



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

June 17, 1997

GENERAL LETTER NO. 14-I-21

ISSUED BY: Bureau of Eligibility/HIPP, Division of Medical Services

SUBJECT: Employees' Manual, Title 14, Chapter I, *Medically Needy Spenddown Control System*, Contents (page 1), revised; pages 1, 4c, 5, 8, 8a, 18, and 19, revised; and pages 18a, and 18b, new.

Summary

The provider may submit Medicaid-covered expenses that occur during the certification period for conditionally eligibles and responsible relatives on a claim form directly to the fiscal agent, Consultec.

The provider may also choose to submit the Medicaid covered expenses that occur during the certification period on the *Medical Expense Verification (MEV)* form to the IM worker. Expenses that occurred before the certification period and noncovered Medicaid expenses continue to be submitted on a MEV.

When a claim is submitted and spenddown has not been met, Consultec will inform the provider that the claim has been denied and submitted for spenddown. Consultec will submit the claim information electronically to the Medically Needy Spenddown Control (MNSC) system.

The process for "backing out" a bill covers the situation when a claim for an expense that occurs during the certification period is received first by the MNSC system and spenddown is met, and then a MEV is received that has a higher priority than the Medicaid-covered expense.

Effective Date

July 1, 1997

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter I, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	December 15, 1992
1	December 15, 1992
4c	February 21, 1989
5	February 7, 1995
8	April 17, 1990
8a	February 7, 1995
18	February 21, 1989
19	December 15, 1992

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

June 29, 1999

GENERAL LETTER NO. 14-I-22

ISSUED BY: Bureau of Medicaid Eligibility, Division of Medical Services

SUBJECT: Employees' Manual, Title 14, Chapter I, *MMIS Medically Needy Subsystem*, Title page, revised; Contents (page 1), revised; and pages 1 through 26, revised.

Summary

This chapter has been revised to reflect conversion of the Medically Needy Spenddown Control system to the MMIS Medically Needy subsystem at Consultec.

Effective Date

July 1, 1999

Material Superseded

Remove the entire Employees' Manual, Title 14, Chapter I, and destroy it. This includes:

<u>Page</u>	<u>Date</u>
Title page	December 28, 1984
Contents (page 1)	June 17, 1997
1	June 17, 1997
2, 2a	December 15, 1992
MA-4072	Undated
3, 4	February 21, 1989
4a, 4b	December 15, 1992
4c, 5	June 17, 1997
6, 6a-6d	February 7, 1995
MA-4071	Undated
7	October 25, 1988
8, 8a	June 17, 1997
8b, 9	July 25, 1989
10, 10a	October 27, 1992
11, 12	November 7, 1989
13, 14, 14a, 15, 16	February 7, 1995

MA-4070	Undated
17	February 21, 1989
18, 18a, 18b, 19	June 17, 1997
20-34	December 15, 1992

Additional Information

Further revisions will be made to this chapter when new forms and screens are available.

Refer questions about this general letter to your regional benefit payment administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

July 5, 2000

GENERAL LETTER NO. 14-I-23

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter I, *MMIS MEDICALLY NEEDED SUBSYSTEM*, Title page, revised; Contents (page 1, revised and page 2, new); pages 1 through 26, revised; and pages 27 through 33, new.

Summary

This chapter has been revised to reflect current policies and system programming changes that have occurred since the initial conversion of the Medically Needed Spenddown Control System to the MMIS Medically Needed Subsystem at Consultec, including:

- ◆ The removal of the Medically Needed Error Report.
- ◆ The addition of the MMIS Medically Needed Subsystem screens used by income maintenance workers.

Effective Date

Upon receipt.

Material Superseded

Remove from Employees' Manual, Title 14, Chapter I, Title page, Contents (page 1) and pages 1 through 26, all dated June 29, 1999, and destroy them.

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

April 3, 2001

GENERAL LETTER NO. 14-I-24

ISSUED BY: Office of Policy Analysis, Division of Rule and Policy Integration

SUBJECT: Employees' Manual, Title 14, Chapter I, *MMIS MEDICALLY NEEDY SUBSYSTEM*, page 16, revised.

Summary

Material is to revise the cross-reference for form 470-0272, *Lost Form Request*, from XIV-B(1) to Title 6 Appendix. Chapter XIV-B(1) is now obsolete.

Effective Date

Upon receipt.

Material Superseded

Remove page 16, dated July 5, 2000, from Employees' Manual, Title 14, Chapter I, and destroy it.

Additional Information

See General Letter 14-B(1)-26, dated March 20, 2001, for more information.

Refer questions about this general letter to your regional benefit payment administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

January 29, 2002

GENERAL LETTER NO. 14-I-25

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter I, *MMIS MEDICALLY NEEDED SUBSYSTEM*, pages 3, 4, and 8, revised.

Summary

This chapter is revised to:

- ◆ Update the program relationship codes and definitions to match the current system codes and definitions found on the *Eligibility Status Turnaround Document (ESTD)*.
- ◆ Correct a cross-reference.

Effective Date

Upon receipt.

Material Superseded

Remove from Employees' Manual, Title 14, Chapter I, pages 3, 4, and 8, all dated July 5, 2000, and destroy them.

Additional Information

Refer questions about this general letter to your service area manager or designee.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

April 27, 2004

GENERAL LETTER NO. 14-I-26

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter I, *MMIS MEDICALLY NEEDED SUBSYSTEM*, Contents (pages 1 and 2), and pages 1, 2, 3, 5, 8, and 10 through 25, revised.

