


GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health Care Finance



Office of the Senior Deputy Director/Medicaid Director

Transmittal # 17-29

TO: Home Health Agencies (HHAs)

FROM: Claudia Schlosberg, J.D. 
Senior Deputy Director and State Medicaid Director

DATE: November 21, 2017

SUBJECT: Enrollment of Personal Care Aides (PCA)

The purpose of this transmittal is to announce that under the District of Columbia State Plan for Medical Assistance (State Plan), Personal Care Aides (PCA) are now required to enroll in the DC Medicaid program for Home Health Agencies (HHAs) to claim Medicaid reimbursement for PCA services.

For PCAs to enroll they must create an account at www.dcpdms.com to submit an enrollment application. The PCA should create an account and begin the enrollment process by selecting the application type: PCA Aide. To enroll, PCAs **must** have a National Provider Identifier (NPI) and be certified by the DC Department of Health/Health Regulations and Licensing Administration (DOH/HRLA).

For dates of service beginning April 1, 2018, HHAs providing State Plan PCA services will continue to bill Medicaid by inserting the NPI number of the PCA in the Other NPI 2 field. Whereas HHAs billing for PCA services under the Elderly/Persons with Disabilities (EPD) Waiver will bill Medicaid by submitting the PCA's NPI number as the rendering provider with the Waiver HHA provider as the billing provider. In both cases, the PCA must be affiliated with an active DC Medicaid Home Health Agency or an EPD Waiver provider. DHCF affirms that an individual PCA is limited to providing no more than sixteen (16) hours of service in a single day for both State Plan and EPD PCA services.

If you have any questions regarding this transmittal, please contact Mike Brown, Manager, Division of Public and Private Provider Services via e-mail at mikel.brown@dc.gov or telephone at 202-698-2044.

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Medical Society of the District of Columbia
DC Hospital Association
DC Primary Care Association
DC Health Care Association
DC Home Care Association
DC Behavioral Health Association
DC Coalition of Disability Service Providers