

Provider Bulletin

Molina Healthcare of Washington, Inc.

8/28/2025

Molina's Private Duty Nursing Authorization Updates (Medicaid)

Molina Healthcare of Washington, Inc. is enhancing efficiency and communication by transitioning Private Duty Nursing (PDN) authorization processing to the Care Management Department. Nursing agencies are responsible for submitting complete and legible documentation to ensure timely review. Below is a reminder of the requirements and the submission process for Molina.

Required Documentation for PDN Authorization Requests:

- Completed PDN Prior Authorization Form:
 - All relevant fields under Clinical Presentation Checklist marked
 - Brief clinical summary with recent changes
 - Requested hours and rate
- Signed physician orders (dated within 6 months)
- Typed nursing care plan (dated within 90 days)
- Legible nursing notes (from within the past 2 weeks)

Submission Instructions: Fax complete packets to **800-767-7188**, Attn: **Peds PDN**.

Primary Contact: Use the shared inbox: MHW_PedsPDN@MolinaHealthcare.com for the following purposes:

- Authorization inquiries and updates
- Staffing changes (e.g., hours staffed or shared between agencies)

Molina Care Managers actively refer cases with unstaffed hours. To support our medically fragile members, please notify us promptly of any staffing changes.