Using the LTC DMA-0100 - Physician's Signature for authorization of level of care form

Following is some important information regarding the use of the DMA-0100 - Physician's Signature for authorization of level of care form. The DMA-0100 form cannot be used to create a Prior Approval (PA) request in NCTracks. It should only be used if there has been a Prior Approval request submitted using the provider portal.   The DMA-0100 form can be found on the NCTracks Prior Approval webpage.

Filling out the DMA-0100 form

The first part of the form is for the Physician to select the appropriate level of care for the recipient for whom you are submitting a prior approval request. The physician should put a check mark next to one of the following levels of care:

- NF
- NF Rehab *
- Vent
- Specialty Hospital Rehab
- Extended Care
- CAP/ C Skilled
- PACE

* If the Physician is selecting a NF Rehab level of care the recipient must be receiving Physical Therapy, Occupational therapy and or Speech therapy at least 5 times a week.

The second part of the form is for the Recipient information. This section must be filled out completely with the following information:

- Recipient's first and last name
- The recipient's Medicaid number (including pending numbers)
- The name of the facility that the recipient was admitted to and the facility NPI number
- The date the Physician made the level of care determination
- The date that the recipient moved to the facility (If this line is not filled out, retroactive prior approval will not be approved for any length of time)

The last section on this form is for the Physician to sign and date. Please make sure that the date is clear and legible. Nurse Practitioners and Physician Assistants cannot sign in place of the Physician.

Submitting the DMA-0100 form

When submitting this form it should be filled out completely and either uploaded directly to the PA request in NCTracks or faxed to 855-710-1964 using an NCTracks fax cover sheet that has the barcode on the bottom right hand corner.

You can generate an NCTracks fax cover sheet by following these instructions:

1. Log into NCTracks Provider Portal
2. Go to PA Inquiry
3. Enter the Confirmation Number or Recipient ID and click Submit
4. Click on the PA to open your request
5. Scroll to the bottom of the page and look for the section that says "Would you like to add additional files"
6. Click the Radio button next to "Yes"
7. Choose the "Attachment Type"
8. For the "Transmission Code" select Fax
9. Enter an "Attachment Control number" that you created for this recipient
10. Click Add
11. Click Submit

After you click Submit, you will be brought to a screen that has a blue hyperlink that will take you to the PDF version of the Fax cover sheet. Print the cover sheet and place it on top of the DMA-0100 form when it is faxed.

Following these guidelines regarding the use of the DMA-0100 form will help to expedite the review of the prior approval request.