

GUIDELINES FOR DURABLE MEDICAL EQUIPMENT AND SUPPLIES (DME) AND SPECIALIZED MEDICAL EQUIPMENT AND SUPPLIES (SME) FOR ADULTS WITH DEVELOPMENTAL DISABILITIES (2009)

PLAN DEVELOPERS AND DEPARTMENT STAFF

Plan Developers are responsible for assisting individuals requesting developmental disability services to obtain needed medical equipment and supplies and to submit Individual Support Plan (ISP) service authorization requests and addendums for costing as needed.

It is important to remember that if the participant you are providing services to is enrolled with Healthy Connections, a primary care provider referral is necessary for Medicaid reimbursement of Durable Medical Equipment and Supplies (DME) or Specialized Medical Equipment and Supplies (SME). You are responsible for assuring that this referral is obtained prior to requesting Medicaid reimbursement for DME or SME.

STATE PLAN DURABLE MEDICAL EQUIPMENT (DME)

- Copies of DME rules are available through the IDAPA rules at 16.03.09.752
- Refer to the DME provider handbook for the prices and items requiring prior authorization from the DME Specialist in the Department or refer to the Medicaid Fee Schedule pricing guide on the internet at www.dme.idaho.gov
- If you know the HCPC code for the item you may call EDS at 383-4310 or 1-800-685-3757 or enter the HCPC code into the DME fee schedule on the website www.medunit.dhw.gov to check reimbursement and see if the item will require a PA. HCPC codes are found from the manufacturer or the vendor providing the equipment, unless coded as an E1399.
- If it has been determined that a participant needs any medical equipment or supplies during their Person Centered Planning (PCP) meeting or at any other time, the Plan Developer will need to consult with a chosen medical equipment vendor to determine whether or not the requested equipment/supplies are covered under Medicaid's DME limits and require prior authorization.
- If the equipment/supplies are not covered under the State Plan and the individual is either receiving or applying for waiver services, you should follow the procedure for Specialized Medical Equipment and Supplies (SME) listed below. The medical care unit is currently reviewing SME covered for A&D waiver participants, using CMS criteria and medical necessity.
- If requests for non-covered equipment and/or supplies are submitted to DME Specialists, they will automatically consider any equipment/supplies under SME and refer the request to the appropriate Care Manager for processing.

- Once you determine that the equipment/supplies are covered under Medicaid, please use the following protocol for submitting the plan of service that includes DME:
 - If no prior authorization is required, you may select a Medicaid DME vendor through the PCP team process and consult with that vendor for the price and appropriate code. Use the vendor “quote” for the cost of the DME supply or equipment on the ISP and submit the plan to the Care Manager. The Care Manager will use the participant profile to validate the cost. The medical care unit requires 3 bids for equipment over \$500 from different vendors of manufacturers to determine least costly.
 - If prior authorization is required, the request including the procedure codes and prices is submitted by the medical equipment vendor to the DME unit in the Medical Care Unit.
 - To assure the authorization is completed by the DME unit, the Plan Developer must get a valid price from the vendor and obtain a copy of the AIM prior authorization notice prior to putting the supply or equipment on the ISP.
 - The authorization must be completed by the DME unit prior to the ISP being submitted. The Plan Developer must submit a copy of the prior authorization notice along with the ISP to the Care Manager.
 - The vendor (*which must be an Idaho Medicaid DME provider*) may need to be assisted in obtaining any needed additional information to be submitted to the Care Manager.
 - If there are questions in regards to DME authorizations, contact the DME unit.
- If a participant is currently living in an ICF/MR or is applying for waiver services and will need either DME or SME immediately upon discharge/approval onto the DD waiver, the needed items may be requested by the vendor prior to discharge/approval. However, the actual authorization cannot be given until the participant is discharged. (Many vendors require a PA number prior to discharge. In this case, a PA can be created and then the vendor will need to submit a D/C order from the ICF/MR, and a delivery receipt and resubmit to update the authorization for billing.)
- The authorization of the plan and/or the discharge from the facility should not be delayed waiting for authorization of DME or SME.

SPECIALIZED MEDICAL EQUIPMENT AND SUPPLIES (SME) - DD WAIVER ONLY

- Prior to requesting SME, the Plan Developer or Service Coordinator must first attempt to access these services through all other resources. In addition, the Plan Developer or Service Coordinator must provide documentation from a professional validating the need for ~~of~~ the requested equipment specific to the participant.

5-15-09

- SME does not include convenience items or devices to assist the provider in fulfilling their responsibilities as outlined in rule due to a disability or deficit of the provider.
- Requests for SME supplies will come through the Care Manager for review on the ISP.
- The code for SME can not be used to bill for DME or for participants that are not eligible for services on the DD waiver.
- If there are questions in regards to SME on the ISP, contact the Care Manager.

SELECT AN IDAHO MEDICAID VENDOR

- If the only vendor for the SME is not an Idaho Medicaid DME vendor they will have to become a vendor prior to requesting authorization for services. The vendor should contact EDS to apply for DME vendor status.
- The Plan Developer must submit documentation of efforts to find other funding and/or natural/informal supports to the Care Manager in their region.
- If technical assistance is needed to determine the type of information needed to justify the need for DME or in processing the request for DME, please contact the a Registered Nurse (RN) or DME Specialist in the Medical Care Unit using the information below.

Address:	Phone Number:	FAX Number:
PO Box 83720	208- 364-1830	1-800-352-6044
Boise, Idaho 83720-0036	208-364-1954	
	1-866-205-7403	

- Once you select a vendor who can provide the needed item, the vendor must submit a request form for prior authorization along with the following documentation:
 - Name of item (product), including make and model
 - Retail price of item
 - Vendor's cost of item (quote) or manufacturer's pricing sheet if the code is manually priced
 - Medical necessity documentation that includes a description of the item, why the item is needed, the functional abilities of the participant requesting the item, what less costly means of meeting the medical need have been considered and the reasons each would not meet the medical need, and how the item will be used.