CMS Payment Error Rate Measurement (PERM) Provider Required Document List (Category Type)

<u>Purpose</u>: The CMS PERM Provider Required Document List provides Medicaid and Children's Health Insurance Program (CHIP) providers with a general list of the documents that will need to be submitted to the CMS PERM Review Contractor for the review of the sampled Medicaid and CHIP claims. The table below categorizes the documents that are being requested by the types of services that were provided, e.g., inpatient hospital services, clinic services, etc.

<u>What to expect</u>: If a claim is selected for PERM medical review, the CMS Review Contractor will send a PERM records request letter to the provider or the custodian of the documents. The records request letter will include a Request for Records Cover Sheet that will contain a PERM ID control number corresponding to each sampled claim. The records request letter will also include information detailing what documents are needed to be submitted that supports the payment for the specific sampled claim undergoing medical review.

<u>Instructions for record submissions for all categories:</u>

Note: Please submit all documents applicable to the date(s) of service noted to support the claim sampled. Some documents listed may not be necessary for all claims, **but please make every attempt to include the bolded items.** When submitting records, please indicate which documents are being submitted by checking the box on the Request for Records Cover Sheet before sending. If the list provided on the Cover Sheet is not applicable to the claim, please submit the documentation that supports the service(s) billed as shown on the Claim Summary page included in the records request packet.

Note: Please submit the complete medical record with signatures/dates as appropriate for the service(s) billed for the sampled claim. The documents listed are frequently required for this claim category and service type. Please be sure to include these with your document submission, if applicable to the sampled claim.

Category	Type of Service	Documents Requested (if applicable to sampled claim)
1	Inpatient Hospital Services: Acute Inpatient Long-Term Acute Acute Inpatient Rehabilitation	 Admission Face Sheet/Coding Summary Admission History and Physical (H and P) (signed and dated) Discharge Summary (signed and dated) Physician Orders (signed and dated) Admit Order/Statement Physician Progress Notes (signed and dated) Consultation Reports/Notes (signed and dated) Medication Administration Record (MAR) Nursing Assessment/Notes Cardiovascular Testing Reports, i.e., Electrocardiogram, Echocardiogram, etc. (signed and dated) Laboratory Reports and Diagnostic Reports (i.e.: Radiology Reports, Pathology Reports, etc.) Operative and Procedure Reports/Notes (signed and dated) Anesthesia (Pre- and Post-Op) and Peri-operative Record/Notes (with start and stop times, signed and dated) Respiratory Therapy Notes (signed and dated) broken down from Cardiovascular and Respiratory Reports Physical Therapy: Evaluation/Re-evaluation/Notes (signed and dated) Speech Language Pathology: Evaluation/Re-evaluation/Notes (signed and dated) Speech Language Pathology: Evaluation/Re-evaluation/Notes (signed and dated) Emergency Department Record and Admission Order/Notes (signed and dated) Emergency Department Record and Admission Order/Notes (signed and dated) Itemized Billing Sheet (if required based on payment method) Dialysis Treatment Record/Notes

