

	MEDICAL ASSISTANCE BULLETIN COMMONWEALTH OF PENNSYLVANIA * DEPARTMENT OF PUBLIC WELFARE	
	SUBJECT Admissions Notice Packet (MA 401)	BY  Peg J. Dierkers, Ph.D. Deputy Secretary for Medical Assistance Programs
NUMBER:	24-00-01, 25-00-01, 34-00-01, 35-00-03, 36-00-03	
ISSUE DATE:	November 28, 2000	
EFFECTIVE DATE:	November 28, 2000	

PURPOSE:

To inform providers of a change in the current procedure for filing the "Admissions Notice Packet" (MA401).

SCOPE:

This bulletin applies to all state, county and general nursing facilities and all intermediate care facilities for the mentally retarded (ICF-MR) enrolled in the Medical Assistance Program.

BACKGROUND:

Applicants and residents of nursing and ICF-MR facilities must be given certain information as required by federal law and regulations. That information had been provided by the issuance of several different MA forms; they are the "Notice of Rights of Nursing Facility Residents" (MA 401), the "Resource Assessment Form" (PA 1572), and "Protecting your Spouse's Resources" (PUB 159) which were consolidated by issuance of MA Bulletin 24-96-01, 25-96-01, 34-96-03, 35-96-07, 36-96-07.

DISCUSSION:

Since federal law requires various information be given to nursing facility applicants and residents, the Department consolidated the required information that must be given to an applicant or resident of a nursing facility into a single packet, entitled "Admissions Notice Packet" (MA 401). This was done to ensure that the applicant/resident is provided all necessary information. The packet is divided into four parts which are clearly identified to determine what specific notice may or may not apply to the individual. The last part of the packet is the PA 1572, which, because it is used to calculate resources, will continue to be available for ordering as a separate form. The revised MA 401 has two lines added to pages i and ii. One line is to print the resident's name on and the other is for the resident's social security number. A space has also been added for the Utilization Management Review (UMR) stamp.

PROCEDURE:

All current nursing facility residents and all future admissions, regardless of payment source, must receive the "Admissions Notice Packet" (MA 401) and sign the receipt contained in the packet. The resident or responsible party is to sign the receipt after reviewing. The facility is to make sure that the resident's name and social security number are placed on the front of the receipt. This completed and signed receipt must be retained in an MA 401 file that will be readily accessible for review by the UMR Representative. The UMR Representative will request to see the MA 401 file along with a list of new admissions since the last UMR. After the 401 receipt is reviewed, it will be stamped and placed back in the MA 401 file.

If additional copies of the "Admissions Notice Packet" (MA 401) or the "Resource Assessment Form" (PA 1572) are needed, they can be ordered on the "Provider Order Form" (MA300X). The MA 401 is available in packs of 100 and the PA 1572, in packs of 50.

<p>COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:</p> Bureau of Long Term Care Programs Division of Provider Services P.O. Box 8025 Harrisburg, PA 17105-8025 1-717-772-2570 Visit the Office of Medical Assistance Programs website at www.dpw.state.pa.us/omap .
--