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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 93 LCM-84

Date: July 16, 1993

Division: Health & Long  
Term Care

TO: Local District Commissioners

SUBJECT: Prior Authorization of Day Treatment Transportation:  
New Category of Service 0606

ATTACHMENTS: NONE

The purpose of this memorandum is to advise you of a change in prior authorization procedures for day treatment transportation services. Effective for day treatment transportation services on or after January 1, 1994, all prior authorizations must be made using category of service (COS) code 0606.

New Category of Service 0606 for Day Treatment Transportation

Currently, the COS of 0603 is used for both day treatment and taxi transportation. In an attempt to strengthen our management and reporting capabilities, the Department has chosen to split these two provider types into separate categories of service.

Effective January 1, 1994, the Department will use the new COS code 0606 for day treatment transportation services. COS 0603 will remain in effect for prior authorization of taxi services.

Prior Authorization Procedures

Staff who authorize transportation to day treatment programs should authorize this transportation using COS 0603 for dates of services up to and including December 31, 1993. A new prior authorization is necessary for services on and after January 1, 1994, using COS 0606.

Any attempt to prior authorize day treatment transportation, which spans the December 31 - January 1 date, using COS 0603 will not be accepted by the prior authorization system.

Following are three examples of situations you may encounter during the next few months:

Example 1

Mr. Johnson's prior authorization for transportation ended on June 30, 1993. A six month prior approval number can be issued for the period 07/01/93 to 12/31/93 using COS 0603.

Example 2

Ms. Davis' current six month prior authorization for transportation expires on 10/31/93. In order to issue a six month prior approval, a prior authorization, under COS 0603, is issued for the two month period 11/01/93 to 12/31/93. A second prior authorization is issued for the four month period 01/01/94 to 04/30/94 under the new COS 0606.

Example 3

Mr. Nesmith's prior authorization for transportation expires on December 31, 1993. A new six month authorization for the period 1/1/94 to 6/30/94 can be issued using COS 0606.

Day treatment transportation providers will be notified by this department to enroll as COS 0606 providers and will be instructed on new billing procedures. Prior authorizations issued by the New York City Medicaid Program will be handled systematically.

Stephen Zabala of my staff can provide any additional information you may require and can be reached at 1-800-342-3715, ext. 34929, or (518) 473-4929. Thank you for your cooperation in this matter.

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Sue Kelly,  
Deputy Commissioner  
Division of Health and Long Term Care