
Supporting Documentation Requirements for Home Health & PCS Providers

Home Health Services - Definition

- Home health services are medically necessary services, which can be effectively and efficiently provided in the place of residence of a recipient.
- Services include home health visits (nurse and home health aide), private duty nursing and personal care services for children, therapy services, medical supplies, and durable medical equipment.

Home Health Services - Purpose

- To provide medically necessary care to an eligible Medicaid recipient whose medical condition, illness, or injury requires delivery of care in his or home place of residence.
- To provide services in accordance with the Plan of Care to treat the medical condition

Required Supporting Documentation

- Required with the initial authorization request
- Must be current when requesting a continued stay
- Certain documents required when requesting a modification

The review can not begin until all the required documentation is received.

INITIAL AUTHORIZATION REQUESTS

<http://fl.eqhs.org>

Required Supporting Documentation

When: Initial Authorization
What: Nursing Assessment Results
Service: PDN

- **Must be signed and dated by the individual who performs the assessment**
- **For recipients age 18 and older, the OASIS is acceptable.**
-

Required Supporting Documentation

When: Initial Authorization
What: Physician Order for Services
Service: Skilled or Aide Visits, PDN, PCS

- **Must be a separate document**
- **Must be signed and dated by the ordering physician before or on the date of the plan of care**
- **A physician must co-sign and date orders made by a PA or ARNP**

Required Supporting Documentation

When: Initial Authorization

What: Plan of Care

Service: Skilled or Aide Visits, PDN, PCS

- **Home Health: Use CMS form 485**
- **PCS: Use AHCA's Personal Care Services POC form**
- **Must be developed prior to requesting prior authorization**
- **Must be signed and dated by the ordering physician**
 - **For HH and PDN, we will accept an unsigned POC with an appropriately documented verbal order**

Required Supporting Documentation

When: Initial Authorization
What: Physician Monitoring Evidence
Service: Skilled or Aide Visits, PDN, PCS

Acceptable documents:

- Hospital discharge summary (for a request following an inpatient stay)
- A current H&P examination
- Physician office visit progress note dated within the preceding 30 days
- AHCA's Physician visit Documentation Form

Required Supporting Documentation

When: Initial Authorization
What: Parent/Guardian Work Schedule
Service: PDN, PCS

- Required when the recipient's parent(s) or guardian works.

Required Supporting Documentation

When: Initial Authorization

What: Parent/Guardian School Schedule

Service: PDN, PCS

- **Required when the recipient's parent(s) or guardian attends school.**

Required Supporting Documentation

When: Initial Authorization
What: Parent/Guardian Limitations
Service: PDN, PCS

- **Required when the recipient's parent(s) or guardian:**
 - **Has medical limitations, or**
 - **disabilities**

CONTINUED STAY REQUESTS

<http://fl.eqhs.org>

Required Supporting Documentation

When: Continued Stay Request
What: Nursing Assessment
Service: PDN

- Required for each continued stay request
- The progress note from the assessment or the nursing assessment is acceptable
- For recipients age 18 and older, the OASIS is acceptable.

Required Supporting Documentation

When: Continued Stay Request
What: Physician Order for Services
Service: Skilled or Aide Visits, PDN, PCS

- **Must be a separate document**
- **Must be signed and dated by the ordering physician before or on the date of the plan of care**
- **A physician must co-sign and date orders made by a PA or ARNP**

Required Supporting Documentation

When: Continued Stay Request
What: Plan of Care (active/current)
Service: Skilled or Aide Visits, PDN, PCS

- Required when the previous POC is expired or upon request by the eQHealth.
- Home Health: Use CMS form 485
- PCS: Use AHCA's Personal Care Services POC form
- Must be developed prior to requesting prior authorization
- Must be signed and dated by the ordering physician
 - For HH and PDN, we will accept an unsigned POC with an appropriately documented verbal order

Required Supporting Documentation

When: Continued Stay Authorization
What: Physician Monitoring Evidence
Service: Skilled or Aide Visits, PDN, PCS

Acceptable documents:

- Hospital discharge summary (for a request following an inpatient stay)
- A current H&P examination, dated within 180 days of the preceding authorization request
- Physician office visit progress note dated within 180 days of the preceding authorization request
- AHCA's Physician visit Documentation Form

Required Supporting Documentation

When: Continued Stay Authorization
What: Parent/Guardian Work Schedule
Service: PDN, PCS

- **Required because of:**
 - **A change in the schedule**
 - **An eQHealth request for updated information**

Required Supporting Documentation

When: Continued Stay Authorization
What: Parent/Guardian School Schedule
Service: PDN, PCS

