**ODDS Provider Service Agreement**

**PSW Hour Authorization Addendum**

This addendum modifies your current service agreement. This addendum only increases the number of hours you are authorized to work.

****See your service agreement for information about authorized tasks and identified risks.

|  |  |
| --- | --- |
| **General information** |  |
| **Name of person receiving services:** | Click or tap here to enter text. |
| **PSW name:** | Click or tap here to enter text. |
| **Service authorizations** |  |
| **Service and proc code:** | Click or tap here to enter text. |
| **Units authorized per month:** | Click or tap here to enter text. |
| **Authorization** |  |
| **Employer name:** | Click or tap here to enter text. |
| **Approval type:** | **Verbal****Email**  | [ ] [ ]  |
| **Date:** Click or tap to enter a date. | **Signature** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

The authorized work units in this document represent the maximum hours a PSW can work during the specified time frame. The provider can't bill for more hours than authorized unless the employer requests extra hours for urgent situations (e.g., covering for another provider or an individual's emergency), and those hours are in the supported person's plan. If the employer approves more than the authorized hours, they must inform the case management entity within two business days.

A PSW may not work for more hours in a work week than allowed for in rule or as stated in the CBA unless an exception is approved and on file with the case management entity.

Employers are responsible for scheduling their PSW and other providers within the hours available in the supported person’s plan.