

REV - Obtaining Debt Information

Purpose:

Finding whether a decedent is indebted to the Department of Human Services (DHS) and further collection should proceed.

Identification of Roles:

Administrative Assistant identifies State Identification Number, and requests debt information on claims, and on buy-in amounts that are due. Also, Administrative Assistant must verify that decedent was over 55 years of age or a resident of a facility to proceed.

Performance Standards:

N/A

Path of Business Procedure:

- Step 1:** Files initially entered in the Estate Recovery database are set for review by Administrative Assistant and to obtain debt information on claims and buy-in amounts.
- Step 2:** Information is obtained from the Medicaid Management Information System (MMIS) regarding claims and from DHS regarding buy-in amounts provided to decedent.
- Step 3:** Information is reviewed to see whether any claims exist for the decedent and file is reviewed to see if there may be a predeceased spouse who may have incurred a medical assistance debt.
- Step 4:** Administrative assistant verifies that the decedent is over 55 or a resident of a facility.

Forms/Reports:

Fee for service claim report (IAMC 9820-R002)
DHS Buy-In report

RFP References:

6.8.3.3.e

Interfaces:

IABC
MMIS

Attachments:

N/A