Hospice Administrators Can Update Security Permissions on August 23, 2019

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Beginning August 23, 2019, providers can make changes and take actions on Hospice forms 3071 Individual Election/Cancellation/Update and 3074 Physician Certification of Terminal Illness on the Long-Term Care (LTC) online portal.

Providers will also have access to the following workflow actions, depending on security permissions and form status:

- Reactivate Form
- Resubmit Form

New security permissions will be available for hospice users to perform these additional actions when the form is in a certain status. The button **Reactivate Form** will be available when the form is in “Med ID Check Inactive,” “ME Check Inactive,” or “AI Check Inactive” status. The button **Resubmit Form** will be available when the form is in “Provider Action Required” status.

To update security permissions for users, account administrators can go into **My Account**, select **Modify Permissions**, and then choose the correct provider number. After selecting the provider number, check the boxes for “3071 Miscellaneous permission” and “3074 Miscellaneous permission”, which will be the last two permissions on the right on the permissions grid.

*Note: These permissions will be required in addition to the existing “3071 Submitter” and “3074 Submitter” permissions.*

For details about these form updates, providers can refer to the article titled “**New Features for Hospice Forms 3071 and 3074 Beginning August 23, 2019**,” which was published on this website on July 25, 2019.

For more information regarding the new form actions, call the Long-Term Care Help Desk at 1-800-626-4117, Option 1. For assistance modifying security permissions, call the EDI Help Desk at 1-888-863-3638, Option 4.