



Policy Title: UM FTP Site Distribution		POLICY #: 70.2.51	
		Line of business: ALL	
Department Name: Utilization Management	Original Date 1/02	Effective Date 5/19	Revision Date 12/18
Department Head: Sr. Director, UM 			Date: 3/21
Medical Services/P&T Committee: (If Applicable) PHP CMO 			Date: 3/21

PURPOSE

To ensure that the monthly bedday report along with the daily inpatient census report and daily inpatient reviews are sent to the IPAs via the FTP sites. This process is in place to ensure compliance with HIPAA regulations and ensure patient information confidentiality.

POLICY

The bed day report will be sent monthly and the inpatient census report and patient reviews will be sent daily to the IPAs. These reports will be sent via the FTP sites after they are retrieved and encrypted by the Blue Shield of California Promise (Blue Shield Promise) IS Department prior to sending to the IPAs to ensure patient confidentiality.

PROCEDURE

1. The In Patient census report and the In Patient reviews will be retrieved daily from the MHC system along with the member eligibility report and the bedday report monthly by the Blue Shield Promise IS department.
2. These reports will be encrypted by the Blue Shield Promise IS Department to ensure confidentiality.
3. Once the reports are encrypted, they will be submitted to the IPAs via the FTP site for their daily/monthly retrieval and review.

REFERENCES