

**NEW YORK STATE
MEDICAID PROGRAM**

DURABLE MEDICAL EQUIPMENT (DME)

PRIOR APPROVAL GUIDELINES

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Section I - Purpose Statement

The purpose of this document is to assist the provider community understand and comply with the New York State Medicaid (NYS-Medicaid) requirements and expectations for:

- Obtaining Prior Approval.
- Field by Field Instructions for Prior Approval Form (eMedNY 361501)

This document is customized for Durable Medical Equipment (DME) providers and it should be used by the provider's billing staff as an instructional as well as a reference tool.

Section II – Instructions for Obtaining Prior Approval

Electronic prior approval requests and responses can be submitted on the HIPAA 278 transaction. The Companion Guide for the HIPAA 278 is available on the www.nyhipaadesk.com website. Click on News & Resources, then eMedNY Phase II HIPAA Transactions. Access to the final determinations will be available through eMedNY eXchange messages or by mail. To sign up for eXchange visit www.emedny.org.

Prior approval requests can also be requested via ePACES. ePACES is an internet-based program available to enrolled Medicaid providers. For information about enrolling in ePACES, contact CSC at (800) 522-5518 or (518) 447-9860. A reference number will be returned to your ePACES screen, which can be later used to check the approval status on ePACES. Visit www.emedny.org for more information.

Paper prior approval request forms have been modified to comply with eMedNY requirements. A supply of the new forms is available by contacting CSC at the number above. Paper prior approval forms, with all appropriate attachments, should be sent to Computer Sciences Corporation, PO Box 4600, Rensselaer, NY 12144-4600.

The prior approval number format has changed from eight to 11 digits. Providers will still be allowed to continue using the eight-digit numbers until the units are exhausted.

This section of the manual describes the preparation and submission of the New York State Medical Assistance (Title XIX) Program Order/Prior Approval Request Form (eMedNY 361501). It is imperative that these procedures are used when completing the forms. Request forms that do not conform to these requirements will not be processed by eMedNY.

Services that require prior approval are underlined in the Procedure Code Section of this Manual.

Receipt of prior approval does NOT guarantee payment. Payment is subject to client's eligibility and other guidelines.

Requests for prior approval should be submitted before the date of service or dispensing date. However, sometimes unforeseen circumstances arise that delay the submission of the prior approval request until after the service is provided. If this occurs, the prior approval request must be received by the department within 90 days of the date of service, accompanied by an explanation of why the item was dispensed/service was provided before the prior approval request was approved.

A prior approval request will not be processed after 90 days from the date of service unless the provider's request is delayed due to circumstances outside of the control of the provider. Such circumstances include the following:

DME Prior Approval Guidelines


- Litigation
- Medicare/third-party insurer processing delays
- Delay in the Client's Medicaid eligibility determination
- Administrative delay by the department or other State agency

The request must give a detailed explanation for the delay. Requests submitted without an explanation will be returned, without action, to the provider.

Items requiring DVS validation (enteral formulae, diapers, orthopedic footwear, and orthotic and prosthetic appliances) must be electronically approved on the date of service.

To reduce keypunch errors (and subsequent processing delays), please do not run-over writing or typing from one field (box) into another. The displayed Prior Approval Request Form is numbered in each field to correspond with the instructions for completing the request.

Prior Approval Form (eMedNY 361501)

RX DRUGS / OTC <input checked="" type="checkbox"/>			DME / SUPPLIES <input checked="" type="checkbox"/>			NURSING <input checked="" type="checkbox"/>			EYE CARE <input checked="" type="checkbox"/>			PHYSICIAN <input checked="" type="checkbox"/>							
2 ORDER DATE		3 ID / LICENSE NUMBER				4 PROF CODE		9 PRIMARY DIAGNOSIS			10 SECONDARY DIAGNOSIS			11 CLIENT ID		12 CLIENT NAME			
M M D D C C Y Y																			
5 PRESCRIBED BY (NAME)						7 PROVIDER TELEPHONE NUMBER			14 DATE OF BIRTH			13 ADDRESS							
6 ADDRESS						7 PROVIDER TELEPHONE NUMBER			14 DATE OF BIRTH			CITY		STATE		ZIP CODE			
CITY		STATE		ZIP CODE		8 PRESCRIBER SIGNATURE						M M D D C C Y Y		15 CLIENT TELEPHONE NUMBER		16 SEX	M	F	
17 ORDER DESCRIPTION / MEDICAL JUSTIFICATION:																			
18 SERVICING PROVIDER ID			19 SERVICING PROVIDER NAME						21 TELEPHONE NUMBER			22 LOC CODE							
			20 ADDRESS																
23 DRUG CODE (NDC)			24 PROCEDURE/ ITEM CODE		25 MOD	26 RENTAL?		27 DESCRIPTION				28 QUANTITY REQUESTED		29 TIMES REQUESTED		30 TOTAL AMOUNT REQUESTED			
1						Y N													
2						Y N													
3						Y N													
4						Y N													
5						Y N													
6						Y N													
7						Y N													
DO NOT STAPLE IN BARCODE AREA																			
						31 PA REVIEW OFFICE CODE													
												↑ ← ALIGN TOP AND LEFT EDGES OF STICKER ATTACHMENT NUMBER							

