



February 20, 2009

Important Notice - Hospital to Hospital Back Transfer Policy

Attention: Hospital Administrator

Peach State Health Plan (Peach State) in collaboration with the Department of Community Health (DCH), has streamlined its policy for ***Hospital to Hospital Transfer/Back Transfer***. These guidelines are effective for all patients returned to an originating hospital once stabilization has occurred. For your convenience, the *Hospital to Hospital Transfer/Back Policy* is outlined below.

Policy Procedures

- **Prior Authorization** must be obtained from Peach State's Medical Management department **for all non emergent transfers** (including back transfers to a lower level of care)
- **Authorization requests** will be reviewed based on **medical necessity and appropriateness of the transfer, which is based on the individual needs of the patient.**
- **All back transfers returned admissions should be billed at the authorized patient level of care for the back transfer. The billing must include the new authorization number for the Transfer Admission.**

For questions regarding the Hospital to Hospital Transfer Back Policy, please contact the Provider Specialist for your region or the Provider Solutions team at 866-874-0633, Monday-Friday, 7a.m.-7p.m.

Sincerely,

Peach State Health Plan