

# Medi-Cal Program Guide Letter #649

September 9, 2008

---

**Subject**            **ARTICLE A—CHANGES TO THE COUNTY MEDICAL SERVICES (CMS) PROGRAM IMAGING PROCESS**

---

**Effective Date**    Upon Request

---

**Reference**         County Policy

---

**Purpose**            This letter is providing the CMS staff with the changes to imaging process.

---

**Background**      On May 12, 2008 the CMS Program implemented an Information Technology (IT) System which automated the CMS Program. This internet-based system provided easy access to case eligibility and the elimination of paper case folders by imaging all verifications and forms directly into the IT System.

---

**Changes**           Workers will no longer need to scan every form into the CMS IT system for applicants/beneficiaries. To expedite the scanning process, workers may use the Image Verification Checklist (CMS-107) and scan fewer forms into the system.

---

**Required Actions**    Image Verification Checklist procedures:

<b>Step</b>	<b>Action</b>
1.	Provide the patient with the forms listed on the checklist and the appropriate Image Verification Checklist. <ul style="list-style-type: none"><li>• Image Verification Checklist must list the correct effective/revision date for each form.</li></ul>
2.	Have the patient initial on the checklist next to every form given to them acknowledging that they have received the forms.

---

*Continued on next page*

## Medi-Cal Program Guide Letter #649, Continued

**Required Actions**  
(continued)

Image Verification Checklist procedures:

Step	Action
3.	Have the patient sign the form acknowledging that the information was reviewed and understood.
4.	Scan the Image Verification Checklist into the CMS IT System as verification of the patient's acknowledgement that they received, reviewed, and understand the forms. The patient keeps the forms for their record.

**Forms Impact**

These are the forms affected by this change:

Forms	Attachment
Image Verification Checklist (CMS-107)	A
Image Verification Checklist Spanish (CMS-107 SP)	B

**Automation Impact**

None

**Quality Assurance Impact**

None

**Summary of Changes**

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

Article/Section	Changes
Article A, Section 2	Added Image Verification Checklist information
Article A, Section 5	
Article A, Section 9	

*Continued on next page*

## Medi-Cal Program Guide Letter #649, Continued

---

### Filing Instructions

The table below shows how to file the MPG material.

Action	Pages
Remove	Article A, Section 2 pages i, 1-2, & 13
	Article A, Section 5 pages 1-2 & pages 9-10
	Article A, Section 9 page 3
Replace	Article A, Section 2 pages i, ii, 1-2 & 13
	Article A, Section 5 pages 1-2 & pages 9-10
	Article A, Section 9 page 3

### Important Note

The MPG is available in its entirety on the County Intranet by accessing [http://hhsa\\_intranet.co.san-diego.ca.us/manuals/mpg/index.html](http://hhsa_intranet.co.san-diego.ca.us/manuals/mpg/index.html). The MPG revisions listed in this letter will be entered into the Intranet MPG at the next update.

---

### Manager Approval

**ORIGINAL SIGNED BY:**

DANN CRAWFORD, ASSISTANT DEPUTY DIRECTOR  
Medi-Cal, CMS, General Relief and CAPI Program Administration  
Strategic Planning and Operational Support Division

---

SB