Section III - Field by Field (eMedNY 361501) Instructions

PRIOR APPROVAL REQUEST TYPE (Field 1)

Place an X in the appropriate box for the type of service/supply for which Prior Approval is being requested.

ORDER DATE (Field 2)

Indicate the month, day and year on which the order was initiated.

Example: October 7, 2005 = 10072005

ORDER DATE							
1	0	0	7	2	0	0	5

ID / LICENSE NUMBER (Field 3)

Enter the Prescribing Provider's MMIS ID Number as in the example below. Right justify the information in this field.

Example:

ID/ LICENSE NUMBER								
	0	1	2	3	4	5	6	7

If the Prescribing Provider is not enrolled with MMIS, enter his/her license number. If entering a NYS license number, the license number must be preceded by two zeros as in the example below.

Example:

ID/ LICENSE NUMBER								
	0	0	2	3	4	5	6	7

If entering an out-of-state license number, the two-digit United States Post Office state abbreviation should be entered in place of the two zeros as in the example below.

Example:

ID/ LICENSE NUMBER								
	N	J	2	3	4	5	6	7

NOTE: When a prescription or order originates from a hospital or clinic, and is written by an intern or resident, the supervising physician's MMIS ID number should be entered. If the supervising physician is not enrolled in the Medicaid

program, his or her state license number may be used instead. When the order is originated in an Article 28 facility and these numbers are unavailable, it is permissible to use the facility's MMIS ID number.

PROF CODE (Field 4)

If the Prescribing Provider's license number has been used in Field 3, enter the Profession Code from the list below:

<u>TYPE</u>	<u>PROFESSION CODE</u>
Physician	060
Dentist	050
Podiatrist	065
Nurse Practitioner	030-045

Registered physician's assistants, interns and residents work under the authority of a physician and thus Code 060 should be used.

PRESCRIBED BY (NAME) (Field 5)

Print the last name followed by the first name of the Practitioner initiating the order.

ADDRESS (Field 6)

Enter the Prescriber's address. If the address is a facility, include the facility name.

PROVIDER TELEPHONE NUMBER (Field 7)

Enter the Prescriber's telephone number.

PRESCRIBER SIGNATURE (Field 8)

The Prescribing Provider must sign the form in this field except in the following circumstance: If the Prescribing Provider has written a fiscal order on other than the eMedNY 361501, the Dispensing Provider must write "Appears on Order" in this field. The Dispensing Provider must maintain the signed order in his/her files for six years following the date of payment.

PRIMARY DIAGNOSIS (Field 9)

Enter the ICD-9-CM diagnosis code that represents the condition or symptom of the Client that establishes the need for the service requested. ICD-9-CM is the *International Classification of Diseases - 9th Revision - Clinical Modification Coding System*.

Example:

PRIMARY DIAGNOSIS							
8	9	7	•	0			

SECONDARY DIAGNOSIS (Field 10)

Enter the appropriate ICD-9-CM diagnosis code which represents the secondary condition or symptom affecting treatment. Leave blank if there is no secondary diagnosis.

CLIENT ID (Field 11)

Enter the Client's eight-character alphanumeric Welfare Management System (WMS) ID Number.

Example:

CLIENT ID NUMBER							
A	A	1	2	3	4	5	X

NOTE: WMS ID numbers are composed of eight characters. The first two are alpha, the next five are numeric and the last is an alpha.

