DHS Oregon Department of Human Services

Children, Adults and Families

Action Request Transmittal

Karen House, Manager CAF SSP Medical Programs
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Authorized Signature

Number: SS-AR-09-008
Issue Date: 09/15/2009

Topic: Systems Issues

Due Date: 09/15/2009

Subject: New Client Maintenance (CM) System Coding for Administrative Exams

Applies to (check all that apply):

☐ All DHS employees	☐ County Mental Health Directors
☐ Area Agencies on Aging	☐ Health Services
☐ Children, Adults and Families	☐ Seniors and People with Disabilities
☐ County DD Program Managers	☒ Other (please specify): CAF SSP transmittal group

Action Required: Begin using new Client Maintenance (CM) system administrative exam coding.

Reason for Action: New administrative exam coding has been added to the CM system to support the new MMIS.

- For QMB and CAWEM clients who need an administrative exam, add the ADM case descriptor to the client's CMUP screen. Once the client's exams have been completed by the medical provider, remove the ADM case descriptor.

- The ADM case descriptor is not needed for other medical program recipients.

For applicants who need an administrative exam, but who are not yet receiving medical benefits, create an administrative exam only medical benefit case on the CM system.

Clients with the new administrative exam only P2 case do not qualify for any other DHS medical benefits. They will not be sent an automated approval notice. MMIS will not send them a medical care ID or a coverage letter.

To add an administrative exam only case to CM:

- Create a P2 only case for the client (with no other benefits).

- Use the current date for the Effective Date.

- The Incoming code on UCMS should be NEW.

- Med Prg/# is not needed.

- The Rvw date on UCMS should be three months after the Date of Request (DOR) for medical or one month following the administrative exam appointment date, whichever is later. For example, if the DOR was 6/1/09, enter 09/09 as the Rvw date. (Note: The UCMS Rvw date display may change effective October 1 to MM/DD/YY. If the Rvw display changes, then instead of 09/09, enter 08/31/09.)

- The Medl Rvw date field should be NFM.

- No Pkt# is required.

- Use the AD or CH in-grant code.

- Use the ADM case descriptor.

- Add the Medical Start Date. The Medical Start Date can be any date on or after the Date of Request.

Once the client's exams have been completed by the medical provider, end the administrative exam benefits.

Field/Stakeholder review: ☐ Yes ☒ No

If yes, reviewed by:

If you have any questions about this action request, contact:

Contact(s):	Lisa Stegmann 503 945-6725		
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E-mail:			