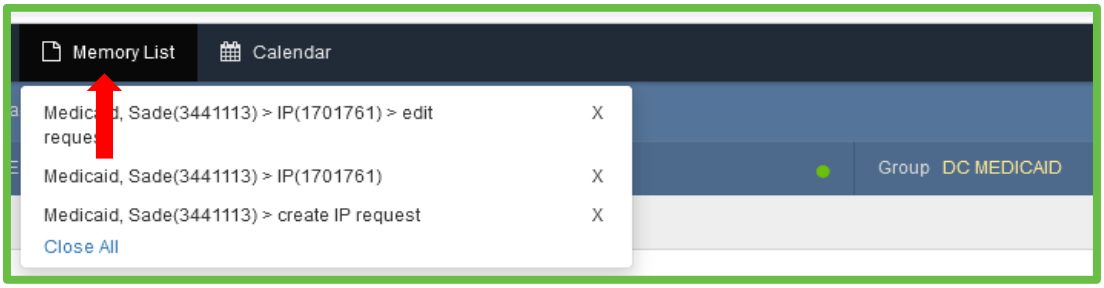
- **A.** Selecting **Episode Abstract** here allows you to review what was submitted; however, you cannot edit from here.



B. You can print by selecting Printable View in the upper right corner on this screen.

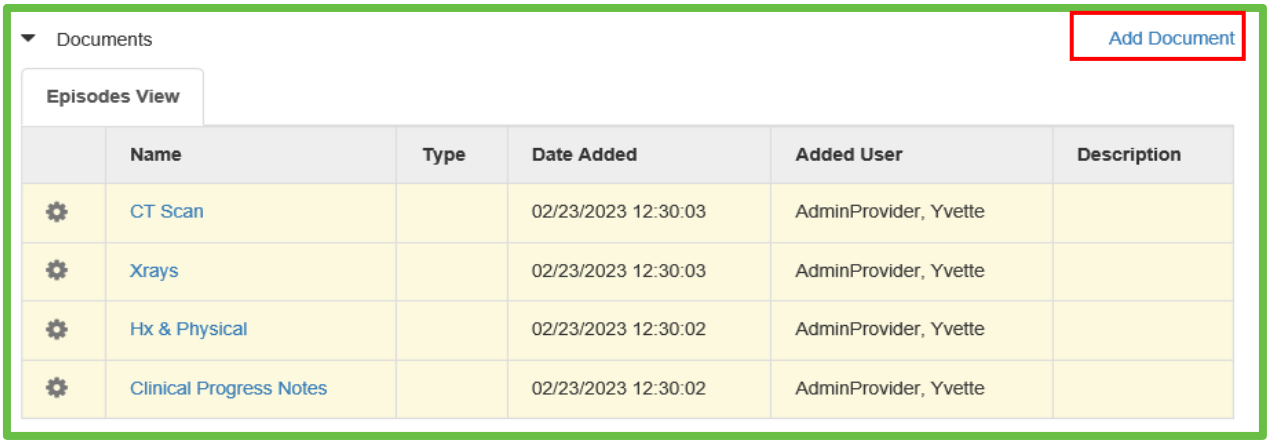


17) If additional documents need to be submitted, locate the submitted episode by clicking on **Memory List** at the top of the screen, or by completing a search by clicking **Menu** and then **Search Request**.

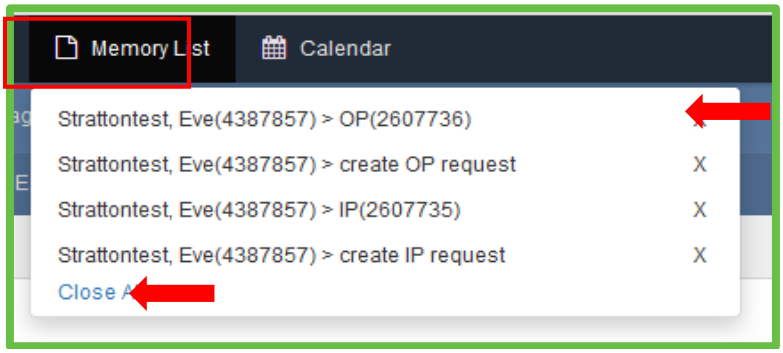


A. Either select the episode you were working on in the **Memory List** or search for the **Reference ID** in the **Search Request.**

B. Click on **Add Document** and follow Step 13 above to add additional documents.



18) **Always go to the Memory List and close out of all episodes**. This will ensure Comagine Health has access to review the submission. Click on the **x** next to the episodes or click **Close All** to clear the Memory List.



For CHPP TECHNICAL ASSISTANCE: 1-800-251-8890
CHPP LOG-ON LINK: https://comaginepp.zeomega.com

Review/Revision History

Version Number	Date Reviewed/ Revised	Description of Changes	Author
0.1	3/21/2023	Initial	Folasade Akinkuowo