



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene
201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

MARYLAND MEDICAL ASSISTANCE PROGRAM
Nursing Home Transmittal No. 233
July 1, 2011

TO: Nursing Home Administrators

FROM: Susan J. Tucker, Executive Director
Office of Health Services

NOTE: Please ensure that appropriate staff members in your organization are informed of the contents of this transmittal.

SUBJECT: Administrative Days in Nursing Facilities

The purpose of this transmittal is to clarify the requirements for reimbursement of Administrative Days specific to: 1) making appropriate placement attempts; 2) submission of timely Requests for Administrative Days; and 3) appropriate billing for Administrative Days.

COMAR 10.09.10.16E sets forth requirements for performance and documentation of placement attempts for recipients on Administrative Days. Under these regulations, Administrative Days payment is available only when the facility has actively pursued placement of the recipient at the required level of care at home or in an appropriate setting. To meet this requirement, a facility is expected to pursue a minimum of three *appropriate* placements in a given month with no more than a two-week interval between attempts. Please note that in situations where a resident has been determined to no longer require nursing facility care, another nursing facility is not considered an appropriate setting.

Documentation must include the date of the contact, the name of the facility and person contacted, and the outcome of that contact. The Program may deny Administrative Days for the entire month when it has been determined that placement attempts are insufficient or inappropriate. It is the responsibility of the nursing facility seeking payment for Administrative Days to fully complete and submit the forms to the Utilization Control Agent in a timely manner. For Administrative Days occurring before July 1, 2011, nursing facilities shall submit the DHMH 2129 *no later than August 15, 2011*. For Administrative Days occurring on or after July 1, 2011, nursing facilities are required to submit the DHMH

2129 to the Utilization Control Agent *no later than 15 calendar days* following the end of the month in which Administrative Days are being claimed. In accordance with COMAR 10.09.10, failure to submit documentation as required may result in a denial of payment or recovery of payment for the period in question.

Please submit DHMH 2129s to Delmarva Foundation via fax (888) 513-2002 or by hard copy to

Delmarva Foundation for Medical Care, Inc.
9240 Centreville Road
Easton, MD 21601
ATTN: Administrative Days for NF

Finally, revenue code 0169 is the only revenue code to be used for billing for recipients on Administrative Days, with the exception of payment for ancillary services (expected to be rare occurrences for this population). Facilities that request payment for full Medicaid reimbursement may be subject to full recovery of all payments.

Thank you very much for your cooperation in ensuring appropriate billing. Questions regarding the DHMH 2129 or Administrative Days may be addressed to Delmarva's Provider Services Line at (866) 571-3629 or the Program's Division of Long Term Care Services at (410) 767-1736.

cc: Nursing Home Liaison Committee