



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary

MARYLAND MEDICAL ASSISTANCE PROGRAM

March 3, 2016

To: Nursing Home Administrators
Hospital Administrators

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

Note: Please ensure that staff members in your organization, and/or affiliated third party organizations, are informed of the contents of this memorandum.

Re: Changes to interim process for Medical Eligibility Review, DHMH 257 processing and Administrative Day requests

Effective Monday, March 7, 2016, all DHMH 3871, DHMH 3871B, and DHMH 257 (for begin payment and other medical eligibility reviews only) submissions as well as additional documentation and Administrative Day requests **must be faxed to 888-297-4276**. The new fax number has been set up specifically to expedite the interim review process. Do not send to the previous fax numbers or email addresses.

This is an addendum to the memorandum sent on January 21, 2016. All other requirements within that memorandum still apply. **Requests that include old or incomplete forms, lack necessary supporting documentation, or do not include the Fax Cover Sheet will be returned.**

Please do not resubmit previous requests. These will be processed in the order in which they were received.

Transmittals, memoranda and all applicable forms are available on our website:
<https://mmcp.dhmh.maryland.gov/longtermcare/>.

Further information on training in Telligen's system, Qualitrac, is forthcoming.

We appreciate your patience during this transition. Any questions regarding the transition may be directed to dhmh.maltcf@maryland.gov.

cc: Nursing Home Liaison Committee
Maryland Hospital Association