



STATE OF MARYLAND

**DHMH**Office of Health Services  
Medical Care Programs

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 Maryland Department of Health and Mental Hygiene  
 201 W. Preston Street • Baltimore, Maryland 21201  
 Robert L. Ehrlich, Jr., Governor – Arlene H. Stephenson, Acting Secretary

**MARYLAND MEDICAL ASSISTANCE PROGRAM**  
**Waiver for Older Adults Transmittal No. 3**  
**January 29, 2003**

**TO:** Assisted Living Facility Providers for the Waiver for Older Adults

**FROM:** Susan J. Tucker, Executive Director  
Office of Health Services

**NOTE:** Please ensure that appropriate staff members in your organization are informed of the contents of this transmittal.

**RE:** Reinstating the option to submit paper claims to MDoA

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In December, the Department of Health and Mental Hygiene (DHMH), through *Medicaid Waiver for Older Adults Transmittal No. 2*, instructed Assisted Living Facility providers for the Medicaid Waiver for Older Adults to submit claims directly to DHMH instead of submitting claims through the Maryland Department of Aging (MDoA). By directing claims to DHMH we had hoped to alleviate demands on MDoA, allowing them to better serve clients and providers in the Waiver of Older Adults.

However, we have been informed that this decision caused some providers to experience longer paper claim processing times. This transmittal addresses those concerns.

**Effective immediately, we have reinstated the option to submit paper claims to MDoA for Assisted Living Level 2 (G0216) and Assisted Living Level 3 (G0217).**

(Howard County providers should continue billing through the local Area Agency on Aging.)

The following options now are available for submitting claims:

1. Submit paper claims to MDoA – (This process is the same as it was prior to the December 24, 2002 transmittal. However, due to an increase in the number of waiver participants and providers, claims processing averages 3 weeks. )

Send claims to: Maryland Department of Aging  
301 W. Preston Street, Suite 1007  
Baltimore, Maryland 21201

2. Submit claims electronically to DHMH –  
For information on submitting claims electronically, please contact Jackie Smick of the Systems Liaison Unit at 410-767-6940 or email [jsmick@dhhm.state.md.us](mailto:jsmick@dhhm.state.md.us).
3. Submit paper claims to DHMH – (It may take four to six weeks to process a paper claim if all information provided on the claim is correct.)  
Send claims to: P.O. Box 1935  
Baltimore, MD 21203

Another transmittal will follow regarding the procedure for billing Environmental Modifications (G0218) and Assistive Equipment (G0219).

We apologize for any problems these billing changes caused you and hope that these options address your concerns. We look forward to continuing to work with you in the future. Please address any questions regarding this transmittal to Pamela Greene, Older Adults Waiver Supervisor, at 410-767-5220.

SJT

CC: MDoA  
AAAs