

WGIUPD

GENERAL INFORMATION SYSTEM
DIVISION: Office of Long Term Care

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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.