



SUBMISSION OF 45 DAY EXTENDED BED REQUESTS

Review of DHS Clinical Documentation Requirements & Kepro's
Atrezzo Provider Portal



MHCP PROVIDER MANUAL FOR INPATIENT HOSPITAL AUTHORIZATIONS

Authorization requirements can be found under Inpatient Hospital Services: [MHCP Provider Manual](#)

Extended Inpatient Psychiatric Services under Contract with DHS

DHS contracts with county and private hospitals throughout Minnesota to provide extended inpatient hospital psychiatric treatment for MA fee-for-service eligible adults and children. The members are court committed or voluntarily admitted in lieu of commitment and are most often hospitalized on an acute psychiatric unit before admission to the contracted services.

MHCP pays at a negotiated rate per day.

- MA members admitted to an Extended Inpatient Psychiatric Services requires an [Inpatient Hospital Authorization \(IHA\)](#).



MHCP PROVIDER MANUAL FOR INPATIENT HOSPITAL AUTHORIZATIONS

- The below link contains the process that will help you determine if a patient receiving services meets the Medical Assistance (MA) eligibility requirements for a continued stay in the state's extended psychiatric inpatient contract bed program:
[Extended Psychiatric Inpatient Treatment Medical Assistance \(MA\) Review Procedures \(DHS-4905A\)\(PDF\)](#)
- See below for the Weekly Review Guidelines for Continued Stay in Psychiatric Inpatient Bed and detailed information on each part of the Ext. Bed process (initial review, weekly progress, discharge and milestones):
<https://edocs.dhs.state.mn.us/lfservlet/DHS-4905B-ENG>
- Questions related to the Extended Bed service or member commitment status should be directed to the following DHS email: MN_DHS_Inpatient.ExtendedBed@state.mn.us



KEPRO'S ATREZZO PROVIDER PORTAL

Link to Kepro's Atrezzo Provider Portal Homepage

[KEPRO / MHCP Home](#)

To Register for Atrezzo Provider Portal:

Enter your 10-digit National Provider Identifier (NPI) number and Provider Registration Code. For additional assistance contact KEPRO Customer Service at 1-866-433-3658.

*****If you have multiple NPI numbers, you must register each NPI number under your administrative account in Atrezzo Connect.*****

Inpatient Portal Submissions

This is a step-by-step PowerPoint on how to submit Inpatient requests:

<https://mhcp.kepro.com/docs/FINALAtrezzoProviderPortalCreatinganInpatientRequestMHCP.pptx>



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- **For Service type,** select “MH Extended Bed-45 Day – 45 Day 003a”. Refer to slide 16.
- **For Admission Source,** select the same commitment status as indicated on the Initial Review form (DHS-4905C-ENG) as applicable.
- **For Request type,** prior authorization, retrospective or reconsideration should be selected as appropriate.

INPATIENT SERVICES REQUEST

Patient Detail
Requesting Provider
 Facility
Attending Physician
Service Detail
Procedures
Diagnoses
Clinical Information
Attached Documents
 Questionnaires

SERVICE DETAIL

Service Type *
Admission Source: Elective
Request Type: --Select One--
Length of Stay * Rate
Admit Date *
Start Date
End Date
FIPS Code
type code or county name and select from list

* denotes required field

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The DHS forms for Ext. Bed requests can also be found on the Atrezzo homepage by clicking on the "Forms" Tab

The screenshot shows the "Forms" section of the Kepro Atrezzo Provider Portal. On the left is a dark blue navigation menu with white text for "Home", "MHCP Manuals", "Reference Material", "Forms", "Fraud & Abuse", "Training", "FAQs", and "Contact Us". The "Forms" tab is selected. The main content area has a white background with the heading "Forms" and a yellow underline. Below the heading is a note: "Many of Kepro's documents are provided in Adobe Acrobat Reader format." A list of forms follows, each with a plus sign icon on the right:

Form Title	Icon
DHS 3806A-Instructions for the MHCP: Early Intensive Developmental and Behavioral Intervention (EIDBI) Authorization Request form	+
DHS 4315 (DME) Mobility Devices	+
DHS 4370 (DME) Enclosed Medical Bed	+



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Initial Review:

- Previous treatment history and problems related to reason for admission to an extended stay bed (including substance abuse) to support the need for the extended stay admission.
- All records from day one of the acute bed stay through admission to day one of the extended psychiatric stay.
- [DHS-4905C-ENG \(Initial Review Extended Psychiatric Inpatient Contract\) \(state.mn.us\)](#)

Weekly Progress:

- Refer to the Weekly Review Guidelines Continued Stay in Psychiatric Inpatient Bed for detailed on information: <https://edocs.dhs.state.mn.us/lfservlet/DHS-4905B-ENG>
- The inpatient provider who is most clinically familiar with the patient must submit the following forms and documentation on days 14, 21, 28, 35 and 42 to receive continued authorization.



