

Medi-Cal Program Guide Letter #627

April 25, 2008

Subject **ARTICLE A - OBSOLETE COUNTY MEDICAL SERVICES FORMS (CMS) AND REVISION TO THE LIST OF CONTRACTED CMS PRIMARY CARE CLINICS AND HOSPITALS**

Effective Date Upon receipt

Reference County Policy

Purpose The purpose of this Letter is to inform staff of:

- Obsolete CMS forms,
- Identify HHSA forms to be used in their place and,
- Revise the list of contracted CMS primary care clinics and hospitals

Background Forms:
Currently, Health Coverage Access (HCA) is comprised of Clinic Outstationed Services (COS) whereby CMS applications are processed at Public Health Centers and Community Clinics, and Hospital Outstationed Services (HOS) whereby Medi-Cal and CMS applications are processed at hospitals. HOS workers utilize generic HHSA forms for CMS eligibility while COS workers utilize CMS forms equivalent to generic HHSA forms.

CMS Contracted Sites:
CMS uses a network of Community Health Centers, private physicians and local hospitals to provide medical services. A listing of the CMS contracted sites are provided in MPG Article A.

Changes Forms:
In an effort to streamline the use of forms when determining eligibility for the CMS program, the CMS forms specified below shall be deleted and replaced with the corresponding HHSA form:

OBSOLETE CMS FORM NUMBER	HHSA FORM NUMBER REPLACEMENT	FORM NAME
HHSA:CMS-18	16-42 HHSA (6/03)	Sworn Statement
HHSA:CMS-18 (SP)	16-42 HHSA (SP) (6/03)	(Attachment A)

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Changes (continued)

OBSOLETE CMS FORM NUMBER	HHSA FORM NUMBER REPLACEMENT	FORM NAME
HHSA:CMS-49 HHSA:CMS-49 (SP)	07-16 HHSA (02/04) 07-16 HHSA (SP) (02/04)	Request for Withdraw of Application (Attachment B)
HHSA:CMS-67 (Spanish on Reverse)	07-227 DSS (2/91) 07-227 DSS (SP) (2/91)	Statement of Contribution & Declaration of Loan/Gift (Attachment C)
HHSA:CMS-68	CW 60 (ENG/SP)(5/01)	Release of Information Financial Institution (Attachment D)
HHSA:CMS-72 (Spanish on Reverse)	07-66 HHSA (08/03) 07-66 HHSA (SP) (08/03)	Self-Employment Income Statement (Attachment E)
HHSA:CMS 79	07-21 HHSA (12/00) 07-21 HHSA (SP) (10/00)	Employment Verification (Attachment F)

CMS Contracted Sites:

The listing of all contracted CMS primary care clinics and hospitals noted in Article A-1 Appendix A1, A2 and A3 and Appendix B have been revised.

Action Required

Recycle obsolete CMS forms and replace with the HHSA forms.

Automation Impact

When a case is established on the CMS IT System (AuthMed), all HHSA/CMS forms completed by the worker and/or the patient must be imaged and saved into the CMS IT System.

Forms Impact

Forms 16-42 HHSA, 07-16 HHSA, 07-227 DSS, CW60, 07-66 HHSA and 07-21 HHSA are ordered directly and kept in stock by HCA.

Quality Assurance Impact

Effective with the May review month, Quality Assurance will cite with the appropriate error any case that does not comply with the requirements of this letter.

Summary of Changes

The table below shows the changes made to Article A of the Medi-Cal Program Guide (MPG).

Article/Section	Changes
Article A, Section 1-i	Update Table of Contents to identify revised listing of CMS contracted clinics and hospitals

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Summary of Changes (continued)

The table below shows the changes made to Article A of the Medi-Cal Program Guide (MPG).

Article/Section	Changes
Article A, Section 1-A1 through 1-B	Revised listing of CMS clinics and hospitals
Article A, Section 9-i	Update Table of Contents to identify HHS form replacement
Article A, Section 9-1 through 9-2	Deleted CMS forms and HHS form replacement

Filing Instructions

The table below shows how to file the MPG material.

Action	Pages
Remove	Article A-1-i
Replace	Article A-1-i
Remove	Article A-1-A1 through A-1-B
Replace	Article A-1-A1 through A-1-B
Remove	Article A-9-i through A-9-2
Replace	Article A-9-i through A-9-2

Important Note

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.

Managers Approval

ORIGINAL SIGNED BY:

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