

Division of Developmental Disabilities Prior Authorization Criteria
Subject: <b>Hospice Admission Protocol</b>
Unit: Health Care Services

## Hospice Admission Prior Authorization Criteria

**PURPOSE:** The DES/DDD Medical Director reviews all Health Plan approvals for hospice admission for medical necessity.

**PROCESS:** The following is an outline of the protocol for obtaining approval for hospice admission.

**PROCEDURE:**

The following client information is required prior to a hospice admission:

- A recent (within 30 days) physician progress note or history and physical exam report documenting the diagnosis prompting the hospice referral and that this is a terminal diagnosis.
- Hospice evaluation, if already admitted
- Documentation that the referral to hospice has been discussed with the individual and/or their guardian to obtain their informed consent for the hospice admission. If the individual has a guardian, then a copy of the guardianship papers must be included in the packet submitted for the DES/DDD Medical Director for review.
- A dated and signed hospice certification, indicating that the member has a terminal illness. According to AHCCCS policy (Policy 310), the initial hospice certification is valid for a 90-day period.

The Health Plan liaison to the Division of Developmental Disabilities is responsible for obtaining the above documentation and sending a complete packet to the assigned Health Care Services (HCS) nurse. If the information from the requesting provider is incomplete, then the Health Plan will send the Notice of Extension.

The HCS nurse assigned to hospice admissions does a medical review of the above information for completeness and e-mails her summary and recommendations to the Medical Director or his/her designee. The documentation is also faxed or scanned and e-mailed to him/her for review. The Medical Director responds with his/her opinion in the form of a return e-mail to the assigned Health Care Services Nurse within 5 working days. This e-mail response is added to the client's file. A copy of the e-mail will be forwarded to the Health Plan liaison to the Division by the assigned HCS nurse.

A second 90 day Hospice Certification is allowed under AHCCCS policy, followed by an unlimited number of 60 day authorizations, for as long as medical necessity for Hospice services continues to present. These subsequent Hospice Authorizations (after the initial 90 day authorization) are to be completed by the contracted Health Plan. Review of subsequent Hospice Authorizations by the DDD Medical Director are not required.