

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Department of Health Care Finance

Office of the Senior Deputy Director



Transmittal #15-12

TO: Ordering and Referring Physicians; Long-term Care Service and Support Providers

FROM: Claudia Schlosberg, JD   
Acting State Medicaid Director/ Senior Deputy Director

DATE: APR 29 2015

SUBJECT: Revised Physician Order Form (POF)

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The Department of Health Care Finance (DHCF) has revised the Physician Order Form (POF) to become effective May 1, 2015. The new POF form is designed so that it can be used by individuals seeking personal care aide (PCA) services, adult day health program (ADHP) services or both. Once the form is completed and signed by a qualified practitioner, the form must be faxed to DHCF's Long-term Care Assessment contractor, Delmarva Foundation, at (202) 698-2075. Upon receipt, Delmarva will schedule a time to meet with the individual to conduct a face to face assessment to determine eligibility for services.

A new POF must be completed annually for both PCA and ADHP services and should be faxed to Delmarva within 60 days of the end of the beneficiary's certification period so that Delmarva can schedule and complete an annual face-to- face reassessment.

It is important to remember that assessments cannot be scheduled unless there is a valid and complete POF which includes the practitioner's National Provider Identifier (NPI) NPI Number.

Please note, the old POF will still be accepted, but only for PCA service authorization requests. This form will be phased out in September 2015.

If you have any questions, please contact Mary Devasia, Acting Long Term Care Director, by telephone at (202)442-5931, or by email at [Mary.Devasia2@dc.gov](mailto:Mary.Devasia2@dc.gov).

Attachment:

Revised Physician Order Form  
FAQs