

WGIUPD

GENERAL INFORMATION SYSTEM
DIVISION: Office of Long Term Care

9/15/10

PAGE 1

GIS 10 OLTC/006

TO: Local District Commissioners, Medicaid Directors

FROM: Mark Kissinger, Deputy Commissioner
Office of Long Term Care

SUBJECT: Physician's Order for use in the Personal Care Services Program and
the Consumer Directed Personal Assistance Program

EFFECTIVE DATE: Immediately

CONTACT PERSON: Personal Care Services Program Liaison at (518)474-5888

The purpose of this GIS is to provide local social services districts (LSSD) with the revised DSS-4359 Physician's Order for Personal Care Services for use in the Personal Care Services Program (PCSP) and the Consumer Directed Personal Assistance Program (CDPAP).

In 1992 the Department released 92 ADM-48 Requirements for Physician's Order for Personal Care Services and included DSS-4359 as an attachment. This directive discussed regulatory requirements found in Section 18 NYCRR § 505.14(b)(3)(i) regarding the physician's order for personal care services, including the prohibition on the physician's ordering hours of service, and requiring the use of a Department mandated form for obtaining physician's orders for personal care.

As a result of program audit findings and feedback received from districts and providers, the Department has revised the DSS-4359, now the DOH-4359. The revised form eliminates the necessity for the physician to provide information that should be more appropriately obtained and documented by the nurse assessors during the completion of the home visit and assessment process. It will allow the nurse assessors to observe and record the functional information best obtained in the home setting. Additionally, the completion of the form will be less onerous for the physician while still allowing the physician to verify the need for personal care services and providing an opportunity to document additional pertinent information based on their knowledge and observation of the consumer.

The attached document and the instructions for completion will be available for printing from the Department of Health's Office of Health Insurance Program's Intranet Library of Official Documents. The library can be accessed by inputting: <http://health.state.nyenet/revlibrary2.htm>. The documents are available in the "Forms" section under the heading Bureau of Medicaid Long Term Care Forms. Districts are to complete the section on page 2 regarding to whom the completed orders should be returned.

Please be advised that use of the attached DOH-4359 is currently not mandated for use by the LSSD. However, if the LSSD decides not to implement use of the attached DOH-4359, any physician's order that will be used by the district must contain all of the elements reflected in this revised form. All locally developed physician's orders must be submitted to and approved by the Department even if these documents have been previously approved for district use.

PHYSICIAN'S ORDER FOR PERSONAL CARE/CONSUMER DIRECTED PERSONAL ASSISTANCE SERVICES

COMPLETE ALL ITEMS

INCOMPLETE FORMS WILL BE RETURNED TO THE PHYSICIAN

(Use Additional Paper If Necessary)

1. Patient Identifying Information

PATIENT NAME		CIN	DATE OF BIRTH	SEX
ADDRESS: APT/STREET		CITY	STATE	ZIP CODE
TELEPHONE NO. ()	MEDICARE NO.	IF CURRENTLY HOSPITALIZED: Name of Hospital	DATE OF ADMISSION:	ANTICIPATED DATE OF DISCHARGE
TO ABOVE ADDRESS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO EXPLAIN: _____				

2. General Information

PHYSICIAN NAME		LICENSE #	TELEPHONE NO. ()
ADDRESS: STREET		CITY	STATE ZIP CODE
If the examination was conducted by a Physician's Assistant, Specialist's Assistant, or Nurse Practitioner, Identify: Name _____ Profession: _____ License # _____			
PLACE OF EXAMINATION: _____			
DATE OF EXAMINATION: _____			

3. Medical Findings

NOTE: Indicate **N/A** if an item does not apply to this patient or **Unk** if the requested information is unknown to the physician signing this form.

