



COMMISSIONER
Chris Traylor

Memorandum

To: LTSS Regional Directors
LTSS Program Managers

From: Carol Y. Sloan
Section Manager
Regional and Local Services

Subject: Regional Nurse Use of Form 3653, Cover Letter for the Physician Signature Page, for the Medically Dependent Children Program (MDCP)

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Regional nurses completing the Medical Necessity and Level of Care (MN and LOC) Assessment are now able to generate and print a physician signature page from the Texas Medicaid and Healthcare Partnership (TMHP) Long Term Care Online Portal. To print the Physician Signature Page, regional nurses should click the "Print Physician Signature Page" button located in the yellow form actions section of the MN and LOC Assessment. Field S7e, Physician Signature on file, has been added to the Long Term Care Medicaid Information (LTCMI) page of the assessment. Regional nurses must respond to field S7e to indicate the physician's signature is on file for all initial MN and LOC Assessments.

The Physician's Signature page is available for use on all assessments but is required when completing an Initial MN and LOC Assessment (01). Initial MN and LOC assessments must only be submitted through the TMHP Long Term Care Online Portal if the physician has signed the statement on the Physician Signature Page certifying the applicant requires nursing facility services or alternative community based services under supervision of an MD/DO.

The regional nurse must send Form 3653 to the physician as a cover letter to the Physician Signature Page. The regional nurse must not send the entire MN and LOC Assessment to the physician.

If you have questions about this memorandum, please have your regional representative contact Sara Goodman at 512-438-5837.

CYS:lao