

# Implementation Guidelines for New Ohio Department of Medicaid Certificates of Medical Necessity (CMN) Ohio Association of Medical Equipment Services - May 2018

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The following guidelines have been developed by OAMES with input from the Ohio Department of Medicaid Policy staff to provide assistance to HME providers for the transition to the new CMNs.

The new forms will be effective simultaneous with the new DME rules on July 16, 2018, assuming they are adopted through the public review process which is currently underway.

## Guidelines:

- There is no “grace period” for the implementation of the CMNs:
  - For dates of service prior to 7/16/18 – use the current (old) CMN form only. It is valid for the duration of the prescribed date range and its continued use is permissible as the time frame for the regular course of business based on the rules in effect at that time;
  - For Dates of Service on or after 7/16/18 – use the new form only; the old CMN will no longer be accepted on this date and moving forward.
  - For CMN Re-Certifications initiated by the Provider before 7/16/2018-use the current (old) CMN form only.
    - The current rules limit the initiation of the Re-Certification CMN no more than **30 days** prior to the Re-Certification Date of Service.
  - For CMN Re-Certifications initiated by the Provider on or after 7/16/2018, including Re-Certification Dates of Service prior to 7/16/2018-use the new form only.
    - On the effective date of the new rules, the timeframe to obtain Re-Certification CMNs will be extended to no more than **60 days** prior to the Re-Certification Date of Service.
- ODM would like the use of the old CMN forms ended by 8/31/18 but understands there may be unique situations that extend beyond that timeframe. As an example, these would typically be New CMNs for Dates of Service prior to 7/16/2018 or Re-Certification CMNs initiated and sent prior to 7/16/2018 that may take the Prescriber additional time to complete and return to the Provider. In those limited circumstances, you should “tell your story” to PA reviewers. The over-riding goal is to end use of the old CMNs as soon as possible. **There is no firm date that old forms will no longer be accepted by ODM but providers MUST begin use of the new form for all Dates of Service beginning July 16 and after.**
- ODM is working with the Prior Authorization team (DXC, formerly HP) to ensure as smooth of transition as possible.
- OAMES will be working with the Ohio Managed Medicaid plans to clarify their intentions for incorporating the new Medical Policy rules and use of these new CMN formats.
- Tips for using the new PDF-fillable CMN:
  - Providers may transcribe information obtained from a Prescriber’s dispensing order to the CMN
  - Providers may transcribe information obtained from a signed and dated prior CMN to the new CMN as long as that information is still valid
  - Providers may transcribe information obtained from a patient’s medical record, including discharge summaries, clinic visits, prescriber’s transcription notes, etc.
  - PLEASE NOTE: All information transcribed should be supported by the Provider’s maintenance of these documents in the Provider’s patient chart.