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Discharge:

- Completion of a formal, well-defined discharge plan (including provisional discharge criteria) that is possible to achieve within 45 days. If it appears that despite aggressive treatment efforts, longer term stabilization is needed, continued care options (including extension of 45-day limit) are considered.
- Please complete and submit the below form to Kepro on the day of discharge. [DHS-4905F-ENG \(Discharge Summary Review Extended Psychiatric Inpatient Contract\) \(state.mn.us\)](#).



KEPRO'S ATREZZO PROVIDER PORTAL

Submitting Additional Information

Your team will be able to add the weekly progress notes and discharge summary to the existing case. The request can be found by looking up the recipient ID (PMI#), member name and DOB or case ID.

A step-by-step PowerPoint on how to submit Additional Information can be found here:

[Training \(kepro.com\)](https://www.kepro.com/training)

A screenshot of the Kepro Atrezzo Provider Portal search interface. The page has a dark blue header with three tabs: "REQUESTS", "SEARCH", and "MANAGEMENT". The "SEARCH" tab is active. Below the tabs, there are two search input fields. The first is labeled "Case or Reference ID:" and has a "Go" button next to it. The second is labeled "Case Authorization Number:" and also has a "Go" button. Below these is a status indicator that says "Currently Searching: All Cases". The main search area is titled "Member Info:" and contains three input fields: "Member ID:", "Last Name:", and "DOB:". Below this is a section titled "Request Info:" which includes a "Request Status:" dropdown menu (set to "Submitted"), a "Type:" dropdown menu (set to "All Types"), a "Service Type:" dropdown menu (set to "All Service Types"), and a "Service Dates:" field with two date pickers and a "To" label. A "Search" button is located at the bottom right of the form.



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The Member's Case information will populate at the bottom of the page. To access the case, Click on **SELECT**.

Case ID (Reference ID)	Member Info	Status	Request Info	Service Type	Service Date(s)	Providers	
192912261 (N/A) [Procedures] [Diagnosis]	999999999 Doe, John DOB: Contract: SC QIO	Submitted Approved: 0 Denied: 0 Pending: 0 Void: 0	Inpatient Letters: 0 Messages: 0	48 - Inpatient	10/18/2019 - 10/19/2019	[Facility]	[Select] [Extend] [Copy]



KEPRO'S ATREZZO PROVIDER PORTAL

1. To attach additional information from files saved to a computer scroll down to the **Messages and Attachments**.
2. Click on **Browse** to access files saved to the computer and select the file you want to attach. Make sure to select the **Document Type** from the drop-down menu.
3. Then click on the **Attach Selected Document** box to attach the file. The attachments will appear under the **Attached Documents** section, this indicates successful upload.

A screenshot of the Kepro Atrezzo Provider Portal interface. The page is titled "MESSAGES AND ATTACHMENTS" at the top right. Below this title, there are three main sections: "MESSAGES", "LETTERS", and "ATTACHED DOCUMENTS". The "MESSAGES" section includes links for "View Messages (0)" and "Send New Message". The "LETTERS" section lists several PDF files with names like "SCDHHS001General-192671883-01.pdf". The "ATTACHED DOCUMENTS" section lists various documents such as "90 day progress 9.11.19 db.pdf" and "ipoc 12.11.18 db-updated.pdf". At the bottom of the page, there is a section for "Attach New Document (25 MB size limit):" which includes a text input field, a "Browse..." button, and a "Document Type (required):" dropdown menu. Red arrows point to the "Browse..." button and the "Document Type" dropdown menu. Another red arrow points to the "MESSAGES AND ATTACHMENTS" title.



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1. To add additional information that is not saved as file on the computer, scroll down towards the bottom on the screen to the **Additional Clinical Information** section.
2. In the white box you can either copy and paste or type the additional clinical information.
3. After the information has been entered, click on **Add Clinical Information**. The information will then populate along with the **Date** above the Additional Clinical Information section.

*Please note, any clinical documentation/medical necessity rationale must be provided within the physical record.

A screenshot of the Kepro Atrezzo Provider Portal interface. The background is a light beige color. At the top, there is a message: "please dismiss case pend. Thank you." Below this, there are three entries, each with a date and a paragraph of text. The first entry is dated 10/14/2019 and discusses an administrative denial. The second is dated 10/16/2019 and asks for a review of addendums. The third is dated 10/18/2019 and states that a denial is upheld. Below the third entry, there is a date "10/18/2019" followed by the text "I uploaded the March QP and not the June QP. Please see this one." Below this, there is a label "Additional Clinical Information:" followed by a large, empty white rectangular box. At the bottom of the page, there is a blue button with the text "Add Clinical Information". Red arrows point to the date "10/18/2019" in the third entry, the "Additional Clinical Information:" label, the white box, and the "Add Clinical Information" button.



Please visit MHCP.KEPRO.COM
for more information

Available Trainings

Kepro hosts monthly provider training for the Atrezzo portal.

Please join Kepro and attend the How to Create an Outpatient Request

October 21st, 2021 @ 9:00 am CST

[Meeting Link](#)

Kepro

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m DEPARTMENT OF HUMAN SERVICES

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Kepro/MHCP website

ATREZZO LOGIN

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MHCP Manuals