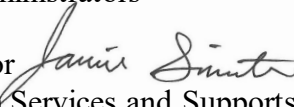




Wes Moore, Governor · Aruna Miller, Lt. Governor · Meena Seshamani, M.D., Ph.D., Secretary

MARYLAND MEDICAL ASSISTANCE PROGRAM
Nursing Facility Transmittal No. 29
October 17, 2025

TO: Nursing Facility Administrators

FROM: Jamie Smith, Director 
Office of Long Term Services and Supports

RE: Clarification of 257 Submission Processes

NOTE: **Please ensure that appropriate staff members in your organization are informed of the contents of this transmittal.**

This transmittal extends the October 1, 2025, deadline for submitting the Long Term Care Patient Activity Report, also known as the MDH 257, to Telligen. A new deadline has not yet been determined. This extended deadline updates guidance communicated in [PT 20-26 Submission of Doctor's Order for 257 Authorization](#). Providers may submit their MDH 257s for long-term stays at MarylandBenefits.gov or directly to Telligen via fax.

For the new web submission process via MarylandBenefits.gov, providers should submit the doctor's order to Telligen using one of the following methods:

- (1) If the nursing facility requested the level of care, the doctor's order should be uploaded as an attachment to the level of care review request in Qualitrac; or
- (2) If the hospital requested the level of care, the nursing facility should fax the doctor's order to Telligen at 1-888-297-4276.

To continue using the existing fax submission process, providers should submit the MDH 257 and the doctor's order using one of the following methods:

- (1) If the nursing facility requested the level of care, the doctor's order should be uploaded as an attachment to the level of care review request in Qualitrac and the original MDH 257 should be faxed to Telligen at 1-888-297-4276; or
- (2) If the hospital requested the level of care, the nursing facility should fax the doctor's order and original MDH 257 to Telligen at 1-888-297-4276.

If the nursing facility requested the level of care for a short-term stay, the original MDH 257 should include a begin pay date and a discharge date indicating the stay is less than 30 days. If the nursing facility entered the original level of care request, the doctor's order should be uploaded to the request in Qualitrac and the MDH 257 faxed to Telligen at 1-888-297-4276. If the hospital requested the level of care, these documents should be faxed to Telligen.

If you have questions regarding this transmittal, please contact Shaune Clark at 410-767-6837 or shaune.clark@maryland.gov.