



STATE OF MARYLAND


DHMH

Maryland Department of Health and Mental Hygiene

*Larry Hogan, Governor - Boyd K. Rutherford, Lt. Governor - Dennis R. Schrader,
Secretary*

MEMORANDUM

To: Special Pediatric Hospitals

From: Jane Sacco, Chief 
Division of Long Term Care Services

Subject: Continued Stay Review for Special Pediatric Hospitals – Electronic Submissions

Date: February 23, 2017

Effective March 6, 2017, all requests for continued stay review (CSR) must be submitted through the Qualitrac system. All CSR spans are for 14 days at a time. This memorandum outlines the process for requesting continued stay for patients in a Special Pediatric Hospital.

The first CSR is due within three calendar days of the last day of the prior approval. For example, if the date of initial request is March 1, then the first span will be approved for March 1 through March 15 (14 days). The CSR is due between March 12 and March 18. If the CSR is approved, the approval span will be March 15 through March 29. The next CSR will be due between March 26 and April 1.

The hospital is responsible for initiating CSR requests in a timely manner as described above. Failure to submit a CSR within this timeframe will result in the hospital being denied payment for any days between the end of the previous span and the date the CSR is submitted.

As part of the CSR request, the hospital shall submit documentation that validates the continued medical eligibility since the previous approval period. If the documentation supports the need for additional inpatient hospital services, Telligen will approve within three business days of receiving the request. The hospital may then submit the DHMH 3808 for payment approval. If the documentation does not support the need for continued hospital services, Telligen will request additional information. The decision in these circumstances may take up to 15 business days depending on the hospital's response.

In Telligen's Qualitrac system, submission of a CSR is very similar to that of a request for initial review. Simply select "CSR" instead of "Initial" when it is appropriate.

Please note that submission and approval of a CSR request does not replace the need to submit a DHMH 3808 payment request. As noted earlier, the hospital must submit a DHMH 3808 covering approved dates in order to be paid for the approved days. Please also note that if the patient is discharged for any reason during an approved stay (even if readmission is anticipated), a new medical eligibility review request must be submitted.

If you have any questions regarding submissions to Telligen, please contact Ed Mitchell (emitchell@telligen.com) for more information.