Medi-Cal Program Guide Letter # 605

February 14, 2008

Subject **ARTICLE A - COUNTY MEDICAL SERVICES (CMS) – REQUIRED ACTIONS ON ERRONEOUS CERTIFICATION**

Effective Date Upon receipt

Reference County Policy

Purpose The purpose of this letter is to provide CMS staff with written instructions for required actions on an erroneous certification.

Background Currently, once a certification period has been approved, CMS eligibility continues until the end of the certification period or until the beneficiary becomes eligible to full scope Medi-Cal benefits before the certification period ends.

Change Upon the discovery of an error resulting in erroneous certification of CMS, the worker must immediately contact their Supervisor. Depending on when the error is discovered, the worker will immediately take action as instructed under A or B below.

Action Required

A. If the error was discovered within 30 calendar days of the erroneous action, **and** no claims appear in IDX, the worker shall rescind the certification back to the original application date by taking the following actions:

1. Issue Notice of Action CMS 34-R to the applicant, informing them of the error and the rescission.
2. Send form CMS-4 to the CMS Program Administrative Services Organization (ASO) at O557-B noting the change in eligibility status and the reason for the error.
3. For Hospital Outstation (HOS) cases, including those decentralized, send form 14-10 to the appropriate HOS liaison informing them of the change in eligibility status.

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Action Required (continued)

B. If the error is discovered more than 30 calendar days after the erroneous action or within 30 calendar days but IDX reflects claims submitted/paid for dates of service within the erroneous certification period, the worker shall discontinue eligibility by taking the following actions:

1. Issue Notice of Action CMS 34-R to the applicant, informing them of the error and date of discontinuance.
2. Discontinue CMS benefits effective immediately.
3. Send a CMS-4 to the CMS Program ASO at O557-B noting the change in eligibility status and the reason for the error.
4. Send the case to the CMS Third Party Liability Program Specialist at O557-A for overpayment assessment and collections, as applicable.

Forms Impact

A new Notice of Action, CMS 34-R (Attachment A), is used to notify individuals of the erroneous certification and subsequent County actions.

Summary of Change

The table below shows the changes made to Article A of the MPG.

Section	Change
Article A, Section 7-1.A	Added reference to Article A-7-1.C.
Article A, Section 7-1.C	Added instructions for rescinding or discontinuing an erroneous certification.
Article A, Section 7-9.A	Added reference to Article A-7-1.C.

Filing Instructions

The table below shows how to file the Program Guide material.

Action	Pages
Remove	Article A-7-i through A-7-5
Replace	Article A-7-i through A-7-5

Important Notice

The MPG is available in its entirety on the County Intranet by accessing http://hhsa_intranet/manuals/mpg/index.html. The MPG revisions listed in this letter will be entered into the Intranet MPG at the next update.

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Manager Approval

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