PURPOSE:
The purpose of this policy is to define Maryland Care, Inc., dba Maryland Physicians Care (MPC) use of the Maryland Department of Health (MDH) guidelines for reviewing and authorizing private duty nursing services.

POLICY:
Maryland Physicians Care Prior Authorization department will authorize medically necessary private duty nursing services for members under the age of 21, as outlined by COMAR regulations. All private duty nursing requests will be reviewed by a medical director and all members receiving private duty nursing will be assigned to a case manager. The medical director will make the final determination for approval or adverse determination of services including the number of hours per day.

Services covered for private duty nursing must be medically necessary and meet the following criteria:

- All requests for private duty nursing must have a physician order by the member’s primary physician
- Requests for private duty nursing renewal must be submitted every 60 days including the updated physician evaluation notes and the updated order.
- Services are directly related to the plan of care
- Services are described in the nursing care plan and progress notes
- All services are provided by a licensed nurse
- Services are of a scope that are more individual and continuous than what are available under the home health program
- Services are delivered in the recipient’s home, or other setting when normal life activities take the recipient outside the home
- Services include supervision of family caregivers in the home while family caregivers practice the skills necessary to provide care to the recipient in accordance with the established plan of care
- Services are determined medically necessary after the licensed registered nurse has completed an initial nursing assessment
  - The assessment demonstrates a comprehensive assessment of the member’s health status, the need for private duty nursing, the scope and duration of PDN to be provided, assessment of the member’s residence, is done in consultation with the PCP and a multidisciplinary team as appropriate
- All services include a plan of care which will include, at a minimum
  - Prognosis
  - Diagnosis
OPERATING PROTOCOL:

**Systems**
All requests for private duty nursing will be entered into the prior authorization clinical documentation system. All case management activities will be entered into the case management documentation system.

**Measurement**

**Reporting**
INTER-/INTRADEPENDENCIES:

Internal
Medical Services
Prior Authorization
Case Management
Medical Management
Claims

External
Members
Providers
Practitioners

LEGAL/CONTRACT REFERENCES:
COMAR 10.09.53.03
COMAR 10.09.53.04
COMAR 10.09.53.06
COMAR 10.09.53.07
COMAR 10.09.27

ATTACHMENTS:

DEFINITIONS:

Private Duty Nursing: skilled nursing services for recipients who require more individual and continuous care than is available under the home health program, and which are provided by a registered nurse or a licensed practical nurse, in a recipient's own home or another setting when normal life activities take the recipient outside his or her home.

Affiliate: Medicaid business conducted by the direct and indirect subsidiaries of the management company.
**Policy Name:** Private Duty Nursing Clinical Criteria  
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<thead>
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<th>Department:</th>
<th>Medical Management</th>
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<td>Subsection:</td>
<td>Prior Authorization</td>
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<tr>
<td>Policy Number:</td>
<td>PA 22</td>
</tr>
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<td>11/2019</td>
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<tr>
<td>Applies to:</td>
<td>Medicaid Health Plans</td>
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**Board of Directors:** MPC board of directors has ultimate accountability for the health plan processes, activities, and systems. This includes responsibility for implementing systems and processes for monitoring and evaluating the care and services members receive through the health delivery network.


**COMAR:** Code of Maryland Regulation

**Contractor and Agent:** Any entity or person, including a sub-contractor, that, on behalf of MPC or its affiliates, furnishes of administrative and/or operational services.

**Member:** A person enrolled by the State of Maryland Medicaid/MDH to MPC, a Medicaid managed care organization.

**Personnel:** Employees of MPC management company, its affiliates, consultants, temporary or seasonal employees, student interns, volunteers, and any other class or type of full or part time employee who participate in MPC administrative operations.

**REVISION LOG:**

<table>
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<th>REVISION</th>
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**POLICY AND PROCEDURE APPROVAL:**
The electronic approval retained in P&P management software is considered equivalent to a signature.

Maryland Care, Incorporated  
**PROPRIETERY AND CONFIDENTIAL**