

Provider Bulletin

Molina Healthcare of Washington, Inc.

June 2026

Private Duty Nursing Agency Hour Change & Hour Transfer Policy

1. Hour Change Requests

Agencies seeking to modify their currently assigned hours must submit a **formal written request**. Verbal requests will not be accepted.

1.1 Required Information

The written request must include:

- Agency name
- Current assigned hours
- Requested revised hours
- Reason for the requested change
- Proposed effective date

1.3 Approval

No change is effective until the agency receives **written approval** from the organization. Approved changes will not be applied retroactively.

2. Transfer of Hours Between Agencies

If an agency wishes to obtain hours currently assigned to another agency, both agencies must follow the procedures below.

2.1 Written Request From Requesting Agency

The agency seeking additional hours must submit a written request that includes:

- Number of hours requested
- Name of the agency from which hours are being requested
- Reason for the request
- Proposed start date

2.2 Written Agreement From Agency Relinquishing Hours

The agency giving up hours must provide a **signed written agreement** confirming:

- The exact number of hours being relinquished
- The effective date the transfer will begin
- Signature of an authorized representative

No hour transfer will be processed without this signed agreement.

2.3 Verification & Approval

The organization will:

- Verify both written submissions
- Confirm authorization of signatures
- Ensure compliance with program rules
- Issue a written approval or denial

Transfers are not effective until written approval is issued.

3. Effective Dates

All approved hour changes or transfers must include a clearly defined **start date**. Changes may not be backdated or implemented prior to written approval.

Our goal is to provide you with excellent customer service. If you have any questions or concerns, please contact MHW_PedsPDN@MolinaHealthCare.com, Monday through Friday, between 8:00 a.m. and 5:00 p.m.

Thank you for your continued service to your Molina members.