**How to use Catastrophic Case CRN Transfer Form**

This form is to accompany a Reinsurance Action Request when requesting creation of a catastrophic case or when transferring CRNs to an already existing catastrophic case. It is designed to assist you in calculating the total value of the acute case upon transfer of the CRNs. The regular case cannot fall below $1,000,000.00.

* In cell 3B of spreadsheet, enter the case number of the acute case from which the CRNs are to be transferred.
* Enter the Case Total from PMMIS in cell 4C of spreadsheet.
* If transferring CRNs to an already existing Catastrophic case type, enter Catastrophic Case number in Cell 3D.
* Enter the CRN, the form type, dates of service begin date and dates of service end date, and the RI Approved Amount of the CRNs from PMMIS in the rows provided.
* Cell 4E shows you the value of your acute case once the CRNs you have listed are transferred. Remember, the acute case cannot fall below $1,000,000.00.
* More rows can be inserted into the spreadsheet if needed by clicking on the number of a row on the right and then right click will bring up a format menu and select ‘Insert’ and a line will automatically be inserted.
* The total amount of the CRNs to be transferred is shown at the bottom of column E.