

If a provider is requesting a Retro Review, before submitting to Maximus, they must obtain approval from the State of North Dakota, Medical Services Long Term Care Administrator. The provider will submit a "NF Request for State Retro LOC Review." The form must be signed and dated by the Medical Services Long Term Administrator, along with current/ up to date documentation reflective of the individual's LOC needs.

Once it has been approved, the provider needs to submit a LOC marked as a Retrospective review type and fax the signed approval to Maximus. Maximus may backdate the approval up to 3 months prior to submission of the Retro LOC. The provider will need to identify the date, within that 3-month period, when the individual likely met NF LOC, using ND medical necessity criteria. Please submit 5 days' worth of supporting documentation for that time period, but no more than 5 days.

Maximus has 48 hours from the time of referral, with all required information, to issue a determination. Once the determination is made, there will be one of two possible outcomes; approved or denied.

Remember, when Maximus clinicians process reviews, it is required that they understand the individual's entire medical presentation; therefore, it is very important to know all the individual's diagnoses, not just those requiring nursing care, at the time of review. When completing a Level of Care form, the referral source **should not stop at the criteria that are met** if there is other information that may be useful for the reviewers to know, particularly if the individual has a combination of chronic and acute conditions. When completing the form, if there are any questions regarding how to complete it, what needs to be included, etc., please call and speak with a Maximus clinician.