

# Medi-Cal Program Guide Letter (MPG) #620

January 11, 2008

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**Subject**            **Revisions to Letter of Authorization (LOA)/ MC 180 Over One Year Letter Procedures**

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**Effective Date**    Upon receipt

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**Reference**         ACWDL 07-18

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**Purpose**             The purpose of this letter is to inform staff of a new centralized issuance log for all MC 180s, revisions to the MC 180 form, and changes to the MC 180 record retention procedures.

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**Background**        Medi-Cal providers have access to Medi-Cal eligibility information for the twelve months preceding the current month. Under certain conditions workers may issue the MC 180 when proof of eligibility is needed for services that occurred at least 12 months prior to the current month.

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**Centralized MC180 log**    The State requires the County to maintain a central log that identifies all MC 180 forms issued. The log can be found on the shared drive at the following location:

S:\ENTERPRISE\Medi-Cal Spreadsheets and Forms\MC 180 Log.

All staff that have access to the MC 180 forms must also have access to the MC 180 log. All MC 180 forms must be All MC 180 forms must be logged by serial number on the MC 180 log at the time they are issued.

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**MC 180 retention procedures**

The State requires that all MC 180 copies and supporting documentation for closed cases be kept in a central file. Closed case physical records are usually purged 3.5 years after the closing of the last budget unit on the case. If an MC 180 is requested on a closed case, it is conceivable that the record may be purged prior to 3.5 years from the date of the MC 180 issuance.

Each work location that issues the MC180 form must create a central location where all MC 180 copies and supporting documentation for closed cases are filed. These forms and documents can be purged from this new central file 3.5 years after the MC 180 was issued.

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**Automation Impact**

None.

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**Forms Impact**

The MC 180 was revised to version 2/06, which replaced the Social Security Number with the CIN #. Staff should continue to use old version of the MC 180 until the supply is depleted. Workers must cross out the box with Social Security Number and write in the Central Index Number (CIN) in its place.

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**Quality Assurance Impact**

Beginning with the January 2008 sample month, QA will cite with the appropriate error any case that does not follow the requirements of this letter.

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**Summary of Change**

<b>Article</b>	<b>Change</b>
Article 14, Section 3	Added clarification for MC 180 retention and MC 180 log requirements.

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**Filing  
Instructions**

Action	Pages
Add	Article 14-3-9

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**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**

ORIGINAL SIGNED BY:

Dann Crawford, Assistant Deputy Director  
Medi-Cal, General Relief, and CAPI Program Administration  
Strategic Planning & Operational Support Division

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