

Quick reference guide

WellSky® PAC Advance Authorization Submission for WellSky CarePort Discharge users

WellSky® PAC Advance aims to deliver a fully integrated, post-acute care (PAC) episode management program, inclusive of skilled nursing facilities (SNF), inpatient rehabilitation facilities (IRF), long-term acute care hospitals (LTACH), and skilled home health (HH) services, facilitating high-quality, end-to-end post-acute care management. WellSky aims to improve member satisfaction and outcomes.

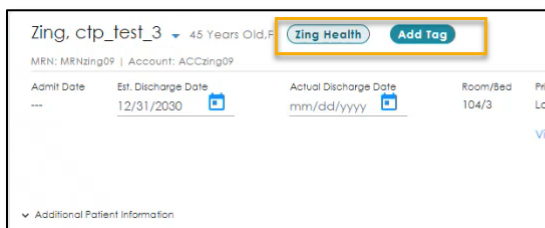
This step-by-step manual designed to assist discharge planner to efficiently facilitate the automated authorization method for initial authorization requests to the **WellSky PAC Advance clinical team**. This guide ensures accurate and timely submission, promoting seamless communication and reducing processing delays.

WellSky® CarePort Discharge Workflow

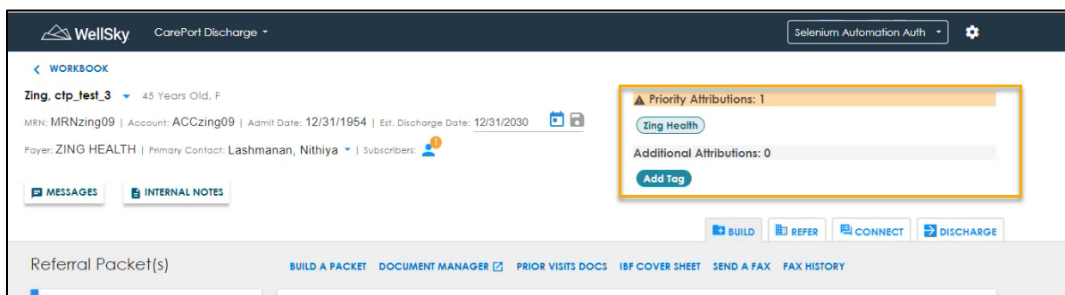
Payer Identification

Attributions are WellSky defined tags used to identify when a patient is part of a payor plan or program. **Attributions** display for an admission on a **Workbook** and in the **Patient Header** of the admission. **Attribution** tags are not configurable and are maintained by WellSky. Attributions can be identified on the patient's banner as displayed below:

Workbook View



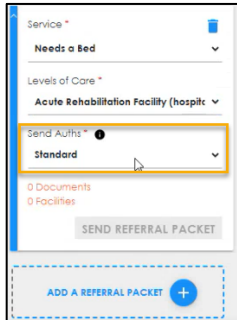
Patient Chart



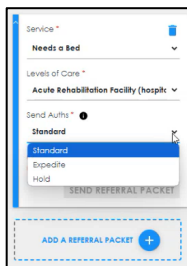
The user can continue with their normal referral workflow within the system to send the authorization to our team during the referral process.

Sending Authorization

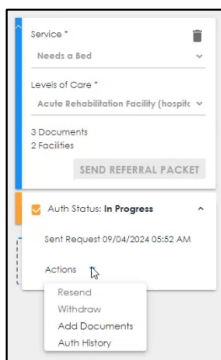
1. While creating a referral request, an authorization will be automatically created in the background utilizing the clinical information that is gathered while building the referral packet.



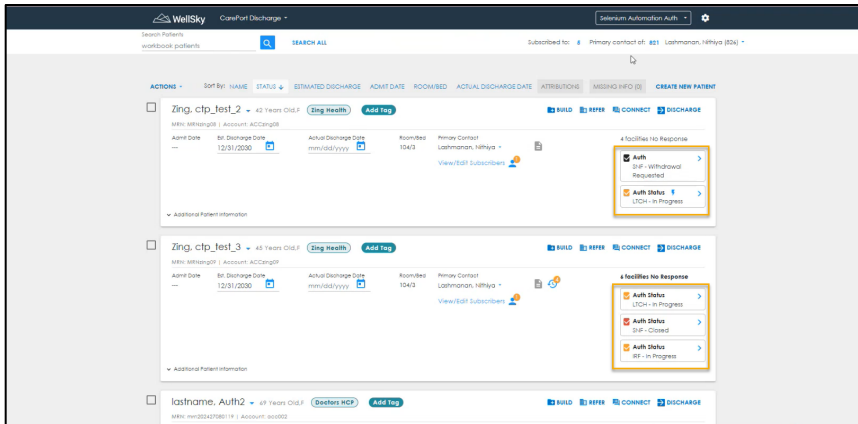
2. The user has the option to hold the authorization as needed during the **Refer Stage** within the referral packet.



3. The user will send the referral packet, and the authorization request will automatically route to the **WellSky PAC Advance clinical team**. Authorization will automatically update to **In Progress**.
4. Modification/Edit Authorization: Within the referral packet, the user can open the actions to resend and add additional documents to send to the WellSky PAC Advance clinical team.



- View Status of Authorization through the workbook view on the **Connect** tab, or within the referral cards throughout your WellSky CarePort solution.



Contact us

If you have any questions or want additional information, email our WellSky PAC Advance support team at PACAdvanceSupport@Wellsky.com.