Height: _____ Weight: _____

For the condition(s) requiring personal care:

Primary Diagnosis _____ ICD-9-CM Code _____

Secondary Diagnosis _____ ICD-9-CM Code _____

Describe the patient's current medical/physical condition _____

Is the patient's condition stable? Yes No

Is the patient appropriate for Hospice care? Yes No

Describe the current treatment plan and therapeutic goals including the prognosis for recovery: _____

Describe any prohibited activities or functional limitations: _____

Is the patient self-directing? Yes No

Is the patient able to summon help by any means? Yes No

If no, explain _____

Is the patient able to ambulate independently? Yes No With devices? Yes No Other Assistance? Yes No

Describe: _____

Is the patient continent of bowel? Yes No of bladder? Yes No

Catheter/Colostomy Needs: _____

List all current medications (prescription and OTC) and note dosage and frequency and any special instructions (attach additional sheet if necessary):

Can the patient self-administer medications: Yes No

If the patient requires a modified diet or has other special nutritional or dietary needs, describe: _____

Please indicate any task, treatments or therapies currently received, or required by the patient: _____

Does the patient require assistance with, or provision of, skilled tasks (e.g. monitoring of vital signs, dressing changes, glucose monitoring, etc.)?
 Yes No
If Yes, please indicate:

Based on the medical condition, do you recommend the provision of service to assist with skilled tasks, personal care and/or light housekeeping tasks?
 Yes No

Contributing Factors:

Describe contributing factors including but not limited to the social, family, home or medical (e.g. muscular/motor impairments, poor range of motion, decreased stamina, etc.) situation that may affect the patient's ability to function, or may affect the need for home care or that may affect the patient's need for assistance with skilled tasks, personal care tasks and/or light housekeeping. Please include any other information that may be pertinent to the need for assistance with home care services.

IT IS MY OPINION THAT THIS PATIENT CAN BE CARED FOR AT HOME. I HAVE ACCURATELY DESCRIBED HIS OR HER MEDICAL CONDITION, NEEDS AND REGIMENS, INCLUDING ANY MEDICATION REGIMENS, AT THE TIME I EXAMINED HIM OR HER. I UNDERSTAND THAT I AM NOT TO RECOMMEND THE NUMBER OF HOURS OF PERSONAL CARE SERVICES THIS PATIENT MAY REQUIRE. I ALSO UNDERSTAND THAT THIS PHYSICIAN'S ORDER IS SUBJECT TO THE NEW YORK STATE DEPARTMENT OF HEALTH REGULATIONS AT PARTS 515, 516, 517 AND 518 OF TITLE 18 NYCRR, WHICH PERMIT THE DEPARTMENT TO IMPOSE MONETARY PENALTIES ON, OR SANCTION AND RECOVER OVERPAYMENTS FROM, PROVIDERS OR PRESCRIBERS OF MEDICAL CARE, SERVICES OR SUPPLIES WHEN MEDICAL CARE, SERVICES OR SUPPLIES THAT ARE UNNECESSARY, IMPROPER OR EXCEED THE PATIENT'S DOCUMENTED MEDICAL CONDITION ARE PROVIDED OR ORDERED.

INCOMPLETE OR MISSING INFORMATION MAY DELAY SERVICES TO THIS PATIENT

Physician's Signature _____ Date _____

PLEASE SIGN AND RETURN COMPLETED FORM WITHIN 30 CALENDAR DAYS OF EXAMINATION TO:

**PHYSICIAN'S ORDER FOR PERSONAL CARE/CONSUMER DIRECTED PERSONAL ASSISTANCE SERVICES
INSTRUCTIONS**

COMPLETE ALL ITEMS. (Attach additional sheets, if necessary). INCOMPLETE FORMS WILL BE RETURNED TO THE PHYSICIAN. INCOMPLETE OR MISSING INFORMATION MAY DELAY SERVICES TO THIS PATIENT.

1. Patient Identifying Information

- **Patient Name.** Enter the patient's name.
- **CIN.** Found on the patient's Medical Assistance ID card.
- **Date of Birth.** Enter the patient's date of birth.
- **Sex.** Enter the patient's gender.
- **Address and telephone number.** Enter the patient's address and telephone number.
- **Medicare #.** Enter the patient's Medicare number if available.
- **If currently hospitalized.** If the patient is hospitalized at the time of completion of the physician's order, indicate the name of the hospital, date of admission, and anticipated date of discharge.
- **Discharge to above address.** If the patient is to be discharged to an address other than the address listed above please explain.
- **General Information**

Physician's Name, License #, Address, Telephone. Enter information for the physician signing the order. Enter either the physician's license number as issued by the New York State Department of Education or the provider billing number issued by the New York State Department of Health Medicaid Management Information System.

