ACUTE INPATIENT PSYCHIATRIC CONTINUED STAY REQUEST (CSR): QUICK PROVIDER TIP SHEET

⏰ WHEN TO SUBMIT

Submit CSRs with clinical documentation dated no earlier than TWO (2) CALENDAR DAYS prior to the continued stay start date.

Please do not submit CSRs too early.

The goal is to provide the **most current clinical information available** for review.

Example:
Submitting Wednesday → Documentation dated **Monday or later**

📝 WHAT TO INCLUDE

Ensure the documentation reflects the member's **current clinical status**, including:

- Current symptoms and risk factors
- Treatment provided and response
- Medication changes, when applicable
- Progress toward treatment goals
- Barriers to discharge
- Discharge plan/disposition
- Continued need for acute inpatient psychiatric care

✅ BEFORE YOU SUBMIT

☐ Documentation meets the **2-calendar-day requirement**

☐ Information reflects the **current clinical presentation**

☐ Continued need for acute inpatient care is supported

☐ Discharge planning and barriers are addressed

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⭐ REMEMBER

WAIT FOR CURRENT DOCUMENTATION BEFORE SUBMITTING THE CSR.

Current clinical information helps support a **timely and informed utilization review.**

Thank you for your continued cooperation in providing timely and current clinical information to support the review process.