State of California—Health and Human Services Agency
Department of Health Services

California Department of Health Services

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October 29, 2004

MMCD All Plan Letter No. 04007

TO: Geographic Managed Care Plans (GMC)
Prepaid Health Plans (PHP)
Two-Plan Models

FROM: Luis R. Rico
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Medi-Cal Managed Care Division

SUBJECT: IMPLEMENTATION OF NEW ENROLLMENT FORMS

PURPOSE:

The purpose of this All Plan Letter (APL) is to replace APL 04005, which notified GMC, PHP and Two-Plan Model Medi-Cal Managed Care health plans that MAXIMUS and Health Care Options (HCO) are transitioning to new Medi-Cal Choice forms (enrollment forms). APL 04005 stated that, effective August 1, 2004, MAXIMUS would no longer accept the old forms. This APL changes that effective date to January 1, 2005.

BACKGROUND:

MAXIMUS and HCO recently revised the Medi-Cal managed care enrollment form. Enrollment data from the old forms was hand-entered into the enrollment data system. The new forms are computer-readable, resulting in much faster and more error-free processing. Because the old forms are not readable by this new system, they must be phased out.

The new Medi-Cal enrollment forms were developed and approved with input from health care advocates, Medi-Cal managed care health plans, the Medi-Cal Managed Care Division and HCO.

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The transition to the new enrollment form is now almost complete. The final steps in the transition process are to replace all copies of the old version of the form at health plans, enrollment sites and other locations and to establish a final date for the acceptance of the old version of the form.

Health plans should be aware that the new enrollment forms are county specific and cannot be used in counties other than the ones to which they are issued.

POLICY:

Health plans should begin using the new enrollment forms (and discontinue using the old forms) as soon as they are in possession of the new forms. **Effective January 1, 2005 the old choice forms will no longer be accepted at MAXIMUS for enrolling beneficiaries into Medi-Cal managed care health plans.** By August 25, 2004, MAXIMUS will have replaced all old enrollment choice forms with the new version at all outreach sites, including health plans. Enrollment Service Representatives have visited each site to retrieve existing copies of the old version of the form and to replace them with copies of the new version of the form. MAXIMUS does not intend to conduct a mass mailing of the new forms to the health plans. If additional forms are needed however, they can be obtained at any time by contacting your contract manager, using established form request procedures.

Should you have any questions or require additional information regarding the content of this letter, please contact your contract manager.