All,

Please read the new guidelines below on data that will be asked for when setting up appointments

As part of our Children’s Financial Stewardship Initiative, we discussed the need to improve our pre-authorization process and create better transparency of financial information for our families. One of the process changes we are implementing to achieve those goals is a standardized minimum data set (MDS) to be requested at time of scheduling hospital procedures and specialty clinic visits.

- I will communicate the MDS information to our referring physicians, and Jennifer Close will communicate to our primary care clinics
- The [FAQ](#) document and the [Minimum Data Set Guidelines](#) are linked to here for your review.
- Please send this communication and documentation along to your scheduling staff, leads, and supervisors
- Work with your staff to ensure they begin asking for and documenting the MDS information by 3/10
- Vicki Fields has provided detailed documentation to schedulers around how to enter MDS information, set encounters, and reschedule; please refer your staff to these training documents
- If you have questions, we have scheduled a Q&A session on Wednesday, March 5th: 12:00 – 1:00 PM, (800) 204-7008, Ext. 6535537#

Thank you for your support.