M11q: what to bring to the appointment

Medical Request for Home Care, New York City. One page. Print it and take it with you.

Take these with you

- ☐ The blank M11q form, printed. Do not assume the office has one.
- ☐ Medicaid card and number, or the application reference if it is still pending.
- ☐ Social Security number. Section 1 is rejected without it.
- ☐ A list of current medications with doses, and who sets them out each day.
- ☐ A list of equipment in use: walker, shower chair, hospital bed, oxygen, commode.
- ☐ Names of specialists seen in the last year, and the date of the last hospital stay.

Say this out loud at the start of the visit

"This is a Medical Request for Home Care. I am applying for home care through Medicaid, and the medical part has to be completed and signed by you."

Offices fill in what they are asked for. A form left at the desk without that sentence usually comes back weeks later, half completed.

Before you leave, check the form has

- ☐ Diagnoses with codes, not one line that says weakness or old age.
- ☐ Onset dates, and whether the condition is getting worse.
- ☐ Whether the person can take medication without help. This field decides a great deal.
- ☐ Treatments that are actually done at home: catheter, oxygen, tube feeding, dressings.
- ☐ Whether personal care or housekeeping is appropriate at home.
- ☐ The physician signature with licence registry number and NPI. Most common omission.
- ☐ The examination date, and the signature date within 30 days of it.

Two rules that catch most families

1. Thirty days. The signed form must be submitted within 30 calendar days of the examination. Ask when it will be ready and call the office on that date rather than waiting.

2. The doctor does not set the hours. The form instructs the physician not to recommend a number of hours. Hours come from the assessment that follows. Asking for a number on the form does not help and can delay it.

After it is submitted

An assessment follows. It looks at what the person needs help with on an average day, not on a good one.

When hours are authorized, you choose which licensed agency fills them. Nobody assigns you one, and you can change agency later.

If help is needed before the approval comes through, a certified aide can start privately within days and move onto the Medicaid hours afterwards.

Questions about the form or the next step? A nurse will go through it with you, at no cost.

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prolifehc.com/m11q-form-nyc | Official blank form: nyc.gov, HCSP-M11Q (12/09/2014)

This checklist is guidance from a licensed home care agency. It is not issued by the City of New York, and it does not replace the official form.