



**MEDICAL CARE POLICY ADMINISTRATION  
DEPARTMENT OF HEALTH AND MENTAL HYGIENE**

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**MARYLAND MEDICAL ASSISTANCE PROGRAM  
HOME HEALTH TRANSMITTAL NO. 30**

August 29, 1997

**TO:** Home Health Agency Administrators

**FROM:** Joseph M. Millstone <sup>JMM</sup> Director  
Medical Care Policy Administration

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

**RE:** Documentation Requirements

Pursuant to COMAR 10.09.04.04A (1), the Maryland Medical Assistance Program covers home health services only when provided upon the written order of the recipient's attending physician and furnished under a current plan of treatment. It is necessary, therefore, that each provider maintain documentation to include, but not be limited to, the following:

**Progress Notes**

Signed and dated progress notes for all skilled nursing, home health aide, physical, occupational and speech therapy visits to Medical Assistance recipients, in accordance with COMAR 10.09.04.04A (9).

(Continued on reverse side)



### Treatment Orders

Written plans of care must be maintained and reviewed, updated and signed by the recipient's attending physician at least every 60 days, in accordance with COMAR 10.09.04.03D (2). These orders must contain the physician's written certification that the recipient is homebound (COMAR 10.09.04.03D (3) ).

Failure to maintain the above mentioned documentation results in the home health service being non-covered and, therefore, subject to denial and/or withholding or recovery of payment by the Program.

In addition, pursuant to COMAR 10.09.04.08B, home health providers shall maintain financial and statistical data according to generally accepted accounting principles which are current, accurate, and in sufficient detail to support invoices for all services rendered to Medical Assistance recipients. Such data should include, but not be limited to, the following:

#### Home Health Supplies

Verification of medical supplies purchased by your agency and delivered to a Medical Assistance recipient during a home health visit must be maintained. This data must include vendor invoices, delivery tickets and a detailed itemization and description of the supplies.

Your agency must keep all records available for inspection or audit by the Department (or its designee) at any reasonable time during normal business hours. Records are to be retained for six years after the month the cost report to which the materials apply is audited by the Department or its designee.

Questions concerning this transmittal should be directed to the Staff Specialist for Home Health Services at 410-767-1474.