(Category Type)		
Category	Type of Service	Documents Requested (if applicable to sampled claim)
2	Psychiatric, Mental Health, and Behavioral Health Services: In/Outpatient Psychological, Psychiatric, and Behavioral Health Services Drug and Alcohol In/Outpatient Services Group Homes	 Clinic/Office Visit Record/Notes (signed and dated) Documentation of Daily Patient Presence, if inpatient (e.g., daily census, etc.) Treatment Plan and Goals (Individual Service Plan, Individual Program Plan, Individual Family Service Plan, Plan of Care in effect during sampled date/s of service) Psychiatric Certification for Admission Admission History and Physical (H and P) Psychiatric Evaluation/Testing Admission Face Sheet/Coding Summary Discharge Summary Physician Orders (signed and dated; include all orders relevant to sampled claim) Physician Progress Notes (signed and dated) relevant to sampled claim Mental Health Progress/Therapy Notes (with start and stop times, signed and dated) Medication Administration Record (MAR) Nursing Assessment, Flowsheets/Notes Treatment Administration Record/Notes Ambulance Services (if applicable) All Transfer Forms: Voluntary, Involuntary, or Court Ordered Emergency Department Record/Notes (signed and dated) Evaluation and Management (E and M)/Counseling Notes (with start and stop times if timed service, signed and dated)
3	Nursing Facilities, Chronic Care Services, or Intermediate Care Facilities (ICF): Nursing Home and Convalescent Centers Chronic Care	 ** PLEASE DO NOT SEND MINIMUM DATA SET (MDS) DOCUMENTS** Admission Face Sheet Physician Orders (signed and dated; include all orders relevant to sampled claim) Documentation of Daily Patient Presence (e.g., daily census, attendance log, etc.) Progress Notes for All Disciplines/Departments (signed and dated) Nursing Assessment, Notes, and Flowsheets (signed and dated) Medication Administration Record (MAR) Treatment Administration Record/Notes (TAR) Treatment Plan/Plan of Care – All Disciplines/Departments (in effect during sampled date/s of service) Physician Certification/Recertification (signed and dated; in effect during sampled date/s of service - include cert/re-cert done prior to date/s of service if not completed during requested time frame) All Transfer Forms (e.g., to hospital, other facilities) Leave-of-Absence Documentation (sign out forms)
4	Intermediate Care Facilities (ICF) for Individuals with Intellectual Disabilities (ICF/IID) and ICF/Group Homes	 Annual Physical Exam Documentation of Daily Patient Presence (e.g., daily census, attendance log, etc.) Physician Orders (signed and dated; include all orders relevant to sampled claim) Daily Progress Notes (signed and dated, in effect during sampled date(s) of service) Treatment Plan/Plan of Care (signed and dated, in effect during sampled date/s of service) Signature Page for the Plan of Care applicable to sampled date(s) of service (Care Plan Meeting attendance list and documentation of verbal consent in lieu of in person meeting/signed consent) Leave-of-Absence Documentation (sign out forms) Medication Administration Record (MAR) Treatment Administration Record/Notes All Transfer Forms Nursing Assessment, Notes, and Flowsheets (signed and dated)

(Category Type)		
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		 Physician Certification/Recertification (signed and dated; in effect during sampled date/s of service - include cert/re-cert done prior to date/s of service if not completed during requested time frame) Admission Face Sheet
5	Clinic Services: Hospital-based Clinics Federally Qualified Health Centers (FQHC) Indian Health Services (IHS) Rural Health Clinic (RHC)	 Encounter/Clinic Visit Record/Notes (signed and dated) Please note: If a global obstetrician service is billed, please submit the antepartum/prenatal, delivery, and postpartum/postnatal records. Please submit records for all antepartum/prenatal visits if more than one visit was billed Treatment Plan (in effect during sampled date/s of service) Signature Page for Plan of Care applicable to sampled date/s of service (Care Plan Meeting attendance list and documentation of verbal consent in lieu of in person meeting/signed consent) Pharmacy Services and Medication Administration Record (MAR) For claims pertaining solely to Prescribed Drugs, please submit: Copy of Prescription in Original, Facsimile, Telephonic, or Electronic Form: Front and Back (if applicable) with Patient Name, Date of Birth, Address, Telephone Number, Physician Name, and Signature (signature method as required/permitted by state regulations) National Drug Code (NDC) Number Member Profile with Refill History for the Sampled Medication Documented Proof of Beneficiary Acceptance or Refusal of Counseling Member Pharmacy Signature Log/Proof of Delivery Proof of Reversal (if applicable) Dental and Diagnostic Service Records (signed and dated) Clinic Face Sheet Evaluation and Management (E and M)/Counseling Notes (signed and dated) Physician Orders (signed and dated; include all orders relevant to sampled claim) Nursing Notes (signed and dated) Related Laboratory/Diagnostic Reports Immunization Record Dialysis Treatment Record/Notes
6	Physicians and Other Licensed Practitioners Services (Includes Advanced Practice Nurse, Physician Assistant, Nurse Midwife, and Midwife)	 Encounter/Office Visit/Clinic Record/Notes (signed and dated) Patient Education Documentation Prenatal/Antepartum/Peripartum/Postpartum Record/Notes (signed and dated) Please submit records for all antepartum visits if more than one visit was billed Evaluation and Management (E and M)/Counseling Notes (signed and dated) Related Laboratory/Diagnostic Reports Treatment Plan (in effect during sampled date/s of service) Procedure Record/Notes (signed and dated) Immunization Record Medication Administration Record (MAR) Total Time Spent for Units Billed (i.e., 15 minutes, 30 minutes, 1 hour, 1 visit, etc.) Dialysis Treatment Record/Notes (if applicable) Referral Documentation (if applicable)
7	Dental and Oral Surgery Services	 Dental or Orthodontic Clinical Notes including patient identifiers (signed and dated) Dental X-Ray Notes/DDS interpretation of X-Rays, if X-Rays are billed (please do not send X-Ray films) Dental or Orthodontic Assessment (signed and dated) Dental Chart (related to sampled date/s of service) Dental or Orthodontic Plan of Care (in effect during sampled date/s of service)

