Completing the Discharge Status Task and Submitting the TAR

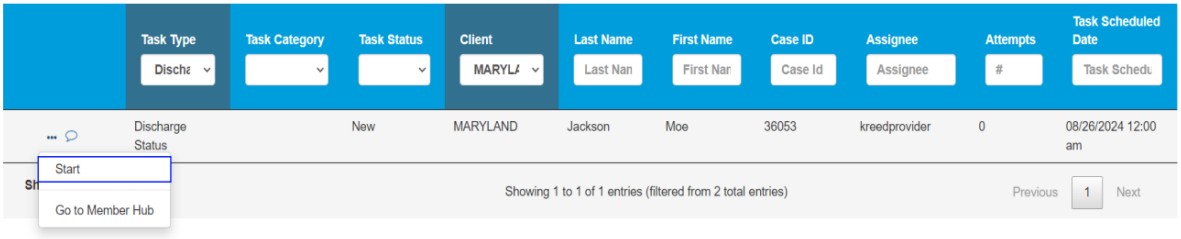
When a Concurrent or Continued Stay Request is approved, a Discharge Status task is automatically created in the provider task queue. Use this task to complete the discharge information and submit the completed TAR to Telligen.

To Complete the Discharge Status Task:

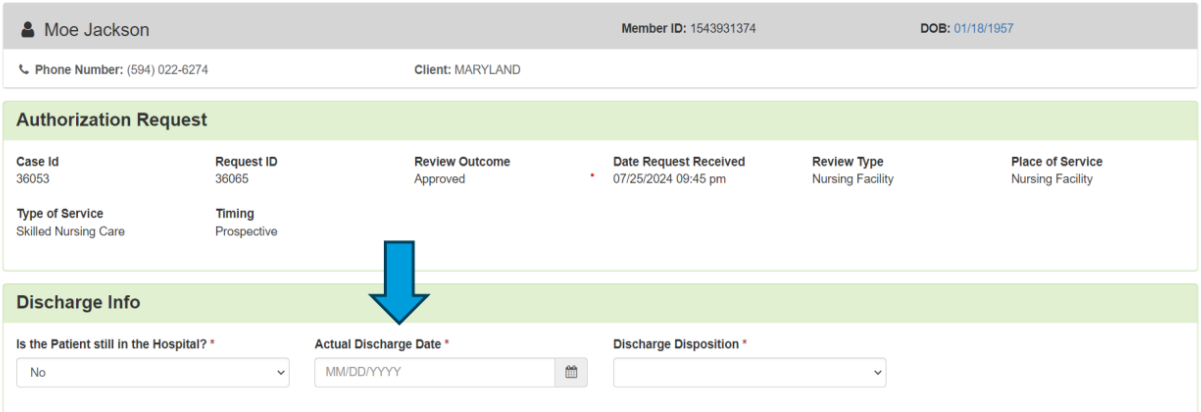
1. **Open the Discharge Status task** from the provider task queue.
2. **Complete the required discharge information** in the task, including the discharge date and discharge disposition.
3. In the Diagnosis section, indicate the **final diagnosis**.
4. In the Documentation section, upload the completed **Treatment Authorization Request (TAR) form**.
5. **Review the information and uploaded TAR** to ensure all required information is complete and accurate.

Important: The completed TAR must be uploaded in the **Documentation** section before completing the Discharge Status task.

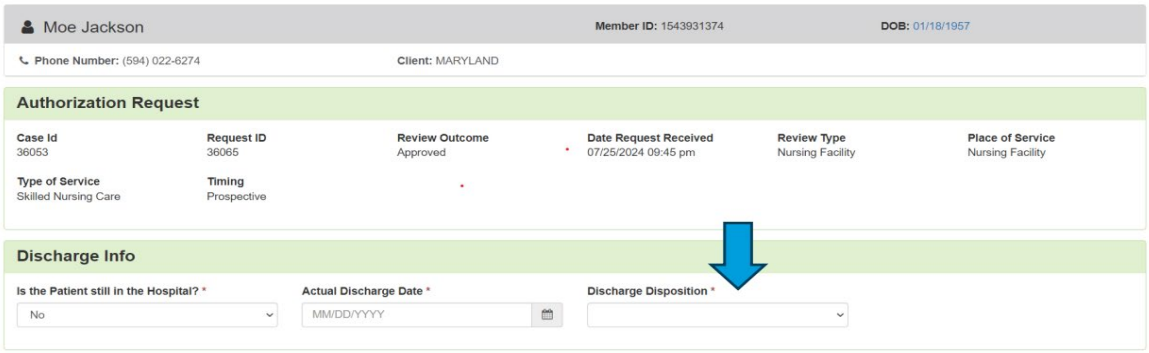
To start the task, click on the ellipses and click Start.



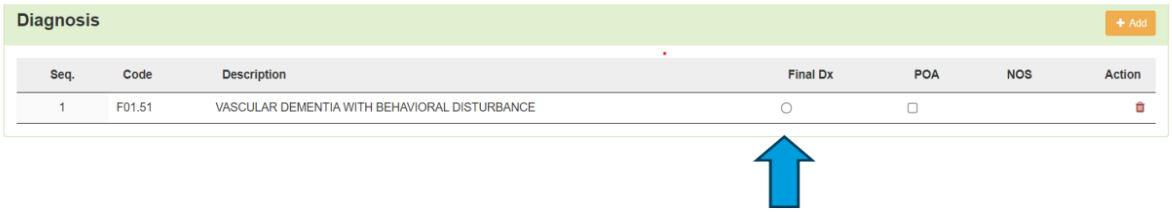
The review will open, and the next step is to complete the discharge date:



After completing the discharge date, complete the discharge disposition.



In the Diagnosis section, indicate the final diagnosis.



In the Documentation section, upload the completed TAR form, then select Close Case to complete the task.

Next, click on Close Case.

