



COMMISSIONER  
Chris Traylor

March 14, 2012

To: Hospice Providers

Subject: Information Letter 12-29  
Reminder Regarding the Correction of Medicaid Hospice Forms

The purpose of this information letter is to remind Medicaid Hospice providers to submit corrections to Form 3071, *Recipient Election/Cancellation/Discharge Notice*, and Form 3074, *Physician Certification of Terminal Illness*, on the Texas Medicaid & Healthcare Partnership (TMHP) Long Term Care (LTC) Online Portal when errors are found on previously submitted forms.

When an error is found on a Form 3071 or Form 3074 after it has been successfully submitted to the TMHP LTC Online Portal and a Document Locator Number (DLN) has been received, the appropriate method for changing the incorrect field(s) is to click the "Correct this form" radio button. After correcting the form, click the "Submit Form" button to submit the corrections and receive confirmation and a new DLN.

Failure to correct forms in this manner may result in inaccurate Service Authorizations on Medicaid Eligibility Service Authorization Verification (MESAV), as well as a delay in payment.

Instructions for correcting forms on the TMHP LTC Online Portal may be found in the Long Term Care Nursing Facility/Hospice Workshop User Guide at <http://tmhp.com> under **Provider Education, Workshop Materials**.

For questions related to this notification, please contact the DADS Provider Claims Services Hotline at (512) 438-2200, Option 1. For assistance submitting corrections on the TMHP LTC Online Portal, please contact TMHP at (800) 626-4117, Option 3.

Sincerely,

[signature on file]

Gordon Taylor  
DADS Chief Financial Officer

GT:sja