(Category Type)		
Category	Type of Service	Documents Requested (if applicable to sampled claim)
		 Dental History Procedure Record/Notes (signed and dated) Anesthesia (Pre- and Post-Op) and Peri-operative Record/Notes, if applicable (signed and dated; with start and stop times) Operative Record/Notes, if applicable (signed and dated)
8	Prescribed Drugs	 Copy of Prescription in Original, Facsimile, Telephonic, or Electronic Form: Front and Back (if applicable) with Patient Name, Date of Birth, Address, Telephone Number, Physician Name, and Signature (signature method as required/permitted by state regulations) National Drug Code (NDC) Number Member Profile with Refill History for the Billed Medication Documented Proof of Beneficiary Acceptance or Refusal of Counseling Member Pharmacy Signature Log/Proof of Delivery Physician Medication Order for Skilled Nursing Facility (SNF), Nursing Facility (NF), Intermediate Care Facility (ICF), or ICF for Individuals with Intellectual Disabilities (ICF/IID) (signed and dated) Proof of Delivery to SNF, NF, ICF, ICF/IID, or Personal Residence Name of Drug, Dose, Route, Number Dispensed, and Number of Refills Medication Administration Record (MAR), if medication given in clinic/physician office Physician Progress Note, if medication given in clinic/physician office Proof of Timely Claim Reversal (if applicable)
9	Home Health Services: Home Health Agency Services and Medical Supplies Equipment and Appliances through the Agency	 Physician Certification/Recertification (Physician Certification signed and dated; in effect during sampled date/s of service - include cert/re-cert done prior to date/s of service if not completed during requested time frame) (Also known as 485) Plan of Care (in effect during sampled date/s of service) Signed and dated Plan of Care Signature Page applicable to sampled date/s of service Physician Orders (signed and dated; include all physician orders relevant to sampled claim) Therapy (Physical Therapy/Occupational Therapy/Speech Language Pathology) Assessments, Treatment Plans, Progress Toward Goals, and Treatment Record/Notes (time in and out) Documentation of Physician Face-to-Face Contact/Encounter with the Beneficiary (if required) Initial/Intake Assessment Nursing Assessments and Notes (time in and out; signed and dated) Nursing Care Plan/Treatment Care Plan (in effect during sampled date/s of service) Home Health Aide Plan of Care Home Health Aide Notes/Worksheets (time in and out; signed and dated by aide and beneficiary or authorized individual) Order/Prescription for Medical Supplies, Equipment, and Appliances (signed and dated) Signature Log/Proof of Delivery for Medical Supplies, Equipment, and Appliances Total Time Spent for Units Billed (and unit identification, i.e., 15 minutes, 30 minutes, 1 hour, 1 visit, etc.) Infusion Therapy, Medication/Fluid Name and Administration Specifics (time in and out, signed and dated by infusion nurse)
10	Personal Support	Personal Care Services (Qualified Service Provider, Personal Care Attendant, Aide,
	Services:	Homemaker Services, and Respite Care):
	 Personal Care Services Qualified Service Provider, Personal Care Attendant, 	 Timesheet, Completed and Signed (include description of services approved and provided) Electronic Visit Verification (EVV) record, Worksheets and Records (signed and dated; with type of documentation [e.g., progress notes, flowsheets, EVV, etc.], start/stop times, and duration) Physician Certification/Recertification (Physician Certification signed and dated; in effect

