



ST. MARY'S COUNTY
HEALTH DEPARTMENT

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To: Local Hospital, Nursing Facilities

From: Ashley Milcetic, BSN, RN, Director of Maternal, Child, and Elder Health Unit

Subject: Required documentation for PASRR Level II Requests

Date: August 26, 2025

In an effort to make the Level II PASRR process more efficient, the Assessment, Evaluation, and Review Services (AERS) team has created a list of required documents to be submitted with each Level II PASRR request.

Please email all documents **as separate PDFs (not printed to paper and then scanned back in)** to Kimberly.Dollarton@maryland.gov and Ashley.Milcetic@maryland.gov with the subject line: *Level II PASRR Request*. Submitting electronic PDFs allows our nurses to use “Control + F” to quickly search for key information. When documents are scanned images, the text becomes a picture rather than searchable text, which makes it much harder and slower to locate the needed details.

Required Documentation:

- PASRR Level I Screening
- PASRR Authorization Request Summary from Telligen
- Facesheet
- Medical diagnoses
- Medication list
- ADLs for the past month (eating, transfers, dressing, bathing, grooming, toileting, walking, meal preparation, chores, grocery shopping, traveling, medication administration, handling finances, telephone use, decision-making ability)
- Order Summary Report (PT/OT/ST, wound care, labs, diet, etc.)
- Physician notes (past month)
- Nursing notes (past month)
- Social Work notes (past month)
- Psychiatric documentation if applicable (admission note, consults, and/or routine notes showing stability)
- Psychological evaluation if available
- Hospital discharge summary/plan if applicable
- Monthly income and source of income

Thank you for your cooperation in helping us complete these assessments in a timely manner.