

## **Attention All Private Duty Nursing (PDN) Providers Prior Approval Transfer of Hours Requests**

If you are requesting a transfer of hours from one level of PDN to another, from an agency PA to an independent PA, etc., please be aware of the following:

Requests for transfer of hours should only be submitted one time per month unless the Approved Quantity is near exhaustion or has been completely exhausted.

One nurse should be designated on each case to coordinate the total number of hours to be transferred and to communicate with all other providers servicing the case before making the transfer request.

Requests for transfers of hours must be submitted with a Change Request Form. Forms can be downloaded from [www.eMedNY.org](http://www.eMedNY.org)

The request must state:

- The name and contact information of the requestor
- How many hours need to be transferred, the level (RN or LPN) and the source (Agency or Independent PA)
- Where the hours are to be subtracted and where the hours are to be added (PA number)
- The time frame that the transfer covers

Requests that do not contain all of the required information will not be acted on and will be returned to the requestor.

To confirm the amount of hours remaining on a PA please contact Computer Sciences Corporation (CSC) at 1-800-343-9000.

If you have questions regarding this process, please contact the Medical Prior Approval unit at (800) 342-3005, option 1.