Children's Medical Services (CMS) Branch
CMS Net Class Request Form

This form is to be used to create User Security Classes for California Children's Services counties. Please check appropriate boxes or select all if all apply and complete the following information for all requests. Please allow one week for processing requests.

☐ Add New
☐ Deactivate
☐ Modify

County: _____   Requested by: _____   Title: _____

Class Name: _____   Phone: _____   Fax: _____

REGISTRATION ☐ Select All
☐ 1. Display Events
☐ 2. Edit Duplicate / Bad Record
☐ 3. Patient Registration/Edit
☐ 4. Pending Transfers
☐ 5. Registration Display

GENERATE REQUESTS / AUTHS / CLAIMS ☐ Select All
☐ 1. Authorize Request
☐ 2. Cancel Authorization
☐ 3. Deny Request
☐ 4. Display Request for Service
☐ 5. Enter Request
☐ 6. List Vendor
☐ 7. Modify Request
☐ 8. Paneling and Approvals
☐ 9. Print Authorized Requests
☐ 10. Report of Entered / Paid Claims
☐ 11. Show Claims
☐ 12. Table Maintenance
☐ 13. Vendor Registration

ELIGIBILITY ☐ Select All
☐ 1. Pending Eligibility
☐ 2. Residential Worksheet
☐ 3. Financial Worksheet
☐ 4. Enroll / Assess Fees
☐ 5. MEDS Inquiry
☐ 6. Medi-Cal Coverage
☐ 7. Insurance Coverage
☐ 8. Healthy Families Coverage
☐ 9. Medical Eligibility
☐ 10. Program Eligibility
☐ 11. Eligibility Tracking
☐ 12. Display Eligibility Log
☐ 13. Replace Beneficiary ID Card
☐ 14. Client Eligibility
☐ 15. Personal Injury
☐ 16. Application Status

EVENT TRACKING ☐ Select All
☐ 1. Application Status
☐ 2. Correspondence
☐ 3. Display Events
☐ 4. Electronic Post-It Note
☐ 5. Gener Tickler List/Batch Corresp
☐ 6. Healthy Families Coverage
☐ 7. Insurance Coverage
☐ 8. Label Print
☐ 9. Medi-Cal Coverage
☐ 10. Medi-Cal Report Received
☐ 11. Medi-Cal Report Req/Rec History
☐ 12. Medi-Cal Report Request
☐ 13. MEDS Inquiry
☐ 14. MEDS Inquiry Display
☐ 15. Miscellaneous Tickler Entry/Edit
☐ 16. Narrative Entry/Edit
☐ 17. Personal Injury Display
☐ 18. Print Correspondence
☐ 19. View/Print Narrative

MEDICAL THERAPY PROGRAM ☐ Select All
☐ 1. Assign Clinic Schedule
☐ 2. Batch Corresp Generation
☐ 3. Blank PTR Print
☐ 4. Correspondence
☐ 5. Create and Transmit PTR Claim
☐ 6. Display Events
☐ 7. Gener Tickler List / Batch Corresp
☐ 8. Medical Report Received
☐ 9. Medical Report Req/Rec History
☐ 10. Medi-Cal Report Request
☐ 11. Miscellaneous Tickler
☐ 12. Modify / Print PTR Rate Table
☐ 13. Narrative Entry / Edit
☐ 14. Patient Therapy Record
☐ 15. Query MTU Reports
☐ 16. Registration at MTU
☐ 17. Table Maintenance
☐ 18. Vendor Registration
☐ 19. View / Print Narrative

SYSTEM MAINTENANCE ☐ Select All
☐ 1. Generate Batch Correspond
☐ 2. Letter Control Modify / Display
☐ 3. Management Reports
☐ 4. Table Maintenance
☐ 5. Word Processor
☐ 6. Free Busy Patient Record

VIEW ONLY PRIMARY OPTIONS ☐ Select All
☐ 1. Change Access Code
☐ 2. Display Eligibility Log
☐ 3. Electronic Post-It Note
☐ 4. Eligibility
☐ 5. Track Surrogate Transact

Print the form and return to:
Information Technology
CMS Branch, MS 8106
P.O. Box 997413
Sacramento, CA 95899-7413
Email: cmshelp@dhcs.ca.gov
Fax: 916-327-0997

Questions?
Contact the CMS Net Help Desk at:
Email: cmshelp@dhcs.ca.gov
Phone: (916) 327-2378 or
          (866) 685-8449
Fax: (916) 327-0997