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DMAP Policy and Planning Section

**Number:** DMAP-IM-12-117

**Authorized Signature**

**Issue Date:** 11/02/2012

**Topic:** Medical Benefits

**Subject:** **Provider announcement:** Hospice/nursing facility change in payment process, effective Jan. 1, 2013 – Next steps and training information

**Applies to:**

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|--|---|
| <input type="checkbox"/> All DHS employees             | <input type="checkbox"/> County Mental Health Directors   |
| <input type="checkbox"/> Area Agencies on Aging        | <input type="checkbox"/> Seniors and People with Disabilities   |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Other (please specify): DHS and OHA staff and others identified on the SPD, CAF, AMH and DMAP transmittal lists |
| <input type="checkbox"/> County DD Program Managers    |   |

**Message:**

DMAP will post the following announcement on the [OHP Provider Announcements](#) Web page. It tells affected hospice and nursing facility providers that the process for paying nursing facilities for room and board for patients who elect hospice services will change Jan. 1, 2013 to comply with federal regulations.

We have scheduled training Webinars on Nov. 28 & 29 for hospice, nursing facility providers, Coordinated Care Organizations and Managed Care Organizations to learn the new process and how to work together.

The announcement includes a helpful “Quick Guide” for providers to use.

*If you have any questions about this information, contact:*

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## Hospice and nursing facility providers, CCOs and MCOs

### Payment process change for nursing facility residents receiving hospice

Federal Medicaid regulations require states to pay room and board charges to the hospice provider, not the nursing facility, when a nursing facility resident elects hospice services.

Aging and People with Disabilities Division (APD) and the Division of Medical Assistance Programs (DMAP), are working with hospice organizations and nursing facilities to implement a process to comply with this regulation.

#### What to do now?

- **Hospice providers:** Please identify all current Medicaid clients residing in a nursing facility and receiving hospice care.
- Verify the following with the nursing facilities with whom you are currently contracted:
  - Accuracy of list of identified clients;
  - Current or potential eligibility for Medicaid coverage;
  - You have a current, signed contract on file.
- Correct any discrepancies in your records.

#### Webinar Training:

**New DMAP Billing  
Process for Nursing  
Facility Residents  
electing Hospice  
Services**

**See next page.**

#### Beginning December 24, 2012

**Hospice providers:** Please report all identified Medicaid hospice patients in a nursing facility to APD using the new DMAP form 525, *Hospice in a Nursing Facility Notification Form*, that will be available early in December. Include all patients you anticipate will still be on hospice on January 1, 2013.

#### Beginning January 1, 2013

- Hospice providers will take the overall lead to create and coordinate patients' plans and coordination of care while working closely with the nursing facility to implement and follow the plan.
- Hospice staff will report to APD, new service or changes in existing service using the DMAP form 525.
- The nursing facility will bill hospice for room and board for clients receiving hospice.
- Hospice will bill DMAP for nursing facility charges using Revenue Center Code 658.
- DMAP will pay the hospice provider for their patients' nursing facility room and board charges, less patient liability.
- Hospice will reimburse the nursing facility.

## Training and tools - Be sure to register for the upcoming Webinar training opportunities!

We have scheduled separate Webinar trainings on November 28 for hospice and nursing facility providers. A combined training on November 29 is designed to show how hospice and nursing facilities will work together to create and coordinate patient care plans.

Coordinated Care Organizations (CCO) and Managed Care Organizations (MCO) are encouraged to join any of these Webinars. DMAP will have subject matter experts available to answer your questions.

Also, see the attached *Quick Guide* tool that may be helpful.

### Questions?

**If you have questions about this announcement,** contact the Provider Services Unit at [dmap.providerservices@state.or.us](mailto:dmap.providerservices@state.or.us) or call 1-800-336-6016, Monday through Thursday, 8:30 a.m. to 4:00 p.m. and Friday 10 a.m. to 4:00 p.m. (telephone lines closed 11:30 a.m. to 12:30 p.m. daily).

For more information about CCOs, please visit [www.health.oregon.gov](http://www.health.oregon.gov).

### Webinar training opportunities

#### New DMAP Billing Process for Nursing Facility (NF) Residents electing Hospice Services

Providers will learn how to:

- Report NF resident status changes to APD,
- Bill DMAP for NF room and board charges,
- Verify NF room and board payments as reported on the paper remittance advice, and
- Resolve NF payment issues.

**All times below are also available to CCOs and MCOs:**

- Hospice providers - **Nov. 28, 9-11:00 a.m.**  
Register at [www2.gotomeeting.com/register/823607626](http://www2.gotomeeting.com/register/823607626)
- NF providers - **Nov. 28, 2:30-4:30 p.m.**  
Register at [www2.gotomeeting.com/register/227711458](http://www2.gotomeeting.com/register/227711458)
- Combined Hospice & NF - **Nov. 29, 9-11:00 a.m.**  
Register at [www2.gotomeeting.com/register/911346930](http://www2.gotomeeting.com/register/911346930)

### Help us improve future announcements:

[Click here](#) to answer six survey questions about this provider announcement.



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# Hospice & Nursing Facility Providers

## Quick Guide

To review/update current information and implement new Medicaid process changes.

### Hospice

- Ensure contracted nursing facilities, your Social Worker and billing staff know about the process changes.
- Identify Medicaid-eligible patients receiving hospice and residing in a nursing facility.
- Verify with the NF if patient is enrolled in a CCO or MCO.
- Submit DMAP form 525 to Aging and People with Disabilities (APD) for new hospice service.
- Work closely with the nursing facility to verify, implement and carry out the resident's coordination of care.
- Review resident's chart regularly and share information with nursing facility staff.
- Resubmit updated DMAP form 525 when client's information changes.
- Obtain Patient Liability information from nursing facility.
- Receive room and board bill from nursing facility.
- Submit hospice and nursing facility charges to DMAP.
- Upon receipt of DMAP payment, submit room and board payment to nursing facility per your contract.

### Nursing facility

- Ensure that your Social Worker and billing staff know about the process changes.
  - Identify Medicaid-eligible residents receiving hospice care.
  - Verify Medicaid eligibility:
    - Monitor resident's (spend down) closely and anticipate changes in coverage; continue to monitor and evaluate the resident's financial status and eligibility for federal and State assistance.
    - When a patient is becoming eligible for Medicaid, notify the DHS Case Worker.
    - Work closely with the hospice to verify, implement and carry out the resident's plan of care.
  - Review hospice patient information routinely.
  - Continue to collect patient liability from patient and submit patient liability information to hospice.
  - Bill hospice for room and board during time Medicaid resident is on hospice.
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