

# Private Duty Nursing (PDN): Authorization Requirement Checklist



## SUBMISSION

- ✓ Complete Prior Authorization Form  
[www.SuperiorHealthPlan.com/providers/resources.html](http://www.SuperiorHealthPlan.com/providers/resources.html)
- ✓ Submit to Superior HealthPlan by fax 1-800-690-7030, or through the Secure Provider Portal  
[Provider.SuperiorHealthPlan.com](http://Provider.SuperiorHealthPlan.com).

## GENERAL CRITERIA

### To be eligible for PDN services, a member must:

- ✓ Be under 21 years of age (STAR Kids), or 21 years of age and under (STAR Health).
- ✓ Meet medical necessity criteria for PDN.
- ✓ Have a primary provider who:
  - Provides a signed and dated order for PDN that is less than 90 days old, indicating the number of hours per day or week and the duration of the request.
    - For STAR Kids members only, a valid verbal order may also be accepted in place of a signed physical order. Verbal orders must be separate from the Plan of Care (POC). Verbal orders must be signed/dated by an RN, specify who was spoken to at the referring provider's office, service to be provided, dates of service, time contact took place, duration and frequency.
  - Establishes the proposed POC.
  - Provides documentation to support the medical necessity of PDN services.
  - Provides continuing medical care and supervision of the member, including but not limited to:
    - Examination or treatment within 30 days (initial requests for PDN services).
    - Treatment that complies with the Texas Health Steps periodicity schedule, or is within three (3) months of the PDN extension Start of Care (SOC) date.
- ✓ Requires care beyond the level of services provided under a Home-Health Skilled Nurse Care.

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## MEDICAL NECESSITY CRITERIA

### Initial Authorizations

PDN is considered medically necessary when the member meets **all** the following criteria:

- ✓ Meets all general criteria; and
- ✓ Placement of nurse in home is done to meet the medically necessary skilled needs of the member only and not for the convenience of the family or caregiver.

And at least **one** of the following:

- ✓ Member is dependent on technology to sustain life;
- ✓ Requires ongoing and frequent skilled interventions to maintain or improve health status; or
- ✓ Delaying skilled intervention directly impacts the health status of the client, due to the risk of sudden decompensation in the absence of direct ongoing nursing care (not observation).

### Continued Authorizations

Ongoing PDN care is considered medically necessary if all of the initial authorization and general criteria are met.

### **Notes:**

1. *STAR Kids members under 17 years of age must reside with a responsible adult who is either trained to provide nursing care, or is capable of initiating an identified contingency plan when the scheduled PDN is unexpectedly unavailable.*
2. *STAR Health members 21 years of age and under must reside with a responsible adult who is either trained to provide nursing care, or is capable of initiating an identified contingency plan when the scheduled PDN is unexpectedly unavailable.*
3. *PDN cannot be considered for the primary purpose of providing respite care, childcare or Activities of Daily Life (ADL) for the member, housekeeping services, or comprehensive case management beyond the service coordination required by the Texas Nursing Practice Act.*
4. *Members whose only skilled nursing need is the provision of education for self-administration of prescribed subcutaneous (SQ), intramuscular (IM), or intravenous (IV) injections will not qualify for PDN services. Nursing hours for the sole purpose of providing education to the client and caregiver may be considered through intermittent home-health skilled nursing visits.*