(Category Type)		
Category	Type of Service	Documents Requested (if applicable to sampled claim)
	Aide, Homemaker Services, and Respite Care Case Management/ Targeted Case Management Services Private Duty Nursing Meal Delivery Services	 during sampled date/s of service - include cert/re-cert done prior to date/s of service if not completed during requested time frame) Service/Treatment Plan and Goals (in effect during sampled date/s of service) Signature Page for Plan of Care applicable to sampled date/s of service Physician Orders (signed and dated; include all orders relevant to sampled claim) Initial Intake Assessment/Reassessment (as relevant to dates of service) Beneficiary's Signature/Proof-of-Service Receipt Total Time Spent for Units Billed (i.e., 15 minutes, 30 minutes, 1 hour, 1 visit, etc.) Statement of Medical Necessity
		 Case Management/Targeted Case Management Services: Case Management Care Plan/Updates and Notes (in effect during sampled date/s of service; including telephonic contact) Case Management Invoice/Billing/Timesheet Beneficiary's Signature/Proof-of-Service Receipt
		 Total Time Spent for Units Billed (i.e., 15 minutes, 30 minutes, 1 hour, 1 visit, etc.) Referral for Case Management/Statement of Necessity
		 Private Duty Nursing: Physician Orders/Statement of Medical Necessity (signed and dated; include all physician orders relevant to sampled claim) Total Time Spent for Units Billed (i.e., 15 minutes, 30 minutes, 1 hour, 1 visit, etc.) Initial/Intake Assessment/Reassessment Nursing Flowsheets/Notes (completed and signed and dated; with time in and out) Beneficiary's Signature/Proof-of-Service Receipt
		 Meal Delivery Services: Meal Delivery Records/Signature Logs/Proof of Delivery Referral for Services
11	Services Provided at Home, or in a Nursing Facility, Hospital, or Hospice Facility	 Admission Face Sheet Initial/Intake Assessment (completed by Registered Nurse) (signed and dated) Hospice Nurse Visit and Progress Notes (signed and dated) Physician Certification/Recertification (Physician Certification signed and dated; in effect during sampled date/s of service - include cert/re-cert done prior to date/s of service if not completed during requested time frame) Physician's Orders (signed and dated; include all orders relevant to sampled claim) Hospice Benefit Election/Revocation Forms (signed and dated) Medication Administration Record (MAR) Documentation of Daily Patient Presence (e.g., daily census provided by hospice company); Note: Even when acting as a passthrough for room and board charges, documentation is required Multidisciplinary Care Plan and Notes (may be called Interdisciplinary Group or Interdisciplinary Team) (in effect during sampled date/s of service) Social Work Notes Home Health Aide Notes/Worksheets
12	Physical, Occupational, Respiratory Therapies; Speech Language Pathology, Audiology, and Rehabilitation Services;	 Orders (signed and dated; include all physician or authorized relevant practitioner's orders related to sampled claim) Treatment Plan, Goals, and Signature Page (in effect during sampled date/s of service)

