Name of Policy:	Certification of Plans of Care	~
Policy Number:	3364-137-IPO-04	THE UNIVERSITY OF TOLEDO
Department:	Rehabilitation Services	N.
Approving Officer:	Chief Operating Officer - UTMC	
Responsible Agent:	Director, Therapy Services	Effective Date: 12/1/2022
Scope:	Rehabilitation Services	Initial Effective Date: 2/2009
New policy proposal Minor/technical revision of existing policy Major revision of existing policy x Reaffirmation of existing policy		

(A) Policy Statement

Referring physicians' signature to certify Medicare beneficiaries' rehabilitation plans of care for medical necessity shall be obtained.

(B) Purpose of Policy

To facilitate compliance with Medicare regulations requiring physician certification of rehabilitation plans of care for medical necessity.

(C) Procedure

- 1. After completion of the initial evaluation, the therapist will complete the initial evaluation documentation and plan of care in the electronic medical record system. Document will then be electronically dropped into referring physicians HPF file. In case of failure of electronic transmission, faxing of reports will be used as back up.
- 2. Each discipline is responsible for their own separate certified plan of care.
- 3. The clerical staff will be responsible for establishing and maintaining pre-certification documentation and updates of visits authorized.
- 4. Plans of care for which physician certification is not obtained will be returned to the appropriate therapist(s) who will be responsible for contacting the physician's office to obtain the needed signature.
- 5. If still unsuccessful after attempting to contact referring physician. The responsible therapist will contact the patient who will be put on hold until physician signature is obtained.

Approved by:	Review/Revision Date:	
/s/	8/3/23	2/2009 7/2012
Alison Matson PT, DPT, NCS	<u>8/3/23</u> Date	$ \frac{7/2012}{7/2013}$
Director of Therapy Services	Dute	5/1/2016
Breetor of Therapy Services		11/1/2016
		11/2019
/s/	2/11/2025	12/2022
Christine Stesney-Ridenour, COO	Date	-
		Next Review Date: 12/1/2025
cies Superseded by This Policy: NEW		

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.