



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary

**MARYLAND MEDICAL ASSISTANCE PROGRAM**

June 15, 2016

To: Hospital Administrators  
From: Susan J. Tucker, Executive Director  
Office of Health Services  
Re: Update to 3808 correction process

**Note: Please ensure that appropriate staff members in your organization are informed of the contents of this memorandum.**

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As directed in the memo sent to hospital administrators dated May 18, 2016, hospitals should continue to request a correction to a 3808 when there is a need to change information such as admission or discharge date, diagnosis code(s), procedure code(s), provider name, MA number, or MA eligibility date(s).

The *Acute Hospital 3808 Correction Request Form* is now available in fillable format and can be found at the following websites: <http://www.telligenmd.qualitrac.com/document-library> and <https://mmcp.dhmh.maryland.gov/Pages/UCATransition.aspx>. In order to ensure accuracy in this process and make the information easier to read and process, the Department requests that providers utilize this fillable form for all future correction requests.

Once Telligen verifies that there is a need for the correction, **Telligen will send an email to the contact listed on the *Acute Hospital 3808 Correction Request Form* to let them know that the correction was accepted and forwarded to the Department. Providers can expect the change to be made to the 3808 within two business days.**

Again, please do not submit a new review request through Qualitrac in order to make a correction to a previously submitted 3808. This will create a duplicate preauthorization number which will cause delays in payment.

If you have questions regarding this memorandum, please contact Maryam Baharloo, Division Chief for Hospital Services at 410-767-1724 or she may be reached at [maryam.baharloo@maryland.gov](mailto:maryam.baharloo@maryland.gov).