



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

MARYLAND MEDICAL ASSISTANCE PROGRAM
Hospice Transmittal No. 27
June 9, 2025

To: Hospice Providers

From: Jamie Smith, Director *Jamie Smith*
 Office of Long Term Services and Supports (OLTSS)

Subject: Hospice Request Form Required Documentation

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

The purpose of this transmittal is to notify hospice providers of new documentation requirements for Medicaid Hospice Request Form submissions effective July 1, 2025.

This transmittal should be read in conjunction with Transmittal PT 16-23¹, issued September 15, 2022, through which the Maryland Department of Health (the Department) established that providers shall utilize the Medicaid Hospice Request Form² when submitting all hospice enrollment, disenrollment, and participant resource changes (contribution to cost of care) for Maryland Medicaid participants. As part of the current process, providers attest that all documentation required under COMAR 10.09.35.05G has been completed and maintained in the provider's records; however, uploading document(s) within the Medicaid Hospice Request Form submission was not previously required.

Effective June 1, 2025, the Department shall require that all documentation required under 42 CFR Part 418 and COMAR 10.09.35.05 be uploaded to the Medicaid Hospice Request Form at

¹ https://health.maryland.gov/mmcp/Documents/PT%2016-23%20New%20Online%20Format%20for%20Hospice%20e-Request%20Submissions.pdf%20-%202022-09-15-14_54.pdf

² <https://www.cognitofrms.com/MDH3/MedicaidHospiceRequestForm>

the time of submission to support the requested action(s). Providers will no longer satisfy this requirement through attestation alone.

In order to complete submission of the Hospice Request Form, providers must upload the following documents, as applicable, with the Medicaid Hospice Request Form submission:

- Election of Hospice Benefit per 42 CFR 418.24(e)
- Certification of Terminal Illness per 42 CFR 418.22(a)
- Changes in Hospice Provider per 42 CFR 418.30
- Revocation of Hospice Care per 42 CFR 418.28
- Termination of Hospice Care for Cause per 42 CFR 418.26(a)
- Change in Recipient Resources “Notice of Eligibility”

Providers are encouraged to submit updates by the 10th of the following month, or the next business day if the 10th falls on a weekend or holiday, to facilitate timely claims processing. Although claims are considered timely if received within 365 days of the date of service, Medicaid Hospice Request Forms should be completed as soon as possible.

Training materials are available on the [Maryland Medicaid Hospice Services website](#)³ and can be viewed [here](#)⁴. The Medicaid Hospice Request Form remains available online [here](#)⁵.

For questions, or support with Medicaid Hospice Request Form submissions, please contact the Division of Hospice and PACE Services at mdh.dhps@maryland.gov.

³ <https://health.maryland.gov/mmcp/longtermcare/Pages/Hospice-Services.aspx>

⁴ <https://bit.ly/4IRSBAS>

⁵ <https://www.cognitoforms.com/MDH3/MedicaidHospiceRequestForm>