STATE OF CALIFORNIA—HEALTH AND WELFARE AGENCY

EDMUND G. BROWN JR., Governor

DEPARTMENT OF HEALTH SERVICES
714/744 P STREET
SACRAMENTO, CA 95814
(916) 445-1912

December 2, 1982

To: All County Welfare Directors

Letter No. 82-64

REVIEW OF FORMS HAS 1390 AND MC 1

The purpose of this letter is to inform you that the DHS Warehouse has been experiencing some problems with the information on the HAS 1390 (Form Request) and the MC 1 (Requisition for Temporary Medi-Cal Identification Card) received from the counties. The information on these forms has been incomplete and inaccurate.

In order for the Warehouse to provide efficient service, the Operations Unit will be reviewing any HAS 1390 or MC 1 for accuracy effective December 15, 1982. The following instructions should be followed.

1. Your forms coordinator must complete all applicable sections of the HAS 1390s and MC 1s and send to Department of Health Services, Operations Unit, 714 P Street, Room 1692, Sacramento, CA 95814.

2. Make a notation on the bottom of the HAS 1390 or MC 1 of the monthly usage of the form being requested and the quantity on hand.

3. Attach two return address labels to the HAS 1390 so that the Warehouse can return shipment to the proper location.

4. Whenever a HAS 1390 is returned with any notations made from the Warehouse, please have a copy of the HAS 1390 returned to the originator so that all parties involved are aware of changes made to the requisition.

5. Each county should only have a three month supply of any form.

6. Any incomplete forms request will be returned.

When the Warehouse sends an old version of a form requested, it is because the old revision date can be used until the supply is exhausted. This temporary process should not delay the completion of filling the request since there is a daily mail pickup from the Warehouse and the present turn-around time for a forms request is approximately five working days.

If you should have any questions regarding this letter, call Dahlia Curry of my staff at (916) 445-1797.

Sincerely,

Original signed by

Madalyn M. Martinez, Chief
Medi-Cal Eligibility Branch

cc: Medi-Cal Liaisons
Medi-Cal Program Consultants