CarePartners
of Connecticut
MEDICARE ADVANTAGE

Quick Reference Guide: Inpatient Notification Submission and Inquiry

TO SUBMIT AN INPATIENT NOTIFICATION:

Step 1: Log on to CarePartners of Connecticut's secure Provider portal.

Step 2: From the list of self-service options select "NOTIFICATIONS" from the menu.

Step 3: A pop-up box will appear informing you that you are being redirected to our medical management system's website (MHK Care Prominence). Click "PROCEED TO MHK" to continue.
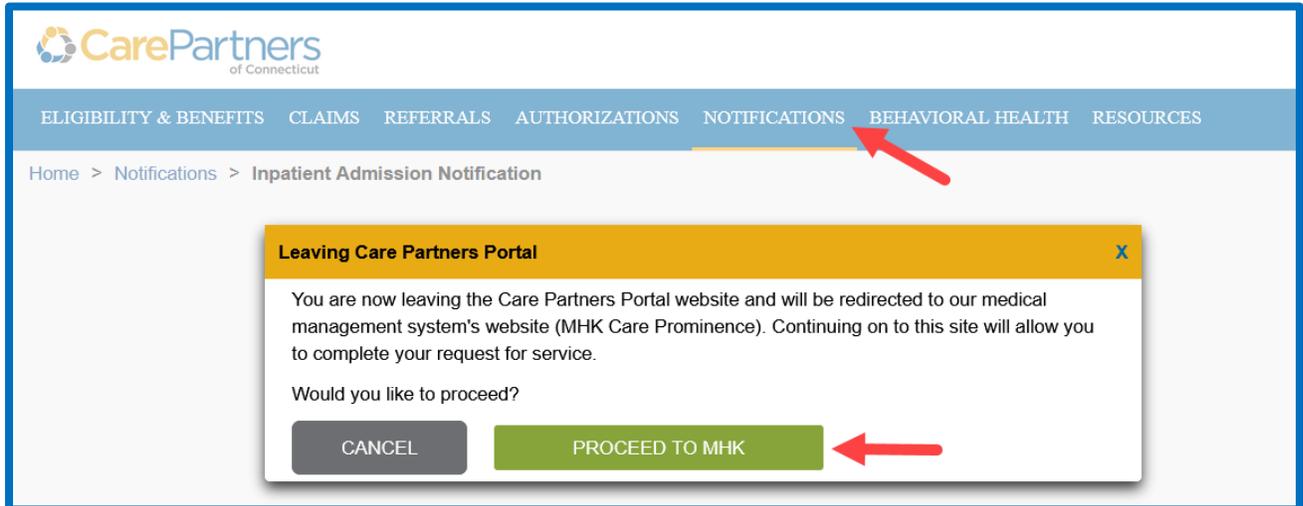
Step 4: The *Request Prior Authorization or Notifications* screen will then appear.

Step 5: Click "Request PA or Notification" on the left side of the *Request Prior Authorization or Notification* screen.

Step 6: Under *Search for Member*, enter "Member First Name," "Member Last Name," "Member Date of Birth," and "Member ID." **Note:** All fields must be completed. Click "Search" and select the member.
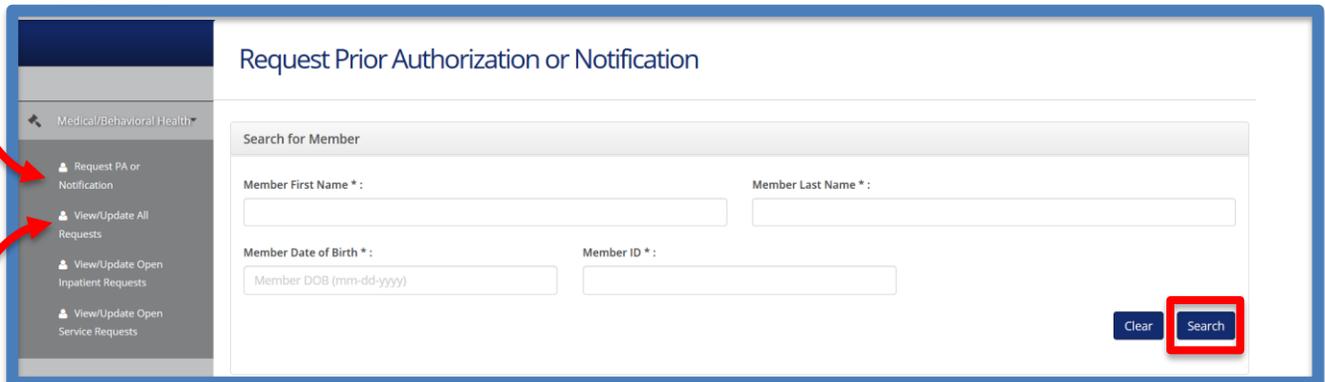
Step 7: Proceed by entering information in the presented fields. **Note:** All fields marked with an asterisk (*) are mandatory and must be completed to submit the notification.

TO PERFORM AN INPATIENT NOTIFICATION INQUIRY:

Step 1: Select "View/Update All Requests" on the left side of the *Request Prior Authorization or Notification* screen. Notifications will then be presented in list form.

Step 2: Click a "Reference" number to view the details for that specific notification. Click "Show Search Fields" to access additional options that can be used to narrow your search results.