

## H Hospital Notification

Confidential information can only be released to the hospital after the applicant or their representative has signed one of the following:

- Authorization to Share Information (FAA-1145A) form
- Release of Information to Hospitals/Organizations/Agencies section of the [AHCCCS application](#)

Document CADO when the FAA-1145A is signed. Place the signed FAA-1145A in the Current Approval Year section of the case file. (See [Side Two](#))

When the EI completing the determination is stationed in the hospital, screen print a copy of the decision notice. Give the copy ONLY to the [hospital patient representative\(g\)](#) or the hospital staff named on the FAA-1145A.

When the FAA-1145A has been signed, the spend down amount may be given to the hospital or to their representative.

FAA can share MA information with the patient advocacy companies when the company name and the hospital name are on the FAA-1145A.

A patient may have been admitted to a hospital, an application turned in, and currently pending when the patient is transferred to a different hospital. When this occurs, transfer the pending application to the designated EI for the receiving hospital. A new FAA-1145A must be obtained to share information with the hospital.

### WARNING

The FAA-1145A must always be completed before having the patient sign.

When the EI completing the determination is stationed in a local office, call the hospital patient representative or a staff member of the hospital named on the FAA-1145A to inform them of the following:

- The eligibility determination
- The effective date of the approval or denial
- The denial reason, when requested.

NOTE Notify the hospital patient representative on the day of the hospitalized applicant's determination.

When the hospital patient representative requests information regarding the applicant's health plan, advise them to call the [AHCCCS enrollment number](#) for information.