



PALMETTO GBA®

A CELERIAN GROUP COMPANY

Responding to a Hospice Additional Documentation Request (ADR)

This is provided as a reminder of what to include when responding to an ADR.

- Valid, signed notice of election
 - Name of hospice providing care
 - Understanding that the other Part A benefits for the terminal illness are waived
 - Understanding of the palliative nature of hospice
 - Effective date of election
 - Signature

- Physician's certification to cover the dates of services billed:
 - If more than one certification covers the dates of service in question submit all certifications for the dates of service billed.
 - Prognosis statement
 - If certification is a multipage document, number the pages (Example: Page 1 of 3...)
 - Physician narrative/face to face documentation/attestation
 - If the narrative is a dictated addendum, include physician signature and date on that page

- Plan of care that covers the dates of service billed

- If the beneficiary has expired, submit information regarding date and cause of death

- If General Inpatient Care is provided:
 - Submit the signed and dated physician's orders/updated plan of care
 - Include discharge summary

- If Continuous Care is billed:
 - Submit notes for all hours that care is rendered
 - Include when Continuous Care began and ended

- Documentation to support coverage
 - Submit documentation to support the Local Coverage Determinations (LCDs)
 - Include documentation showing structural/functional impairments to support terminality
 - Document all pertinent diagnoses that relate to the patient's terminal condition and hospice appropriateness
 - Submit documentation related to comorbidities or change in the patient's medical condition
 - Submit ABN (Advance Beneficiary Notice) if applicable