

CMS Net

Replace Beneficiary ID

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Preface

Legend

In procedures on the following pages, you will see various symbols used.

- ✓ When describing a procedure, the check mark indicates the result of an action.
 - ➡ The arrow indicates a content note.
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Replace Beneficiary Identification Card Screen

Overview

The Replace Beneficiary Identification Card screen allows the user to request a replacement of a Beneficiary Identification Card (BIC) card.

The current, client eligibility information displays in the upper portion of the screen. Users enter the beneficiary card request reason and comments in the lower portion of the screen.

Previously requested reasons and dates also display in the lower portion of the screen.

- If the address on MEDS is for a client with dual eligibility, the BIC Card will be mailed to the address displayed on the MEDS screen.
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Steps to Access the Replace BIC Screen

To request a replacement ID card, follow these steps.

Step	Action
1	From the Eligibility Menu, access the Replace Beneficiary Identification Card screen.
2	In Card Request Reason, access the Pick List. Choose an option. <ul style="list-style-type: none">• Card Not Received• Card lost, stolen, mutilated or incorrect card.
3	In Card Request Date, Key the request date.
4	In Comments, Key any additional information. (Optional)

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Replace Beneficiary Identification Card Screen, Continued

Replace Beneficiary Identification Card Screen Example

Below is an example of the Replace Beneficiary Identification Card screen. If the patient's Case Status displays 'Active' on the Client Eligibility screen, the user can request new cards.

- ➔ Use the <Down Arrow> to move from field to field. Required fields or fields that the user can change are **bolded**.

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CMSNET                      REPLACE BENEFICARY IDENTIFICATION CARD          CMSELIGXX-99
1)Pt Nm: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  CCS#: 9999999  CIN: 99999999X 9
2)Gender: X  DOB: 99/99/9999  Lgl Co: XXXXXXXXXXXX  REG=XXXXXXXXX  MED=X  F/R=X
2a)Pgrm Begin Date 99/99/9999  End 99/99/9999  CCS Elig Status XXXXXXXXXXXXXXXXXXXXXXXX

Client Eligibility Information:

3)Case Status XXXXXXXXXXXXXXXX  4) Case Type XXXXXXXXX
5)CCS Elig Status 9XXXXXXXXXXXXXXXXXXXXX
6)Elig Start Date 99/99/9999  7) Date Closed 99/99/9999  8) Date Denied 99/99/9999

9)Reason Closed/Denied XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
10)Card Request Reason XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX+
11)Card Request Date 99/99/9999

12)Comment XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

13)Previous Request Reason XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX+
14)Previous Request Date 99/99/9999

15)Last Update By XXXXXXXXX1XXXXXXXXXX2XXXXXXXXXX3  16) Date 99/99/9999
    
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Replace Beneficiary Identification Card Screen, Continued

**Replace
Beneficiary ID
Card Field
Descriptions**

The following table describes fields on the Replace Beneficiary ID Card screen.

FLD #	ELEMENT NAME	DESCRIPTION/COMMENTS
1	(header)	Display Only Common header from the Patient Registration Screen
2a	Pgrm Begin Date	Display Only Populated from Pending Eligibility or PSA screen
2b	End	Display Only Populated from Pending Eligibility or PSA screen
2c	CCS Elig Status	Display Only Populated from the Client Eligibility screen, CCS Elig Status (Field 5)
3	Case Status	Display Only Displays from Client Eligibility Screen
4	Case Type	Display Only Displays from Client Eligibility Screen
5	CCS Elig Status	Display Only Displays from Client Eligibility Screen
6	Elig Start Date	Display Only Displays from Client Eligibility Screen
7	Date Closed	Display Only Displays from Client Eligibility Screen
8	Date Denied	Display Only Displays from Client Eligibility Screen
9	Reason Closed/Denied	Display Only Displays from Client Eligibility Screen
10	Card Request Reason	Required User can choose from Pick List <ul style="list-style-type: none"> • Card not Received • Card lost, stolen, mutilated or incorrect card

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Replace Beneficiary Identification Card Screen, Continued

Replace Beneficiary ID Card Field Descriptions (continued)

FLD #	ELEMENT NAME	DESCRIPTION/COMMENTS
11	Card Request Date	Required If Card Request Reason is filled, this field is automatically populated with the current date.
12	Comment	User can key text; automatically populated to Narrative
13	Previous Request Reason	Display Only Displays the last reason a replacement card was requested
14	Previous Request Date	Display Only Displays the last date a replacement card was requested
15	Last Update By	Display Only Displays the last user's name who modified any data.
16	Date	Display Only Displays the date of the last change.

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Replace Beneficiary Identification Card Screen, Continued

Action Menu Commands

The Replace Beneficiary Identification Card screen has four Action Commands from which to choose. (You cannot generate a letter from this screen.)

Command	Action/Result
Save	Saves data on the screen. The Replace Beneficiary Identification Card Branch Menu appears.
Cancel	The system will branch the user to the Replace Beneficiary Identification Card Branch Menu and will NOT save changes.
Quit	The Action Menu closes and refreshes the Replace Beneficiary Identification Card (BIC) screen. The system will NOT save any changes.
View Addresses	<p>A pop-up window displays showing both the MEDS address and the CMS-Net primary address for comparison.</p> <p>➔ If the address varies, the BIC will not be issued. An alert will be sent to you for follow-up.</p>

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Replace Beneficiary Identification Card Screen, Continued

**View
Addresses
Window**

Below is an example of the address pop-up window with fields for comparing addresses.

<u>MEDS ADDRESS</u>	<u>CMS-NET ADDRESS</u>
C/O xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	St1: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
Str xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxx	St2: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx Cty: xxxxxxxxxxxxxxxxxxxxxxxx
Cty xxxxxxxxxxxxxxxxxxxxxxxx	St: xx
St xx	Zip: xxxxx
Zip xxxxx	

**Replace BIC
Branch Menu**

- | |
|---------------------------------------------------------------------------------------------------------------|
| (?) Narrative for Requested BIC
() Mail Message for Requested BIC
() Identify New Patient
() Quit |
|---------------------------------------------------------------------------------------------------------------|

NOTES

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