

Prorating Number of Occurrences

For weekly services, the "week" starts on Sunday and will contain a full week's worth of units even if a partial week is authorized. A "month" is a calendar month, with partial months determined by a cut off on the 17th of every month. If an authorization starts on or after the 17th of the month, units for only half of the occurrences will be authorized. In cases where the occurrences for the month are an odd number, we will round up. For example, if an authorization is for 60 minutes (4 units), 3 times a month, and it starts on or after the 17th, the provider will be authorized 2 occurrences of 60 minutes, or 8 units. Similarly with end dates, if an authorization ends on the 17th or later, then units for all occurrences are authorized. If the authorization ends before the 17th, then only half the occurrences are authorized. The exception is an authorization that starts and ends within the same calendar month, which is always authorized as a full month no matter when the start and end dates fall.

Examples of weekly proration:

- An authorization is specified as 3 units per week. The Start Date is a Tuesday, and the End Date is a Thursday several weeks later. The first week is Tuesday through Saturday, and the last week is Sunday through Thursday. Three units may be paid during the first week, and three units may be paid during the last week.
- An authorization is specified as 3 units per week. The Start Date is a Tuesday, and the Cancel Effective Date is two days later, on Thursday. The first and only week is Tuesday through Thursday, and three units may be paid.

Examples of monthly proration:

1. Authorization of 2 units, 3 times per month, 2/20/2009 to 2/28/2009
 - Allow for February: 6 total units (based on 3 occurrences)
2. Authorization of 2 units, 3 times per month, 2/20/2009 to 4/17/2009
 - Allow for February: 4 total units (based on half of 3 occurrences, rounded to 2 occurrences)
 - Allow for March: 6 total units (based on 3 occurrences)
 - Allow for April: 6 total units (based on 3 occurrences)
3. Authorization of 2 units, 3 times per month, 2/20/2009 to 3/16/2009
 - Allow for February: 4 total units (based on 2 occurrences)
 - Allow for March: 4 total units (based on 2 occurrences)