Category	Type of Service	Documents Requested (if applicable to sampled claim)
	Ophthalmology, Optometry, and Optical Services; Necessary Supplies and Equipment	 Physical Therapy: Evaluation/Re-evaluation/Notes, including Progress Toward Goals (signed and dated, with start and stop times, and total time spent for units billed, i.e., 15 minutes, 30 minutes, 1 hour, 1 visit, etc.) Occupational Therapy: Evaluation/Re-evaluation/Notes, including Progress Toward Goals (signed and dated, with start and stop times, and total time spent for units billed, i.e., 15 minutes, 30 minutes, 1 hour, 1 visit, etc.) Speech Language Pathology: Evaluation/Re-evaluation/Notes, including Progress Toward Goals (signed and dated with start/stop times, and total time spent for units billed, i.e., 15 minutes, 30 minutes, 1 hour, 1 visit, etc.) Audiology: Evaluation/Re-evaluation/Notes, including Progress Toward Goals (signed and dated, with start and stop times, and total time spent for units billed, i.e., 15 minutes, 30 minutes, 1 hour, 1 visit, etc.) Respiratory Therapy: Evaluation and Re-evaluation/Notes, including Progress Toward Goals (signed and dated, with start and stop times, and total time spent for units billed, i.e., 15 minutes, 30 minutes, 1 hour, 1 visit, etc.) Ophthalmology: Visit and Progress Notes (signed and dated) Optometry and Optical: Visit Notes (signed and dated), Eyeglass/Optician Invoices Diagnostic Test Results/Documentation of Necessity Durable Medical Equipment, Prosthetic, Orthotic, and Supply Orders Proof of Delivery/Signature Logs
13	Day Habilitation, Adult Day Care, Foster Care, or Waiver Programs and School-Based Services	Home and Community-Based Services (HCBS), Adult Day Care, Foster Care, or Waiver Services: Daily Progress Notes, Flowsheets, Timesheets, Electronic Visit Verification (EVV) record, Worksheets, and Records (signed and dated; with type of documentation [e.g., progress notes, flowsheets, EVV, etc.], start/stop times, and duration) Attendance Logs Service/Treatment Plan and Goals (in effect during sampled date/s of service) Individual Education Plan (IEP); Individual Program Plan (IPP); Individual Service Plan (ISP); Individual Family Service Plan (IFSP) (in effect during sampled date/s of service) Signature page or video conference attendee list for IEP, ISP, or IFSP for plan in effect for date/s of service Case Management/Supervisory Visit Notes Nursing Assessment and Nursing Notes (signed and dated including type, start/stop times, and duration) (if applicable) Durable Medical Equipment Signature Log/Proof of Delivery Orders from Identified Qualified Provider (if required) School-Based Services (documentation required in addition to above): Note: Records for services provided in a school setting are considered 'medical records' when billed to a state's Medicaid program or Children's Health Insurance Program (CHIP). Individual Education Plan (IEP); Individual Program Plan (IPP); Individual Service Plan (ISP); Individual Family Service Plan (IFSP) (in effect during sampled date/s of service, include Physician Orders if required) Signature page or video conference attendee list for IEP, ISP, or IFSP for plan in effect for date of service Daily Progress Notes, Flowsheets, Worksheets, and Records (signed and dated including type, start/stop times, and duration) Beneficiary Attendance Logs Physical Therapy (PT), Occupational Therapy (RT): Evaluation and Re-evaluation/Notes (signed and dated including type, start/stop times, and duration)

