**Private Duty Nursing Meeting 2/11/2025**

**ALTSA Private Duty Nursing Website:** <https://www.dshs.wa.gov/altsa/private-duty-nursing>

**Contact Emails**

**Private Duty Nursing Program Email:** [privatedutynursing@dshs.wa.gov](mailto:privatedutynursing@dshs.wa.gov)

**Private Duty Nursing Program Manager: Kaila O’Dell** – [Kaila.ODell@dshs.wa.gov](mailto:Kaila.ODell@dshs.wa.gov)

**DDA Nursing Services Unit Manager: Erika Parada** – [Erika.Parada@dshs.wa.gov](mailto:Erika.Parada@dshs.wa.gov)

**Topics and Notes**

**Welcome & Introductions**

Angela Nottage, Troy O’Malley & Kat Ikerd

* Calendar of events on PDN website will be updated. It is listed under, “Information for PDN Providers,” section on the PDN website: [Private Duty Nursing | DSHS](https://www.dshs.wa.gov/altsa/private-duty-nursing)

**PDN Rates Update**Can be found on the PDN website under information for PDN providers. Here is the link: [Office of Rates Management | DSHS](https://www.dshs.wa.gov/altsa/management-services-division/office-rates-management)

**PDN info to know**

* New PDN WAC 388-106-1022 – What days are considered holidays for private duty nursing providers? [WAC 388-106-1021:](https://app.leg.wa.gov/WAC/default.aspx?cite=388-106-1021)
* Private Duty Nursing Contract Request Selecting Services Form – Please ensure your information is accurate. If not, please contact [NursingContracts@dshs.wa.gov](mailto:NursingContracts@dshs.wa.gov) and let us know.
* Clients can search and find on the Family Home Locator / List of Contracted Providers

**PDN Re-Contracting 2025**

* We will be reaching out to each PDN contractor in March/April 2025
* You will receive and email from PDN [NursingContracts@dshs.wa.gov](mailto:NursingContracts@dshs.wa.gov)

**PDN Insurance**

* Proof of insurance that meets the minimum requirements of PDN contract
* Minimum limits: each occurrence 1,000,000 and general aggregate 2,000,000.
* The state of WA, DSH is elected and appointed officials agents and employee of the state, shall be names as additional insureds.

**Helpful ways to be prepared**

* Ensure you have a HIPPA compliant system in pace for your business to keep your files organized.
* Ensure that you are using secure ways of communication
* Ensure you are storing items securely
* Keep frequently visited links accessible. For example, nursing license, business license lookup, PDN Website, WACs, etc.

Helpful Tools: CamScanner App, Dochub for editing, OneDrive MS 365 has encrypted scan with phone when away from office, Upload to OneDrive client file also encrypted.  
  
**Learning Opportunities**

Links are on the PowerPoint.   
If there are any learning opportunities, trainings etc. you think are beneficial please feel free to reach out and we can add to the list.

**Questions & Answers**

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| **Question** | **Answer** |
| Can the owner opt out of mentioning the providers name, maybe only show business name. | Showing an example, it doesn’t show the individuals name. We do have some nurses that use and go by the name of the company. We have it listed what their company name is listed as. |
| So, with updating information is there an easier way to do this as trying to do it through the system it takes forever. | There are several steps behind scenes and lot of people must look at these before gets updated. Be mindful and make sure to alert us right away when changes are needed. [NursingContracts@dshs.wa.gov](mailto:NursingContracts@dshs.wa.gov) |
| What's the service code/modifier for bed hold? | LTC Manual - Chapter 8 has info on bed holds - they need to be in communication with NCC/CM/CRM. |
| I am a newly contracted provider, and I see this on the website, "You SHOULD NOT start working with Medicaid clients OR accept new referrals UNTIL you are able to log into Provider One, view your authorizations list & have a Social Service Medical profile" I do see the authorizations list, but where do I look for the social service medical profile? Do you have a portal to show, for example? Just to make sure so I can start admitting clients. | Checking on status of billing profile: <https://www.hca.wa.gov/billers-providers-partners/become-apple-health-provider/enroll-provider#where-can-i>  You should in the email received from us (Stacey Owens or Julie Manning) with your active contract will be provided a reference code for the business and how to follow up with billing portion with Health Care Authority. |
| How to contact Provider One and Health Care Authority (HCA)? | [ProviderOne billing and resource guide](https://www.hca.wa.gov/assets/billers-and-providers/providerone-billing-and-resource-guide.pdf)  If you are still having issues, please contact HealthCare Authority: • Phone: 800-562-3022 • Email: providerrelations@hca.wa.gov |
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**Helpful Links**

**Private Duty Nursing Washington Administrative Codes, 388-106-1000 to 1055:** <https://apps.leg.wa.gov/WAC/default.aspx?cite=388-106-1025>

**Billing Guide**: <https://www.hca.wa.gov/assets/billers-and-providers/providerone-billing-and-resource-guide.pdf>

**DDA Nursing Services Website:** <https://www.dshs.wa.gov/dda/nursing-services>

**HCS GovDelivery:** <https://public.govdelivery.com/accounts/WADSHSALTSA/subscriber/new?preferences=true#tab1>

**DDA GovDelivery**: <https://public.govdelivery.com/accounts/WADSHSDDA/subscribers/new>