



**DEPARTMENT OF HEALTH**

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

To: DMS/DME Providers

From: John R. Pelton, Acting Chief *JRP*  
Division of Community Support Services

Subject: Completion of Parenteral and Enteral Nutrition (PEN) Forms

Date: February 1, 2022

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

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In the course of reviewing Parenteral and Enteral Nutrition (PEN) Forms, Telligen has discovered that some forms are being submitted incomplete or with clinical documentation that does not match the entries on the form. Telligen has been completing the reviews, when possible, if the necessary information is supplied elsewhere with the request. This has been done as a courtesy in light of the transition of enteral nutrition from the Pharmacy Program to the DMS/DME Program. Effective February 1, 2022, Telligen is enforcing the existing guidelines with respect to incomplete and non-matching documentation.

**Incomplete PEN Forms**

Effective February 1, 2022, failure to complete the whole PEN Authorization form will result in a technical denial. A first level appeal (reconsideration) can be requested by the provider within thirty calendar days of the denial and with a complete PEN form uploaded to the case.

**PEN Form does not Match Clinical Documentation**

Effective February 1, 2022, Telligen will request additional information to clarify the discrepancy between the PEN form and the clinical documentation. The provider can submit a new PEN form with the correct information.

**PEN Form Certification Types**

Additionally, there remains some confusion concerning which certification type to enter on the PEN Form. The below listed chart provides clarification on the certification types.

**PEN FORM CERTIFICATION TYPES**

<b>Certification Type</b>	<b>Use</b>	<b>Frequency</b>
Initial	The participant has never used a supplement, or this is a NEW supplement for the participant.	New/1 <sup>st</sup> Time Request
Revised	Used when there is a change in the prescription – The participant has been on the supplement and a change is required in the number of calories per day.	Prescription Change
Recertification	Renewal of PEN after the Initial One Year Certification or the previous retrospective review has expired, and the request is to continue for another 1-12 months.	Maximum of 1 year