



COMMISSIONER  
Jon Weizenbaum

October 8, 2014

To: Medicaid Hospice Providers

Subject: Information Letter #14-50  
Changes in Procedures for Completing Form 3071, Individual Election/Cancellation/Update and Form 3074, Physician Certification of Terminal Illness

The purpose of this letter is to inform Texas Medicaid Hospice providers of updates to the Individual Election/Cancellation/Update ([Form 3071](#)), the Physician Certification of Terminal Illness ([Form 3074](#)), and the coinciding instructions for those forms. This letter also serves as notification that effective July 1, 2014, Form 3071 and Form 3074 must be submitted electronically on the [Texas Medicaid and Healthcare Partnership \(TMHP\) Long-Term Care \(LTC\) Portal](#). Paper forms will no longer be accepted by TMHP.

Changes to Form 3071, Form 3074, and coinciding instructions are:

- Form 3071, the SETTING (box 5) currently reads "ICF/ID-RC. This has changed to ICF/IID denoting Intermediate Care Facility for Individuals with an Intellectual Disability
- The individual or responsible party is required to sign Form 3071 when ELECTION is the form Type and when the individual or responsible party chooses to discharge (cause code 77) out of hospice.
- If an individual TRANSFERS from one hospice provider to another, the former hospice provider enters cancel code 77 on Form 3071 and the gaining provider completes Form 3071 electing hospice
- The transition from one hospice provider to another begins a new service authorization period (certification period). The service authorization date (certification date) changes to reflect the date of transfer
- Form 3071 requires the provider to enter the principal terminal diagnosis as stated by the physician on line 13. List any additional pertinent, coexisting, diagnoses related to the terminal illness on lines 14-16. If more space is needed, enter additional diagnoses in COMMENTS BOX (Box number 17). Enter only diagnoses pertaining to the individual's terminal illness, as stated by the physician
- References on Form 3071 to "ICD-9 Code" now refer to "ICD Code"
- Instructions now reflect people-first language
- TMHP contact information is updated

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Hospice providers must retain original signed and dated Forms 3071 and 3074 according to the record retention requirements in [Section 40 Texas Administrative Code, Chapter 49, Contracting for Community Care Services](#), and providers must adhere to all requirements in [Texas Administrative Code Chapter 30, Rule §30.16](#), Election of Hospice Care.

Please address questions and requests for additional information to: [hospice@dads.state.tx.us](mailto:hospice@dads.state.tx.us)

Sincerely,

*[signature on file]*

Lisa Akers-Owen  
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LAO: slr