



COMMISSIONER  
Jon Weizenbaum

February 6, 2015

To: Medicaid Hospice Providers

Subject: Information Letter IL-15-09 (Replaces Information Letter 14-50)  
Changes in Procedures for Completing Form 3071,  
Individual Election/Cancellation/Update and Form 3074,  
Physician Certification of Terminal Illness  
Availability of Forms 3071 and 3074 in Spanish

The purpose of this letter is to inform Texas Medicaid Hospice providers of updates to the Form 3071, Individual Election/Cancellation/Update, and Form 3074, The Physician Certification of Terminal Illness, and the coinciding instructions for those forms. As a reminder, per Information Letter 14-50, effective July 1, 2014, Form 3071 and Form 3074 must be submitted electronically on the Texas Medicaid and Healthcare Partnership (TMHP) Long-Term Care (LTC) Portal. Paper forms will no longer be accepted by TMHP; however Hospice providers must continue to retain an original signed and dated Form 3071 and 3074 according to the instructions for these forms and the record retention requirements in Title 40 Texas Administrative Code (TAC), Chapter 49, Subchapter C, Section 49.307, Contracting for Community Care Services.

Form 3071 and Form 3074 can be accessed at <http://www.dads.state.tx.us/handbooks/mhpm/forms/index.asp>. Changes to Form 3071, Form 3074, and coinciding instructions are:

- The individual or responsible party is required to sign Form 3071 when “Election” is selected in box 1 (Form Type) and when the individual or responsible party choose to discharge from hospice by selecting “Cancel” in box 4 (Form Type) (cancel code 77);
- If an individual transfers from one hospice provider to another hospice provider, the hospice provider currently providing services enters cancel code 77 on Form 3071 and the hospice provider initiating services completes Form 3071, electing hospice;
- The transition from one hospice provider to another begins a new service authorization period because the service authorization date changes to reflect the date of transfer, the receiving hospice must complete a new Form 3074 prior to the end of the service authorization period for the transferring hospice;
- Form 3071 requires the provider to enter the ICD (International Classification of Diseases) code, as stated by the physician, of the principal terminal illness on line 13, any additional pertinent, coexisting, diagnoses related to the terminal illness on lines 14 through 16 and, if more space is needed, enter additional diagnoses in box 17 (Enter Comments);

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Additional updates to Form 3071 and Form 3074 include:

- On Form 3071, box 5 (Setting), “ICF/ID-RC” has been changed to ICF/IID denoting Intermediate Care Facility for Individuals with an Intellectual Disability;
- References on Form 3071 to “ICD-9 Code” now refer to “ICD Code”;
- Form 3071 and Form 3074 Instructions now reflect people first respectful language;
- Form 3071 and Form 3074 are now available in Spanish; and
- TMHP contact information is updated.

Please address questions and requests for additional information to: [hospice@dads.state.tx.us](mailto:hospice@dads.state.tx.us).

Sincerely,

*[signature on file]*

Lisa Akers-Owen  
Section Director  
Community Services and Program Operations

LAO: slr