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DATE: March 16, 2021  
TO: All Prior Authorization and Referrals Staff  
FROM: Culinary Health Fund  
RE: Change to Observation Case Requests via NHS Portal

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## Beginning April 1, 2021 all observation authorization requests made through the NHS web portal must be entered as outpatient.

Instructions are as follows:

Once the patient's profile has been selected, go to Authorizations tab, and on the far right you will see the option for New Authorization. Here you can hover over button or click on the drop down and select 'Outpatient' to start the Admission request/notification.



In the Service section, For Service Type select 'OBS – Observation' and enter qty of 1 for # of Services. In the Procedure field, you will enter CPT code 99218 – Initial Observation Care. Complete the rest of the screen as usual and submit.

**Service**

Requested Service

Service Type: **OBS - Observation** # of Services: **1**

Requested Start Date: **02/18/2021**

Procedure: **99218 - INITIAL OBSERVATION CARE**

**Please Note:** Should the patient have an Inpatient admission order while in Observation care, a separate Inpatient Admission will need to be submitted.

Sincerely,

Culinary Health Fund