Summary

This chapter is revised to:

- ◆ Add language under the section "IM Worker MMIS Sign-on Procedures" to clarify what supervisors need to do to obtain access for workers to the MMIS Medically Needed Subsystem.
- ◆ Change the fiscal agent's name from "Consultec" to "ACS."

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter I, and destroy them:

<u>Page</u>	<u>Date</u>
1, 2	July 5, 2000
3	January 29, 2002
5	July 5, 2000
8	January 29, 2002
10-15	July 5, 2000
16	April 3, 2001
17-25	July 5, 2000

Additional Information

Two previous memos and their attachments that outlined the method for obtaining access to the MMIS Medically Needy Subsystem are now obsolete. These memos were sent with attachments by e-mail and have the following dates and subjects:

- ◆ Date: Friday, June 25, 1999, Subject: "Access to Consultec Medically Needy system."
- ◆ Date: Tuesday, December 16, 2003, Subject: "system access."

Refer questions about this general letter to your area income maintenance supervisor 2.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

September 16, 2005

GENERAL LETTER NO. 14-I-27

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter I, **MMIS MEDICALLY NEEDY SUBSYSTEM**, pages 1, 2, 3, 5 through 15, 17 through 20, and 22 through 28, revised.

Summary

This chapter is revised to:

- ◆ Change all references to the Medicaid fiscal agent (ACS) to the current organizational structure under the Department's Iowa Medicaid Enterprise (IME).
- ◆ Add the options to submit the following to the IME Medically Needy Unit by faxing to (515) 725-1350, or by sending through "local mail" to the IME Medically Needy Unit, Hoover Bldg., Des Moines:
 - Medical expenses submitted with the *Medically Needy Transmittal*.
 - Changes and corrections using the *Eligibility Status Turnaround Documents (ESTD)*.
 - Written history of how expenses were used to meet the client's spenddown using *Bill Status Turnaround Document (BSTD)* (correction or resubmittal of the BSTD).
- ◆ Change the language under section, "Correcting Eligibility for a Period When Spenddown Has Been Met," and section, "Correcting Eligibility for a Period with Zero Spenddown."
- ◆ Change the process when requesting a lost form to send form 470-0272, *Lost Form Request*, through e-mail to: imeproviderservices@dhs.state.ia.us.
- ◆ Correct a cross-reference.
- ◆ Change the section, "IM Worker MMIS Sign-on Procedures," to reflect the current screens, procedures, and entries for an income maintenance worker.
- ◆ Change the section, "MMIS Medically Needy Main Menu," to reflect the current screens, procedures, and entries for an income maintenance worker.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter I, and destroy them:

<u>Page</u>	<u>Date</u>
1-3, 5	April 27, 2004
6, 7	July 5, 2000
8	April 27, 2004
9	July 5, 2000
10-15, 17-20, 22-25	April 27, 2004
27, 28	July 5, 2000

Additional Information

Refer questions about this general letter to your area income maintenance supervisor 2.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

January 13, 2006

GENERAL LETTER NO. 14-I-28

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter I, *MMIS MEDICALLY NEEDY SUBSYSTEM*, Contents (pages 1 and 2), revised; and pages 15 and 22 through 25, revised.

Summary

This chapter is revised to add a new section, "Pharmacy Bills Submitted In Error," under "SPECIAL PROCEDURES."

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter I, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pages 1, 2)	April 27, 2004
15, 22-25	September 16, 2005

Additional Information

Refer questions about this general letter to your area income maintenance administrator.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

August 3, 2007

GENERAL LETTER NO. 14-I-29

ISSUED BY: Bureau of Medical Supports, Division of Financial and Health, Work Supports

SUBJECT: Employees' Manual, Title 14, Chapter I, *MMIS MEDICALLY NEEDY SUBSYSTEM*, pages 1, 2, 4, 6, and 7, revised.

Summary

This chapter is revised to change references from "monthly Medical Assistance Cards" to "eligibility."

Effective Date

August 1, 2007

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter I, and destroy them:

<u>Page</u>	<u>Date</u>
1, 2	September 16, 2005
4	January 29, 2002
6, 7	September 16, 2005

Additional Information

Refer questions about this general letter to your area income maintenance administrator.

January 29, 2021

GENERAL LETTER NO. 14-I-30

ISSUED BY: Iowa Medicaid Enterprise

SUBJECT: Employees' Manual, Title 14, Chapter I, **MMIS Medically Needy Subsystem**, Title page, Content pages 1 and 2, pages 1, 2, 3, 4, 5, 6 and 7, 8-14, 15, 16, 17-20, 21, 22-25, 26-28, 29-33, revised, 34, new.

Summary

This chapter is revised to:

- ◆ Update email address for IME Medically Needy Unit.
- ◆ Remove fund codes for, and references to, CMAP.
- ◆ Update language, procedures, and style throughout.

Effective Date

Immediately.

Material Superseded

Remove the following page from Employees' Manual, Title 14, Chapter I, and destroy it:

<u>Page</u>	<u>Date</u>
Title Page	July 5, 2000
Content pages 1 and 2	January 13, 2006
1 and 2	August 3, 2007
3	September 16, 2005
4	August 3, 2007
5	September 16, 2005
6 and 7	August 3, 2007
8-14	September 16, 2005
15	January 13, 2006
16	April 27, 2004
17-20	September 16, 2005
21	April 27, 2004
22-25	January 13, 2006
26-28	September 16, 2005
29-33	July 5, 2000

Additional Information

Refer questions about this general letter to your area income maintenance administrator.