



PROVIDER QUICK TIPS

#140

Required Documentation for Skilled Nursing & Home Health Aide Prior Authorization (PA) Requests

Documentation must be received by the Department of Public Welfare (the department) division of Medical Review in a timely manner to allow for the review process to be completed prior to the start of services or the end date of the previously authorized services. Providing services without PA could result in no compensation. With each PA request, the home health agency should submit the PA request packet at least thirty (30) days prior to the start of services or for recertification requests, the expiration of the prior authorized service period. Recertification requests can be submitted up to sixty (60) days prior to the expiration date of current services.

To prevent any delay in a request for a PA, below is a list of required documentation for all skilled nursing and home health aide requests.

1. A properly completed MA 97 form signed by the physician and patient/authorized representative. *
2. The physician's signed letter of medical necessity that includes a brief patient history and specifies the services requested. *
3. The CMS-485 plan of care form is signed by the physician. Initial requests may not have a CMS-485 form but should still include a physician's orders.
4. The most recent medical update or assessment that specifically describes physical deficits, functional limitations or developmental delays. Additional medical information may also be requested, such as seizure logs.
5. A social history – this history should be as detailed as possible and should include who in the household provides care, if there are other children, and the age of the other children.
 - a. If the request is for a caregiver's work, current work information is needed including scheduled days of work, the starting and end times of each shift and the commute time. In some situations, a letter from the employer is required.
 - b. If the request is for school, school information is required such as hours of attendance, school calendar, documentation from the school as to why they cannot provide for the child's care, the number of children in the classroom, the number of adults in the classroom and their functions.
 - c. If a caregiver is physically unable to care for the child, documentation regarding health issues that prevent them from providing care is needed explaining those limitations.
6. Nursing or home health aide notes – recertification requests require no less than two weeks of recent nursing or home health aide notes which indicate the care provided and document the care needed to justify the request.
7. All of the information has to be up to date and should not be more than two months old.

* **Signatures of CRNPs and PAs are not acceptable in lieu of a physician's signature**

Thank you for your service to our Medical Assistance Recipients.

We value your participation.

Check the department's website often at: www.dpw.state.pa.us



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