- **Examination conducted by other than a physician.** If patient was examined, and the order form completed by a physician's assistant, specialist's assistant, or nurse practitioner, complete the required information.
- **Place of Examination.** Indicate the location (office, clinic, home, etc) of the examination of the patient.
- **Date of Examination.** Enter the date the patient was examined. This must be within 30 days of the date the physician signed the form.

3. Medical Findings

Note: Indicate **N/A** if an item does not apply to this patient or **Unk** if the requested information is unknown to the physician signing this form.

- **Height, Weight.** Enter the patient's height and weight.
- **Primary and Secondary Diagnosis.** Enter the primary and secondary diagnosis with ICD-9-CM codes for the primary and secondary conditions which result in the patient being evaluated for home care services.
- **Describes the current condition.** Describe the patient's current medical/physical condition, including any relevant history.
- **Stability.** Check **Yes** if the patient's condition is not expected to show marked deterioration or improvement. **A stable medical condition** shall be defined as follows:
 - (a) the condition is not expected to exhibit sudden deterioration or improvement; and
 - (b) the condition does not require frequent medical or nursing judgment to determine changes in the patient's plan of care; and
 - (c) (1) the condition is such that a physically disabled individual is in need of routine supportive assistance and does not need skilled professional care in the home; or
 - (2) the condition is such that a physically disabled or frail elderly individual does not need professional care but does require assistance in the home to prevent a health or safety crisis from developing.
- **Hospice.** If the patient's condition is terminal, indicate if the patient is appropriate for Hospice services.
- **Describe the current treatment plan.** Include therapeutic goals and prognosis for recovery and anticipated duration of the current treatment plan.
- **Limitations.** Indicate any functional limitations or prohibited activities.
- **Self-Directing.** Indicate if the patient is self-directing. Self-directing means that the patient is capable of making choices about activities of daily living, understanding the impact of the choices, and assuming responsibility for the results of the choices. A **No** response to this item should be reflected in the description of the patient's condition as documented in the applicable section.
- **Able to Summon Help.** Check **Yes** if the patient is able to summon assistance in an emergency situation by any means. If the patient is not able to summon assistance, check **No** and explain.

- **Ambulation.** Indicate the patient's ability to ambulate independently, or with the need for assistance or devices. Specify assistance/devices used or needed.
 - **Bowel/Bladder.** Indicate if the patient is continent. Describe any catheter or colostomy needs.
 - **Medications Required.** List all prescription and over-the-counter medications the patient is taking and note dosage, frequency and any special instructions.
 - **Medication Administration.** Indicate the patient's ability to self-administer medications.
 - **Dietary Needs.** Indicate if the patient has special nutritional or dietary needs, i.e. low salt or high potassium.
 - **Tasks/Treatments/Therapies.** Indicate any tasks, treatments or therapies which the patient receives or requires in the home and describe.
 - **Need for completion/assistance with skilled tasks.** If the patient requires assistance with skilled tasks including, but not limited to, glucose monitoring, wound care, vital signs, describe the need for such assistance.
 - **Recommendation to provide assistance.** Check **Yes** if, in your opinion, the patient can be maintained in his or her home with provision of home care services.
 - **Contributing factors to need for assistance.** Please indicate the functional deficits that support the need for the provision of home care services. Please include any pertinent information you may have regarding the patient's surroundings, physical condition or other factors that may affect the ability of the patient to function in the community or the patient's need for assistance with personal care tasks.
4. **Physician's Signature/Date of completion.** The signature of the ordering physician as identified in Item 2. Note that by signing this document, the physician certifies that the patient's condition and needs are accurately described. Forms lacking a signature and/or date are not acceptable.
5. **Return Form To.** The local district or other case management entity to whom the form is to be returned.