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**To: Institutional Providers, Hospice Providers,
Post Extended Care Hospital Providers (PEC),
and Swing Bed Providers**

RE: Processing of Admission Applications and/or Requests for Monthly Retrospective Reviews

Effective June 1, 2007, APS* Healthcare will assume responsibility for reviewing applications for admissions for the programs listed below:

- **Hospice**
- **PEC**
- **Swing Beds**
- **Retrospective review process for appropriateness of admissions to Nursing Homes, ICF/MR facilities and IMD facilities**

Applications for admission to Hospice, PEC and Swing bed programs more than 30 pages shall be mailed to APS at the address below.

APS Healthcare will request monthly retrospective reviews for Nursing Homes, ICF/MR facilities, and IMD facilities. Medical record documentation, in response to such requests more than 30 pages shall be mailed to address below.

APS Healthcare
1640 Phoenix Boulevard, Suite 200
Atlanta, Georgia 30349
Phone: 1-800-809-5426

Medical record documentation which contains less than 30 pages may be faxed to the number below:

APS Healthcare
Fax: 1-800-218-6333

Hospice Recipient Status Change Form (Form 165B) and Long Term Care Request for Action Forms shall continue to be faxed to the number below:

Medicaid Long Term Care Admissions/Records
Fax: 334-353-5901

For additional information as it relates to this program, please contact Nancy Headley at 334-242-5684.

**Innovative Resource Group doing business as APS Healthcare Midwest*