

PAR Questions & Answers

Question: Where do I send the AP-5615 and the ULTC 100.2 page 11?

Answer: Fax the AP-5615 and the ULTC 100.2 page 11 to DDM at 877-431-9568, attn: PAR Coordinator.

Question: After sending the AP-5615 and the ULTC 100.2 page 11, I received a PAR certification page from DDM. Why are my payments being denied?

Answer: Verify that the information on the DDM certification page is correct. If it is correct, refer to the provider claim report for the denial explanation. If you have questions, contact ACS at 303-534-0146 or 800-237-0757.

Question: I received a PAR Certification Page from DDM and the information is incorrect. What do I need to do?

Answer: Circle the error, make corrections, and FAX corrected document to DDM at 877-431-9568.

Question: Does a hospice client need a PAR?

Answer: Not if the client is already on Medicaid and they are being admitted to a nursing facility under hospice. DDM does not generate PARs for hospice clients. Contact HCPF at 303-866-4654 if you have questions.

Question: Does a ULTC 100.2 need a confirmation number?

Answer: Yes.

Question: Does a continuing stay review (CSR) ULTC 100.2 need a confirmation number?

Answer: Yes, the Single Entry Point assigns a confirmation number.

Question: Does an AP-5615 form need an effective date?

Answer: Yes, the Medicaid eligibility technician assigns the effective date.

Question: What is the turnaround time to receive a response from DDM?

Answer: DDM has a 10 day turnaround time once DDM receives the PAR.

Question: When I receive a Rejection Notice from DDM do I need to refax both the AP-5615 and the ULTC 100.2 page 11?

Answer: Yes.

Question: How often do I need to send notification of Medicaid clients who were discharged?

Answer: Notification should be faxed to DDM once a month, listing the discharge date and location.

Question: For a change of ownership, are there any special PAR requirements?

Answer:

For a client whose Medicaid eligibility was established at the time of the change of ownership:

a. If the PAR was in the MMIS system at the time of the change of ownership,

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the nursing facility is not required to take any action. Nursing facility receipt of a PAR notification letter indicates that the PAR is in the MMIS system. A PAR with the new provider number will be automatically generated and a new PAR notification letter will be sent to the nursing facility.

- b. If the nursing facility received a PAR certification page from DDM but the PAR is not yet in the MMIS system, the nursing facility should contact ACS at (303) 534-0146 or (800) 237-0757 and ask for PAR support.
- c. If the nursing facility has not yet received a PAR certification page from DDM, the nursing facility should follow procedure b below.

For a client who was Medicaid-pending at the time of the change of ownership:

- a. If the effective date for the client's Medicaid eligibility is after the change in ownership, no special action is required. The PAR certification page and the PAR notification letter will have the new provider number.
- b. If the Medicaid eligibility was effective prior to the change of ownership, the nursing facility shall include on the PAR request fax cover sheet: the date of the change of ownership, the old provider number, and the new provider number. DDM will issue two PARs. The first PAR for the old provider number shall be effective from the Medicaid eligibility date until the change of ownership date. The second PAR for the new provider number shall be effective from the change of ownership date through the certification end date on the ULTC 100.2.

Any non-payment issues related to provider numbers involved in a change of ownership should be directed first to ACS.