

Karen House

**Authorized Signature**

**Number:** SS-IM-09-037

**Issue Date:** 07/15/2009

**Topic:** Medical Benefits

**Subject:** Update on the July 1 Medical Application Procedure

**Applies to (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> All DHS employees                     | <input type="checkbox"/> County Mental Health Directors                               |
| <input checked="" type="checkbox"/> Area Agencies on Aging     | <input type="checkbox"/> Health Services  |
| <input type="checkbox"/> Children, Adults and Families         | <input checked="" type="checkbox"/> Seniors and People with Disabilities              |
| <input checked="" type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): CAF SSP transmittal group |

**Message:** On June 15, transmittal SS-IM-09-031, *Medical Program Changes to Support the Healthy Kids Program*, was distributed. SS-IM-09-031 included information on a new medical application procedure to send applications to the OHP Statewide Processing Center (branch 5503).

After the June 15 transmittal, additional clarification was requested. **This transmittal replaces the June 15 SS-IM-09-031 transmittal.**

**Medical application referral process overview with clarifications**

- Whenever a worker decides to close or deny medical benefits for any child, send the application form (or a copy of the form) to the OHP Statewide Processing Center (5503). This applies to medical applications or reapplications with a date of request July 1 or later.
- Do not send copies of income verification with the application. However, if you think 5503 might find a specific document helpful, you may choose to provide a copy of the document with the application.
- Do not send the application if the client did not complete the pend process (DD/AP denials, CR/BED closures). The new requirement does not apply to automatic denials or closures.
- Do not send the application if the child's medical was closed or denied because of returned mail or because the child moved out of state.

- Please UPS, mail or shuttle the applications to 5503 and include a copy of the [cover sheet](#) to:

OHP STATEWIDE PROCESSING CENTER (5503)  
2850 NE BROADWAY  
SALEM, OR 97303

- At field request, the [cover sheet](#) has been revised. Please use the revised [cover sheet](#) included with this transmittal with each mailing. It does not matter how many applications are bundled together as long as there is a cover sheet on the top.
- 5503 will image the application. Once the October medical policy changes have been implemented, 5503 will redetermine eligibility. If not eligible using the October policy changes, 5503 will redetermine eligibility again using the January 2010 policy changes.

**New [HK flyer](#) to support the application referral process for children**

A new DMAP flyer has been created that explains that the redetermination process. It can be used to help explain to families that their child’s medical may be redetermined later using the October 2009 and January 2010 policy changes. A link to the copy of the [flyer](#) in English is included with this transmittal.

Each branch and office will be sent an initial supply of English, Spanish, Russian and Vietnamese versions of the [flyer](#) soon. Electronic versions will also be e-mailed to each branch and office.

The [flyer](#) will be included with the DG, DO and DX CM notices and the CMCCTPR, CMCOHOI, CMCOHOJ, CMCOHPC and CMDODEN NOTR notices. If using another decision notice to close or deny a child’s medical benefits, please provide a copy of the [flyer](#).

*If you have any questions about this information, contact:*

<b>Contact(s):</b>	The appropriate SSP or SPD medical policy analyst		
<b>Phone:</b>		<b>Fax:</b>	
<b>E-mail:</b>			