

# Process for Obtaining Physician Orders

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There are slight variations to the physician's order process depending on the reason for the order. The following information provides ITP staff and contractors with instructions on how to obtain a physician's order throughout the eligibility and IFSP process:

## Initial Evaluations -

- The **ITP Physician's Order Evaluation Form**, is filled out and sent to the physician for a dated signature. The service coordinator is responsible for ensuring this is completed.
- When the signed form is received the ITP may bill for the evaluations ordered by the physician.

## Adding New Services, Modifying Existing Services, and Ongoing Evaluations -

- The **IFSP Summary of Services Page** is sent to the physician for a dated signature.
- In the box called "Diagnosis Description", include a brief summary statement on the child's anticipated outcomes.

Examples of a statement **may** include:

- Speech therapy is needed to address Joey's receptive and expressive speech delay.
  - Speech therapy is needed to address Sally's 35% speech delay in expressive language.
  - Occupational therapy evaluation is needed to address Jim's fine motor concerns.
  - Physical therapy is needed to address Maria's 30% gross motor delay.
- An **IFSP Summary of Services Addendum Page** is sent to the physician at a minimum during the 6 month review, or anytime there is a change to the service type, amount, or frequency.
  - A new order must be in place prior to the expiration of the current order, which is 6 months from the date of the physician's signature, in order to continue billing third party payers.

## Informed Clinical Opinion (ICO) -

- The ITP may bill for children under ICO eligibility as long as the services are ordered by a physician.
- Even though a child does not meet ITP developmental delay criteria, the team may recommend services and decide to make a referral to the physician. The physician may determine there is a need for the service regardless of how the child qualifies under ITP eligibility.
- In the box called "Diagnosis Description" on the **IFSP Summary of Services Page**, include an explanation of why the child has a need for OT, PT, SLP, or audiology services and their anticipated outcomes.

Examples of an explanation **may** include:

- Tina has a mild delay (20%) in gross and fine motor developmental areas. Occupational therapy is needed to address Tina's gross and fine motor delays.
- Rory repeatedly falls within referral range on Ages and Stages Questionnaires in the communication area. Speech therapy is needed to address Rory's communication delays.
- Matt's developmental measurements show typical development, however clinical observation and/or parent report show potential motor or sensory delay. Occupational therapy is needed to address Matt's motor and sensory concerns.

- Lisa has environmental risk factors that may impact her ability to maintain her current language developmental trajectory (unsubstantiated CPS case).
- A diagnosis code must be identified in order to bill for all children, including children eligible under ICO.

#### **Process for Physician Coordination of Developmental Disability Services:**

Developmental disability services do not require a physician's order; however Medicaid requires collaboration with the physician regarding the child's DD plan of service.

- If the child's IFSP includes DD services only, send Part 2 of the IFSP to the child's primary care physician shortly following the 45-day timeline.

**NOTE:** A physician signature is not required for DD services, and the IFSP does not have to be sent to the physician prior to starting DD services.

- If the child's IFSP includes DD services as well as OT, PT, SLP, or audiology services, follow the physician's order process outlined in the section above.