CLIENT NAME (Field 12)

Enter the last name followed by the first name of the Client as it appears on the Common Benefit ID Card.

ADDRESS (Field 13)

Enter the Client's address.

DATE OF BIRTH (Field 14)

Indicate the month, day, and year of the Client's birth.

Example: April 5, 1940 = 04051940

DATE OF BIRTH							
0	4	0	5	1	9	4	0

CLIENT TELEPHONE NUMBER (Field 15)

Enter the Client's telephone number.

SEX (Field 16)

Verify that the Client's sex is the same as that indicated on the Common Benefit ID Card. Place an X on M for Male or F for Female.

ORDER DESCRIPTION / MEDICAL JUSTIFICATION (Field 17)

Enter a detailed description of the supply/equipment/appliance prescribed, and indicate the reason for medical necessity (abbreviations may be used). Medical justification should include the patient's weight, height, a description of functional status and caretaking arrangements (if any) the presence of existing equipment or appliances, and the appropriateness of requested equipment within the patient's environment. Also, indicate the probable length of time the Client will require the item and if the Client has used this item previously.

If a medical/surgical supply has been ordered, the number of refills requested must be indicated.

SERVICING PROVIDER ID (Field 18)

Enter the eight-digit MMIS identification number assigned by the New York State Department of Health at the time of your enrollment in the Medicaid program. This should be the MMIS identification number of the provider who will supply the item and bill MMIS. Right justify the information in this field.

Example:

SERVICING PROVIDER ID								
	0	1	2	3	4	5	6	7

SERVICING PROVIDER NAME (Field 19)

Enter the exact name, last name first, under which you enrolled in MMIS. This should be the same as that preprinted on your Medicaid Claim Form.

ADDRESS (Field 20)

Enter the address as preprinted on your Medicaid Claim Form.

TELEPHONE NUMBER (Field 21)

Enter the office telephone number.

LOC CODE (Field 22)

Enter the three-digit provider location code to specify where you would like to receive PA related correspondence.

DRUG CODE (NDC) (Field 23)

Leave blank.

PROCEDURE / ITEM CODE (Field 24)

This code indicates the service to be rendered to the Client. Refer to the New York State Procedure Code Section of this Manual. Enter the appropriate five-character code.

MOD (Field 25)

Enter a two character modifier, if required.

RENTAL? (Field 26)

Enter an X in the appropriate space to indicate whether or not the rental of a DME item is being requested.

DESCRIPTION (Field 27)

Enter the description corresponding to the code entered in Field 24 above.

QUANTITY REQUESTED (Field 28)

Enter the number of units of the specific item being ordered to the left of the decimal point.

Example: Quantity of 32

QUANTITY REQUESTED									
				3	2	.			

Example: Quantity of 1

QUANTITY REQUESTED									
					1	.			

If the prior approval request is for a medical/surgical supply, enter the total number of units to be dispensed in the initial filling plus any refills which have been ordered (i.e., Quantity requested = quantity in initial filling + quantity in first refill, if applicable, + quantity in second refill, if applicable, etc.).

Note: The number of refills requested by the Dispensing Provider may not exceed the lower of:

- The number of refills requested by the Prescribing Provider; or**
- The number of refills indicated in the REFILLS column of the procedure code section of the Manual.**

TIMES REQUESTED (Field 29)

If the item is being purchased, leave this field blank. However, if the item is a rental, enter the number of months for which the item is requested.

Example: Four (4) months Requested = 4 (Written as 004).

TOTAL AMOUNT REQUESTED (Field 30)

Enter the total dollar amount for the item(s) requested. For rentals, enter the total dollar amount for the number of months the item(s) is requested.

Example: An adaptive stroller of which the invoice cost to the provider is \$400 has been requested for three months use. If the monthly rate is one-tenth of the acquisition cost, then the amount is determined as follows:

$$\frac{1}{10} \times \frac{\$400}{1} \times \frac{3 \text{ months}}{1} = \frac{\$1200}{10} = \$120$$

PA REVIEW OFFICE CODE (Field 31)

This field is used to identify the state agency responsible for reviewing and issuing the prior approval. See Information for All Providers, Inquiry Section for the appropriate reviewing agency and enter the corresponding code as listed below.

CODE	OFFICE
A1	Bureau of Medical Review and Payment, Office of Medicaid Management, NYS Department of Health
B1	NYS Department of Health, Buffalo Office