		(Category Type)
Category	Type of Service	Documents Requested (if applicable to sampled claim)
		 Orders from Identified Qualified Provider (signed and dated) Psychological Testing, Mental Health Counseling Notes, Treatment Plan, and Progress Toward Goals Case Management, Skilled Nursing, Social Work, and/or Personal Care Service Notes (signed and dated including type, start/stop times, and duration) Assistive Mobility, Vision, and/or Hearing Technology Device Deaf Interpreter or Sign Language Service Medication Administration Record (MAR) Service/Treatment Plan and Goals (in effect during sampled date/s of service) Transportation Provider: Account Ledger and Billing Statements Ground Mileage/Pick-up and Drop-off Details Transportation Log
14	Laboratory, X-Ray, and Imaging Services	 Physician Order/Requisition Form, if required (signed and dated) Laboratory Report/Results Radiology/Imaging Report/Results and Interpretation (please do not send X-Ray films)
15	Outpatient Hospital Services: • Outpatient Services • Emergency Services	 Admission Face Sheet/Coding Summary Admission History and Physical (H and P) (signed and dated) Discharge Summary (signed and dated) Physician Orders (signed and dated) Physician Progress Notes (signed and dated) Operative and Procedure Reports/Notes (signed and dated) *required for all invasive procedures Emergency Department Record/Notes (signed and dated) Nursing Assessment/Notes (signed and dated) Consultation Reports/Notes (signed and dated) Cardiovascular and Respiratory Reports (signed and dated) Laboratory and Diagnostic Tests/Reports Ambulance Services Transportation Record (including mileage) Medication Prescriptions/Orders (signed and dated) Infusion Service Notes Medication Administration Record (MAR) Anesthesia (Pre- and Post-Op) and Peri-operative Record/Notes (signed and dated, including start and stop times, and total time spent for units billed, i.e., 15 minutes, 30 minutes, 1 hour, 1 visit, etc.) Physical and Occupational Therapy Assessments/Notes (signed and dated, including start and stop times, and total time spent for units billed, i.e., 15 minutes, 30 minutes, 1 hour, 1 visit, etc.) Speech Language Pathology (SLP) Assessments/Notes (signed and dated, including start and stop times, and total time spent for units billed, i.e., 15 minutes, 30 minutes, 1 hour, 1 visit, etc.) Speech Language Pathology (SLP) Assessments/Notes (signed and dated, including start and stop times, and total time spent for units billed, i.e., 15 minutes, 30 minutes, 1 hour, 1 visit, etc.) Labor and Delivery Record/Notes (Please note: If a global obstetrician service is billed, please include perinatal/antepartum/peripartum/postpartum notes) (signed and dated) All Transfer Forms (signed and dated) Dialysis Treatment Record/Notes (signed and dated) Itemized Billing Sheet (if required based on payment method) <
16	Durable Medical Equipment (DME) and Supplies, Prosthetic/	 Physician Orders (signed and dated; include all relevant orders for the sampled claim) Durable Medical Equipment/Supplies Prescription (signed and dated) Proof of Delivery/Signature Logs (signed and dated)

(Category Type)		
Category	Type of Service	Documents Requested (if applicable to sampled claim)
	Orthopedic Devices, and Environmental Modifications	 Total Time Spent for Units Billed (i.e., 15 minutes, 30 minutes, 1 hour, 1 visit, etc.) Invoice for Services/Billed Item (dated) Prosthetic/Orthopedic Device Assessments/Notes (signed and dated) Detailed Product Description including Manufacturer, Brand, Model Number, and Item Description Certificate of Medical Necessity (if applicable)
17	Transportation and Accommodations	 Starting Point and Destination/Odometer Readings Ground Mileage/Air Mileage Details Transportation Log with Beneficiary Signature Physician Order for Transportation/Accommodations (signed and dated) (if applicable) Documentation reflecting Medical Necessity for Transportation and Accommodations Emergency Medical Transportation Records with Documented Medical Necessity of Ambulance Transport (if applicable) Transportation Invoice Transportation/Accommodation Voucher Request Log (if applicable) Documentation such as receipts to Support Travel by Ferry/Bus/Taxi or application-based Transportation Network Company/Wheelchair Accessible Van, etc. (if applicable) Transportation Schedule for Requested Dates of Service Air Ambulance Flight Summary (if billed on sampled claim) Records for Beneficiary Care During Transport (signed and dated) Chaperone/Escort Documentation, if Appropriate (approval/authorization if required)
18	Denied Claims	No Documents/Medical Records Requested
19	Crossover Claims	No Documents/Medical Records Requested
30	Capitated Care/Fixed Payments: Fixed Payments for Primary Care Case Management (PCCM) Medicare Part A Premiums Medicare Part B Premiums Health Insurance Premium Payments (HIPP) Aggregate Payments	No Documents/Medical Records Requested
50	Managed Care: Capitated Payments to Health Maintenance Organization (HMO), Health Insurance Organization (HIO), or Program for All Inclusive Care for the Elderly (PACE) Plan Capitated Payments to Prepaid Health Plans (PHPs)	No Documents/Medical Records Requested

Catego	ory Type of Service	Documents Requested (if applicable to sampled claim)
99	Unknown	Claim Data is Individually Reviewed for Category Determination