

MEMORANDUM

To: Medical Day Care Providers

From: Marc Blowe, Chief

Office of Health Services

RE: Physician Signatures and 90 Day Certification Periods to Access Medical Day Care Services

Date: May 11, 2007

The Medical Assistance Program is revising its policy regarding physician signatures when submitting DHMH 3871B assessments to obtain a certification period to access medical day care services. On March 6, 2007, the Program's Utilization Control Agent, KePRO, was instructed to accept and process all DHMH 3871B submissions requesting certification periods to access services with or without the physician signature. This operational change in procedure eliminates the administrative burden placed on the provider to obtain physician signatures while coordinating a participant's admission to a medical day care center. Additionally, it merges the faxed and electronic protocol for physician signatures, thus, simplifying operational procedures. Ultimately, the physician signature is required on the DHMH 3871B when it is submitted with the DHMH 257 as discussed below. Please note, DHMH 3871B assessments for continued stay review submissions do not require a physician signature for authorization and that policy remains in effect (Medical Day Care Transmittal No. 53).

In the past, physician signatures were required when submitting DHMH 3871B assessments by fax but not for electronic transmissions. Under our new procedure, both fax and electronic submissions of DHMH 3871B's will be processed without a physician signature, however, the provider must submit a copy of the approved DHMH 3871B with the physician signature when they submit the DHMH 257 in order for Medicaid reimbursement to be authorized.

In regards to the 90-day certification period "begin date", it will now be assigned as either the date of the physician's signature or the date of receipt of the DHMH 3871B, whichever is earlier. For faxed submissions, providers will receive from KePRO a faxed confirmation

approving the certification period to access services. For electronic transmissions, an electronic confirmation is transmitted.

All rules pertaining to the submission of DHMH 257, utilized to authorize payment of services, remain in effect (see attached memo dated March 23, 2004). Upon receipt of the DHMH 257 and a copy of the physician signed DHMH 3871B the Program's Utilization Control Agent, KePRO, will authorize payment for services effective the admission date through the first day of the anniversary month the following year. Please note the admission date to begin services cannot occur before the physician's authorization of services which is the date the physician signs the original or copy of the DHMH 3871B assessment.

If a DHMH 257 is received and there is no submission of a DHMH 3871B assessment with the physician signature both, documents are returned to the provider. The provider has until the end of the certification period, but no later than 120 days from the effective date of eligibility, as required under our March 23, 2004 memo, to re-submit the DHMH 257 and DHMH 3871B assessment with the physician's signature.

We remind providers that electronic submission of DHMH 3871B assessments is the most efficient method for DHMH 3871B submissions. If you fax an assessment to the Program's Utilization Control Agent, KePRO, we strongly recommend that you maintain a record of your faxed transmission. This measure will assist you with verifying submission of DHMH 3871B assessments when resolving discrepancies.

If you have any questions in regards to the information contained in this memo, please contact the Medical Day Care Program staff at 410 767-1444.