

Bulletin Number: MSA 09-41

Distribution: Private Duty Nursing

Issued: August 1, 2009

Subject: Discontinuance of Private Duty Nursing (PDN) Billing Through MI AuthentiCare, Implementation of PDN Direct Billing, and Changes to Service Log

Effective: As Indicated

Programs Affected: Medicaid

The purpose of this bulletin is to inform PDN providers of the discontinuance of MI AuthentiCare to process claims, and the implementation of direct billing for PDN services. (This bulletin does not affect billing procedures for Adult Foster Care [AFC] homes or for PDN services under the Habilitation Supports Waiver.)

Discontinuance of PDN Billing Through MI AuthentiCare

Medicaid claims for PDN are currently processed for payment by First Data Government Solutions (FDGS) through MI AuthentiCare. The contract between the Michigan Department of Community Health (MDCH) and FDGS will expire on September 30, 2009. Effective October 1, 2009, MDCH will no longer use MI AuthentiCare to process PDN claims.

Implementation of PDN Direct Billing

Effective for dates of service on and after September 21, 2009, PDN services must be billed directly to MDCH. Beginning this date will provide time for claims under MI AuthentiCare to clear, or be corrected if necessary, before the contract expires.

- PDN Agencies must bill according to the National Uniform Billing Committee (NUBC) or 837 Institutional claim formats. Billing information is contained in the Michigan Medicaid Provider Manual, Billing & Reimbursement for Institutional Providers Chapter.
- Independent RNs and LPNs must bill according to the CMS-1500 or 837 Professional claim formats. Billing information is contained in the Michigan Medicaid Provider Manual, Billing & Reimbursement for Professionals Chapter.

The Michigan Medicaid Provider Manual is available on the MDCH website at www.michigan.gov/medicaidproviders >> Policy and Forms >> Medicaid Provider Manual.

To avoid payment delay, electronic claim submission is the preferred method for submitting claims to MDCH.

Providers and billing agents looking for additional billing information may choose to attend a training session offered by MDCH. Refer to the MDCH website at www.michigan.gov/medicaidproviders >> Communications and Training >> Medicaid Provider Training Sessions for training and registration information.

Service Log

Current policy requires the PDN provider to develop and maintain a service log in each beneficiary's medical record. With the discontinuance of billing through MI AuthentiCare, there will no longer be an automatic record of the PDN hours worked, thereby creating the requirement for a more detailed service log. The service log must be beneficiary specific, with the beneficiary's name and birth date in the header portion of the document. In cases

where the nurse is caring for two or more beneficiaries in the same home, a separate service log for each beneficiary must be maintained.

The following is an example of a service log illustrating the changes and additional fields required for each beneficiary effective for dates of service on and after September 21, 2009.

(Beneficiary Name and Birth Date)						
Name	Date of Service	Start Time	Stop Time	Units *	Nurse Signature & Date	Parent/Caregiver Signature & Date
(name RN/LPN)	10/06/09	8:00 a.m.	12:00 p.m.	16		
(name RN/LPN)	10/06/09	12:00 p.m.	4:38 p.m.	19		
(name RN/LPN)	10/07/09	8:00 a.m.	4:00 p.m.	32		
(name RN/LPN)	10/08/09	8:00 a.m.	1:00 p.m.	20		

* Refer to the Billing & Reimbursement for Institutional Providers Chapter, Section 9.2.B. Payment in 15-Minute Increments.

The date of the nurse's signature must be the same as the date of service. The date of the parent/caregiver signature should be within one week of the date of service. A claim must not be submitted before the service log is completed for those dates of service.

Manual Maintenance

Retain this bulletin until the information has been incorporated into the Michigan Medicaid Provider Manual.

Questions

Any questions regarding this bulletin should be directed to Provider Inquiry, Department of Community Health, P.O. Box 30731, Lansing, Michigan 48909-8231, or e-mail at ProviderSupport@michigan.gov. When you submit an e-mail, be sure to include your name, affiliation, and phone number so you may be contacted if necessary. Providers may phone toll-free 1-800-292-2550.

Approved



Stephen Fitton, Acting Director
Medical Services Administration