

CLINICAL NOTIFICATION SUBMISSION PROCESS

In an effort to proactively identify situations that may benefit from services available through Summit ReSources, we have developed a clinical notification process.

Historically, many of our clients notified Summit Re of members whose eligible expenses reached 50% of the specific retention (deductible). The majority of the 50% notices came from finance or claims departments. We found that by the time Summit ReSources received the notifications, the claims had already been paid, and it was often too late to recommend any additional interventions that may have positively affected the outcome.

We request clinical notification from the medical management department and pre-payment notification from the claims department. Notifications from medical management at the time of prior authorization or concurrent review are much more actionable since services may still be in the pre-service negotiation phase, the case may be undergoing concurrent review, and claims have not yet been paid.

Here are some basic guidelines for our clinical notification process:

1. Use the clinical notification triggers list as a guide for completion of clinical notifications submitted to Summit Re. The list is not all inclusive, so feel free to submit a clinical notification on any case for which Summit Re may be of assistance to you.
2. We recommend that the clinical notification be submitted from the medical management department as it is usually the first department notified of a request for services.
3. Complete the Clinical Notification Form (*all sections that apply to your case*).
4. Completed forms may be faxed to 260-469-3014, sent via encrypted email to claims@summit-re.com, sent via Summit Re's secure extranet or mailed to Summit Reinsurance Services, 7030 Pointe Inverness Way, Suite 350, Fort Wayne, IN 46804.
5. In lieu of the clinical notification form, you may submit a report containing similar information.
6. If this preferred clinical notification workflow doesn't work for you we will accept a financial notification report in its place.
7. If you have any questions, please contact your Summit ReSources representative!

