**Private Duty Nursing - Quarterly Reporting**

**Individual Tab**

Report all individual members with authorized Private Duty Nursing services beginning July 1, 2022.

Member information should be reported as PDN services are authorized and throughout delivery. Since authorizations are approved for a 90-day timeframe, a member may be listed multiple times on the same quarterly report, PDN units requested and authorized will need to be broken down to estimate services on a month-to-month basis.

Each quarterly report should include all members with authorized services during the quarter being reported. Due to claims runout we understand that units paid will not indicate an accurate percentage of services delivered at the time of reporting. Colum Q, “Explanation of authorized service, not delivered” is an optional reporting field for the first quarter of July – September 2022.

Examples are provided on each tab of the template.

The first report is for the time period of July 1, 2022 – September 30, 2022. The reporting schedule and due dates are as follows:

January – March (Due April 30)

April – June (Due July 30th)

July – September (Due October 30th)  
Oct – Dec (Due January 30th)

**County Total Tab**

This tab should include aggregated data from the Individual tab.

\*Instructions are subject to change as MHD gains additional information throughout this process. Advanced notice of changes will be provided.