



**COLORADO**

Department of Health Care  
Policy & Financing

## CMS 485 DESK AID FOR PERSONAL CARE PROVIDERS

The CMS 485 Home Health Certification and Plan of Care – or a form with identical content – is part of the required documentation when submitting the Personal Care Assessment Tool (PCAT) for review.

The 485 can **only** be completed by a registered nurse (RN) or attending physician. Regardless of who completes the 485, the attending physician **must** sign the completed 485 for it to be valid. As a Personal Care agency, you have several options available to you.

### Option 1: Your client is currently receiving skilled care services

You may request a copy of your client's most recent 485 from the Skilled Care agency. You may simply submit a **photocopy** of the 485 if:

- Your client's current 485 does not expire prior to the beginning date on the Prior Authorization Request (PAR) you're submitting for review
- The 485 is valid and current (your client hasn't experienced a change in condition)
- The 485 outlines your client's need for personal care, including tasks and frequency

### Option 2: You are a personal care agency with an RN on staff and your client is not currently receiving skilled care services

Your RN may complete the 485 prior to sending it to the client's physician to sign. Please keep the following in mind:

- The 485 still requires the attending physician's signature to be valid
- A registered nurse may not sign as the attending physician

### Option 3: You are a personal care agency without an RN on staff and your client is not currently receiving skilled care services

You will need to send a 485 to the client's physician to complete and sign. Please keep the following in mind:

- If you are not an RN or physician, you may not complete sections 18A, 18B, 19, 20, nor the signature blocks 23 through 28

### Program Contact

Elizabeth Freudenthal

[Elizabeth.Freudenthal@state.co.us](mailto:Elizabeth.Freudenthal@state.co.us)

303.866.6814

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