

## **Attention All Licensed Home Care Service Agencies (LHCSA)**

### **New Process for Private Duty Nursing (PDN) cases being shared by multiple agencies**

**Effective January 15, 2013**

Currently all agencies that share PDN cases are required to submit their own Prior Approval (PA) requests and their own physician orders. This requirement has resulted in an increasing number of duplicative PA requests for shared cases.

In an effort to streamline the process, we will initiate the use of the Change Request (CR) Forms (available at <https://www.emedny.org/info/phase2/paper.aspx>) for the following situations:

- A PA number exists for the current certification period and a new agency is joining the case, or
- The beneficiary/caregiver has chosen to change agencies.

The new agency must submit a CR Form and a copy of their physician orders/ plan of treatment (POT). Upon review, a copy of the PA number will be sent via mail to the requesting PDN provider. PA numbers will not be given out over the phone or via fax.

It is imperative that all involved agencies have open/on-going communication in order to ensure that the most up to date information regarding the current approval status is available to all. It is also of importance for agencies to communicate with the beneficiary/primary caregiver regarding the presence of other agencies on the case.

If an agency is unable to obtain the current prior approval number from the family/caregiver(s) or another agency on the case, this office should be contacted for further instructions.

Instructions regarding the use and submission of the CR Forms are also available at the web address listed above.

All other requirements as outlined in the PDN Provider Manual regarding authorizations, recertifications, claiming, etc. remain in effect. Information regarding these processes is available at <https://www.emedny.org/ProviderManuals/NursingServices/index.aspx>

Questions regarding the information in this communication or about the prior approval process may be direct to the Department at (800) 342-3005, Option 1, (518) 474-3575, Option 1 or via the web at [OHIPMEDPA@health.state.ny.us](mailto:OHIPMEDPA@health.state.ny.us). Questions regarding specific cases should not be sent via email.