- Required because of:
 - A change in the schedule
 - An eQHealth request for updated information

Required Supporting Documentation

When: Continued Stay Request
What: Parent/Guardian Limitations
Service: PDN, PCS

- Required because of:
 - A change in the limitations
 - An eQHealth request for updated information

MODIFICATION FOR A CHANGE IN CLINICAL CONDITION

Required Supporting Documentation

When: Modification Request
What: Nursing Assessment Results
Service: PDN

- **Progress note from the assessment or the nursing assessment are acceptable**
- **For recipients age 18 and older, the OASIS is acceptable.**
-

Required Supporting Documentation

When: Modification Request
What: Physician Order for Services
Service: Skilled or Aide Visits, PDN, PCS

- **The current order for the authorized period showing the changes is required**
- **Must be a separate document**
- **Must be signed and dated by the ordering physician before or on the date of the plan of care**
- **A physician must co-sign and date orders made by a PA or ARNP**
-

Required Supporting Documentation

When: Modification Request
What: Plan of Care
Service: Skilled or Aide Visits, PDN, PCS

- Required with each modification request
- Home Health: Use CMS form 485
- PCS: Use AHCA's Personal Care Services POC form
- Must be updated prior to requesting prior authorization
- Must be signed and dated by the ordering physician
 - For HH and PDN, we will accept an unsigned POC with an appropriately documented verbal order

Required Supporting Documentation

When: Modification Request
What: Parent/Guardian Work Schedule
Service: PDN, PCS

- **Required for a modification request when the recipient's parent(s) or guardian works, and:**
 - **There is a change in the schedule**
 - **Because of an eQHealth request for updated information**

Required Supporting Documentation

When: Modification Request
What: Parent/Guardian School Schedule
Service: PDN, PCS

- **Required when the recipient's parent(s) or guardian attends school and:**
 - **There is a change in the schedule**
 - **Because of an eQHealth request for updated information**

Required Supporting Documentation

When: Modification Request
What: Parent/Guardian Limitations
Service: PDN, PCS

- **Required when the recipient's parent(s) or guardian has medical limitations or disabilities, and:**
 - **There is a change in the limitations(s), or**
 - **Because of an eQHealth request for updated information**

HELPFUL HINTS

<http://fl.eqhs.org>

Required Supporting Documentation

HELPFUL HINTS

The following handbooks, manuals and guides can be viewed/download on our website, <http://fl.eqhs.org>, Home Health, Provider Resources:

- eQSuite Users Guide – Home Health Services
- eQSuite Users Guide – PDN/PCS Services
- eQHealth Home Health Services Provider Manual
- Link to the AHCA Provider Handbooks

Required Supporting Documentation

HELPFUL HINTS

The following documents and forms can be found on our website, <http://fl.eqhs.org>, Provider Resources, Forms and Downloads:

- Home Health Service Supporting Documentation
- Unlicensed, Independent Personal Care Services Supporting Documentation
- ICD-9-CM Frequently Used Codes
- Parent or Legal Guardian Medical Limitations
- Parent or Legal Guardian School Schedule
- Parent or Legal Guardian Statement of Work Schedule
- Work Schedule Statement from Employer
- Physician Visit Documentation
- Licensed, Independent Personal Care Provider Plan of Care

Required Supporting Documentation

HELPFUL HINTS

Physician Order Requirements:

- **Signed and dated by the Physician before submitting a request for authorization**
- **Includes the following:**
 - **The recipient's acute or chronic medical condition or diagnosis that cases a recipient to need home care/PDN/PCS**
 - **The minimum skill level (RN, LPN, Home Health Aide, PCS) of staff who can provide the services**
 - **Frequency of services ordered**
 - **Duration of services**
 - **Ordering Physician NPI/Medicaid ID#/Medical License Number**

QUESTIONS AND ANSWERS

Questions and Answers

Q: Does eQHealth currently exchange data with Sandata?

A: Currently, we provide PA#s to Sandata. Later in the year, we will provide more detailed information regarding services authorized.

Q. Must caretaker medical limitations be submitted on physician letterhead?

A. No. The AHCA ‘Parent or Legal Guardian Medical Limitations’ form may be submitted. However, it must be signed by the Parent or Legal Guardian’s Physician.

Q. May a discharge summary be submitted in lieu of a nursing assessment?

A. No. Per AHCA guidelines, the discharge summary may not be substituted for the nursing assessment.

Q. If eQHealth does not meet the time requirements for an authorization request determination, will the services requested be automatically approved?

A. Each case will be handled on a case by case basis.