



STATE OF MARYLAND

DHMH

Office of Health Services
Medical Care Programs

Maryland Department of Health and Mental Hygiene

Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary

**MARYLAND MEDICAL ASSISTANCE PROGRAM
Nursing Home Transmittal No. 256
September 30, 2015**

TO: Nursing Home Administrators
Susan J. Tucker
FROM: Susan J. Tucker, Executive Director
Office of Health Services
RE: Resident Roster Review and Billing Instruction Guidance
NOTE: **Please ensure that appropriate staff members in your organization are informed of the contents of this transmittal**

The Department is issuing the following guidance to nursing facilities to clarify certain policy and procedures.

Each facility is responsible for adhering to these policies and future updates made within the documents listed within this transmittal. Each document is available for download. Please go to the link below, then select Nursing Facility Services and then Nursing Facility Providers: <https://mmcp.dhmh.maryland.gov/longtermcare>

Resident Roster Review User Guide

The Time-Weighted CMI-Resident Roster User Guide outlines quarterly resident roster review steps which must be followed to ensure accuracy of MDS assessments. In addition, the guide outlines resident roster development and the steps by which case mix indices are determined. It replaces the Resident Roster Correction Process Manual specific to November 20, 2012 that was posted on the Myers and Stauffer LC website.

Billing Instructions and Reimbursement Manual

All facilities receive reimbursement through processes outlined within the Nursing Facility UB04 Billing Instructions. Additionally, facilities must meet requirements as listed in the Nursing Facility Reimbursement Manual. Please note that no changes have been made to these documents since their original release in January, 2015.

If you have any questions, please contact Eric Saber by email at eric.saber@maryland.gov.

cc: Nursing Home Liaison Committee