

Home Health PA Submission Checklist

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| | Complete the information online in the Provider Online Service Center (POSC) and upload the following: |
| | Request and Justification Form for Skilled Nursing Visits and Home Health Aides (R&J form) |

When uploading the R&J to the POSC, please select the report type "Justification for Admission"

When completing the R&J form please reference the "Instructions for Completing the R&J"

Be sure to complete each section in its entirety. If a particular item does not apply to a member, then indicate not applicable. If a member doesn't have the particular item, such as a caregiver, then indicate none. If the answer to a particular item is not known, then indicate unknown.

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| | Home Health Plan of Care (485 or other document) |
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Physician's signature required

An electronic signature is acceptable

For Plans of Care that have not yet been signed:

During the first certification period, submit the copy of the 485 sent to the physician for signature, along with documentation of the verbal order

For subsequent 485, include the previously signed 485 or documentation of the verbal order

When uploading a verbal order, please select the report type "Physician Order"

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| | Initial Assessment/Nursing Note |
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When uploading the Initial Assessment/Nursing Note to the POSC, please select the report type "*Initial Assessment*")

May be submitted in any format used by the Home Health Agency

Submission of the completed OASIS is NOT required

Summary/last page of OASIS may be used to fulfill this requirement

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| | Submit two weeks of skilled nursing visit notes and, if applicable, two weeks of home health aide notes. |
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When uploading SNV and Home Health Aide Notes to the POSC, please select the report type "*Nursing Notes*"

If the Member is new to your home health agency and does not have two weeks of skilled nursing visit or home health aide notes to submit, you do not need to wait to submit your PA request. Submit skilled nursing visit and/or home health aide notes for services already provided with the PA.