

# **CHANGE NOTICE FOR MANUAL, NO. 15-04, DISABILITY PROCEDURES**

**DATE: MARCH 19, 2004**

**Manual: Aged, Blind, and Disabled Medicaid**

**Change No: 15-04**

**To: County Directors of Social Services**

**Effective: April 1, 2004**

## **I. BACKGROUND**

Disability Determination Services (DDS) has brought to our attention a number of issues concerning the information received with Medicaid applications. As a result of these issues, DDS is experiencing problems in processing applications. This could have an impact on the county in processing applications. In an effort to ensure disability applications are processed timely, minor changes have been made to MA-2525, Disability.

Also included in this change notice is the address correction for sending claim overrides to the Claims Analysis Unit and for sending requests for recipient profiles to Program Integrity.

## **II. CONTENT OF CHANGE**

MA 2525, Disability, has been revised as follows.

### **A. DMA-5028, Authorization to Disclose Information**

1. Due to HIPAA requirements, many medical providers are refusing to accept the DMA-5028 if the form is not on one sheet of paper. Therefore, policy has been changed to make it clear that the front and back of the DMA-5028 must to be on one page (duplexed form). Please discard all old forms of DMA-5028 prior to revision date 04/01/03.
2. Policy has changed to require that county workers sign in the "Witness" section of the DMA-5028.

## **B. DMA-4037, Disability Determination Transmittal**

The "Remarks" section of the DMA-4037 has been revised to add a box to check when submitting additional information on pending applications. Policy has been changed to reflect this change.

## **C. Disability Decision**

1. Policy has been changed to state that the county must retain the medical evidence received from DDS on a Medicaid only application in accordance with the North Carolina Department of Health and Human Services Office of the Controller's Record Retention and Disposition Schedule/Medicaid Records Alert.
2. The computer codes used by DDS to reflect their disability decision have been incorporated into policy.
3. Clarification has been added for unable to locate and the denial decision for insufficient information.

## **D. Transportation for MAD Applications**

The county dss must assist the applicant who requests transportation to medical appointments that are required to establish disability. Policy has been changed to require the county dss to arrange for the most cost effective means of transportation and to require advance approval from DDS on certain means of transportation.

## **III. EFFECTIVE DATE AND IMPLEMENTATION**

This change in policy is effective April 1, 2004. Apply all changes to all pending applications taken prior April 1, 2004, and to applications taken on or after April 1, 2004.

## **IV. MAINTENANCE OF MANUAL**

- A. Remove:** MA-2525, Disability, Table of Contents  
**Insert:** [MA-2525](#), Disability, Table of Content, effective 04-01-04.

- B. Remove:** MA-2525, Disability, pages 5- 25.  
**Insert:** [MA-2525](#), Disability, pages 5-26, effective 04-01-04.
- C. Remove:** MA-2900, Recipient Fraud and Abuse Policy and Procedures, pages 75-76.  
**Insert:** [MA-2900](#), Recipient Fraud and Abuse Policy and Procedures, pages 75-76, effective 04-01-04.

If you have any questions, please contact your Medicaid Program Representative.

Gary H. Fuquay  
Director

(This material was researched and written by Angela Saddler, Medicaid Policy Consultant, Medicaid Eligibility Unit).