



Maryland Care, Incorporated
Policy

Policy Name: Administrative Days	Page: 1 of 4
Department: Medical Management	Policy Number: UM 02
Subsection: Concurrent Review	Original Effective Date: 04/01/2015
Applies to: Medicaid Health Plans	Revision Effective Date: 07/01/2017

SCOPE:

This policy applies to employees supporting Maryland Physicians Care. This includes officers, directors, employees, consultants, and temporary workers.

PURPOSE:

The purpose of this policy is to define Maryland Physicians Care (MPC)'s business standards for the use of administrative days.

POLICY:

The objective of this policy is to determine the use of administrative days during an inpatient admission if applicable.

To be paid for administrative days, the provider shall document in the Medical Record:

The member no longer needs acute care and the following conditions are met:

- The provider has implemented a pre-discharge plan and initiated placement activities for the member
- A plan for discharge during the period of administrative days, the provider is actively pursuing placement at an appropriate level of care for the member, and has documented the activity in the member's record
- The provider has received the determination from MPC that the member no longer needs the level of care for which the hospital is licensed to provide
- The provider has received a determination from MPC that the member requires the level of care provided by a special hospital, nursing facility, intermediate care facility, intermediate care facility for individuals with intellectual disabilities or persons with related conditions (ICF/IID), or a mental hospital, and a bed in an appropriate facility is not available



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- The provider has notified MPC's Utilization Management (UM) department of the pre-discharge planning before the termination of the need for inpatient hospitalization at the level the facility is licensed and certified to provide
- The hospital has submitted documentation to MPC's UM department that placement activity is conducted, at least 2-3 referrals, on each workday for which payment is requested for administrative days

The provider has:

- Submitted documentation to MPC that placement activity was conducted on each workday for which payment is requested for administrative days;

Administrative days will be reimbursed if the member is at an inappropriate level of care but cannot be moved, and the following conditions are met:

- The attending physician has declared that, because of physical or emotional problems, the recipient is unable to be moved;
- The reason the recipient cannot be moved is adequately documented by the attending physician in the recipient's medical record; and
- Reevaluation by the attending physician of the recipient's inability to be moved and appropriate documentation of this in the recipient's record have been made at least every 3 days in acute general hospitals.

The use of administrative days applies to discharge planning for medically necessary care at a lower level, i.e.: skilled nursing facility and a bed is not available. This excludes social causes for a delay in discharge planning including but not limited to Child Protective Services (CPS) holds and guardianship.

PROCEDURE:



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Systems

The business application system prior authorization module is used to document the admission and level of care information which includes administrative days.

INTER-/INTRADEPENDENCIES:

Internal

- Chief medical director
- Claims
- Compliance
- Finance
- Medical Management
- Member Services
- Provider Services
- Quality Management
- Quality Management/Utilization Management Committee
- Quality Management Oversight Committee

External

- Members
- Practitioners/providers
- Regulatory bodies

LEGAL/CONTRACT REFERENCES:



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- MPC's contract agreements
- COMAR 10.09.06.10

ATTACHMENTS:

DEFINITIONS:

REVISION LOG:

REVISION	DATE
Changed title from chief medical officer to chief medical director	03/2018
Overview of changes made (substantive) Copied policy to new MPC policy template. Removed Aetna specific verbiage/processes.	01/10/2017
Annual Review, no revisions necessary	04/2015
	10/2016
No substantive changes made to existing policy; copied to new MPC policy template.	11/22/2016

POLICY AND PROCEDURE APPROVAL:

The electronic approval retained in P&P management software is considered equivalent to a signature.