



# INDIANA MEDICAID UPDATE

**September 18, 1998**

**TO: All Indiana Medicaid Hospice Providers**

**SUBJECT: Procedures to Request Hospice Forms**

The Family and Social Services Administration (FSSA), Office of Medicaid Policy and Planning (OMPP) has available the forms for the Indiana Medicaid Hospice Benefit. These forms are available at no cost to the providers. The forms may be obtained directly from the State of Indiana Forms Distribution Center.

To order forms, hospice providers must send a written request on their letterhead. The hospice forms must be ordered in quantities of fifty. Written requests should be sent on the hospice providers' letterhead to the following address.

Forms Distribution Center  
6400 E. 30th Street  
Indianapolis, Indiana 46219

The Medicaid Hospice forms are listed below:

1. Medicaid Hospice Plan of Care  
State Form 48731 (4/98)/OMPP 0011
2. Change in Status of Medicaid Hospice Patient  
State Form 48732 (4/98)/OMPP 0010
3. Hospice Provider Change Request Between Indiana Hospice Providers  
State Form 48733 (4/98)/OMPP 0009
4. Medicaid Hospice Discharge  
State Form 48734 (4/98)/OMPP 0008

5. Medicaid Hospice Revocation  
State Form 48735 (4/98)/OMPP 0007
6. Medicaid Physician Certification  
State Form 48736 (4/98)/OMPP 0006
7. Medicaid Hospice Election  
State Form 49737 (4/98)/OMPP 0005

The Forms Distribution Center normally processes an order in five (5) working days from the date of receipt of the order. If the hospice provider has not received the hospice forms within that time frame and would like to follow up on the status of the order, then the following options are available:

- Contact Pam Sickels, Forms Inventory Clerk, Forms Distribution Center, Department of Administration at (317) 591-5228. If Ms. Sickels is not available, then the hospice provider should ask to speak to George Jacobs, Supervisor.
- Send a facsimile to the Forms Distribution Center at (317) 591-5333 requesting the status of the order. A copy of the original order should be included with the facsimile.

Further inquiries regarding the hospice benefit, or questions regarding this bulletin, may be directed to the EDS Provider Assistance Unit at 1-800-577-1278.