

TO: Home Care Services Providers

SUBJECT: Prior Authorization Requirements for Billing for More Than 16 Hours of Private Duty Nursing Within a 24-Hour Period (Model Waiver III and ACCAP)

EFFECTIVE: Immediately

BACKGROUND: The New Jersey Medicaid program reimburses certain Home Care

The maximum number of hours of private duty nursing services reimbursable by Medicaid in the above two programs is sixteen (16) hours per day (for billing purposes, a day begins at 12:00 a.m. and ends at 11:59 p.m.). Exceptions may be made under the following circumstances when prior authorized and within the cost limitations of the program:

1. For brief post-hospital periods while the caregiver(s) adjusts to the new responsibilities of caring for the discharged recipient; or
2. In emergency situations such as the illness of the caregiver when private duty nursing is currently being provided. In these situations, more than sixteen (16) hours of nursing care may be given for a limited period until other arrangements are made for the safety and care of the recipient.

ACTION: In the event that more than sixteen (16) hours per day of private duty nursing are required, providers must first contact

the recipient's Case Manager who in turn will contact the Office of Home Care Programs (OHCP) for approval. The case manager also requests approval for the change in service from the Medicaid District Office (MDO).

After the case manager is given approval by OHCP and the MDO, the provider must contact the OHCP to receive a prior authorization number.

The OHCP will complete the Prior Authorization Request FD-365 (9/91) form which is preprinted with a prior authorization number. The FD-365 is a generic prior authorization form and is described on page 5-15 of the Home Care Services Fiscal Agent Billing Supplement. OHCP will enter the prior authorization number into the Unisys Claims Processing System.

Before submitting the claim, the provider must ensure that the appropriate prior authorization number is entered in Item 23B of the Health Insurance Claim Form, 1500 N.J. (5/93).

When billing for private duty nursing services, providers must enter each date of service on a separate line on the 1500 N.J. claim form in Item 24A (Date of Service). A claim for private duty nursing services must not span dates of service.

Enter the number of hours of private duty nursing services on the 1500 N.J. (5/93) claim form in Item 24F (days or units). Each hour of service is equal to one unit of service. You can bill up to 24 units in any one day when prior authorized.

Claims submitted for more than sixteen (16) hours per day of private duty nursing service per claim line will be denied for Edit Code 768 (Excessive Private Duty Nursing Hours) unless prior authorized as outlined above.

If there are any questions regarding this Newsletter, contact the Office of Home Care Programs, Division of Medical Assistance and Health Services at (609) 588-2620.

RETAIN THIS NEWSLETTER NUMERICALLY BEHIND THE NEWSLETTER TAB
(BLUE TAB MARKED "5")