



Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Dennis R. Schrader, Acting Secretary

MEMORANDUM

To: Disposable Medical Supplies/Durable Medical Equipment (DMS/DME) Providers

From: Carrie E. Goodman, Acting Deputy Director *ceg*
Office of Long Term Services and Supports

Subject: Revised Parenteral and Enteral Nutrition (PEN) Authorization Form and Flowchart

Date: March 16, 2021

Note: Please ensure the appropriate staff members in your organization are informed of the contents of this memorandum.

The Department is issuing this memorandum to alert DMS/DME providers to recent revisions to the PEN Authorization Form. The Department revised the instructions on the first page of the form concerning when and how providers should submit the form. The Department is also requiring that the provider sign the PEN Authorization Form. The PEN Authorization Form is intended to certify the full span of the prescription for enteral supplements for a period of up to 12 months.

In order to provide additional clarity regarding the workflow for submission of PEN claims, the Department is also including a flowchart that delineates each step in this process. The revised PEN Authorization Form, along with this memorandum have also been provided to the Department's Utilization Control Agent (UCA), Telligen.

If you have questions regarding the contents of this memorandum, please contact John Pelton, Program Supervisor, at (410) 767-2862 or john.pelton@maryland.gov.

Parenteral and Enteral Nutrition (PEN) Claims Process Flowchart

