

Policy Clarifications

Submitted: 3/16/15

Agency: CAOs

Subject: Hospice Forms Sent to CAOs

Question: Our CAO recently began receiving hospice forms for Medical Assistance (MA) as well as Long-Term Care (LTC) recipients. What procedures need to be followed when we receive these forms?

Response By: Division of Health Services

Date: 3/16/15

In MA Bulletin 06-15-01 that was issued on 1/19/15 the Office of Medical Assistance Programs instructed hospice providers to begin sending the following applicable hospice forms to the CAOs:

- Certification of Terminal Illness (MA 372)
- Election of Hospice Care (MA 373)
- Change of Hospice Provider (MA 374)
- Revocation of Hospice Care (MA 375)

The following hospice facility codes are currently available in eCIS:

- Hospice in a nursing home (facility code 37)
- Hospice not received in a nursing home (facility code 39)

At this time, the CAO must narrate receipt of these forms in the case record and the forms must be scanned and attached to the record in the 'MA Other' subcategory in order to include an Imaging Comment that identifies the form by number.

Hospice Services Received in the Community:

When the CAO receives an Election of Hospice Care (MA 373) form for a current MA recipient, indicating hospice not received in a nursing home, the CAO must enter facility code 39 in eCIS effective the 'Effective Date of Care' that is listed on the form. If the CAO receives a Revocation of Hospice Care (MA 375) form, the facility code will be end dated the 'Effective Date' that is listed on the form. When the CAO receives a Certification of Terminal Illness (MA 372) form or Change of Hospice Provider (MA 374) form the CAO will narrate receipt of these forms and scan and attach them to the case record.

Hospice Services Received in a LTC Facility:

In addition to narrating receipt and scanning the forms for recipients receiving hospice in a nursing home, each CAO must keep a log of the nursing home cases receiving hospice. Facility code 37 should NOT be entered in these cases, at this time. Facility code 37 is not building the correct category. Individuals receiving hospice and LTC facility services concurrently will be reviewed for eligibility in a LTC category according to current procedures, including entry of the appropriate LTC facility code.

If an individual with an open hospice facility code 39 enters a LTC facility, the facility code 39 must be end-dated the day before admission to the LTC facility. The CAO must review eligibility

for payment of LTC facility services according to current procedures, including entry of the appropriate LTC facility code.

If procedural changes are made, you will be notified via a separate policy clarification or operations memorandum.