STATE OF CALIFORNIA—HEALTH AND WELFARE AGENCY GEORGE DEUKMEJIAN, Governor

DEPARTMENT OF HEALTH SERVICES
714/744 P STREET
SACRAMENTO, CA 95814

May 28, 1986

To: All County Welfare Directors
County Administrative Officers

Letter No. 86-29

PROCEDURE FOR RESUBMISSION OF MC 177-S-M AND MC 177-SA-M FORMS

Attached is the procedure to follow for resubmission of the MC 177-S-M and/or MC 177-SA-M (Record of Health Cost - Share of Cost) forms when the original is not received by the Department of Health Services (i.e., renewal alert is received requesting confirmation of county issued card or beneficiary did not receive a Medi-Cal card and county records show MC 177 sent to the Department). This procedure will be incorporated in the Medi-Cal Eligibility Manual - Procedural Section, Article 12 - Share of Cost, 12B - County Certification and Medi-Cal Card Issuance for Eligibles With a Share of Cost within the next three months.

Special Note: Due to recent backlogs in MC 177 certification/card issuance, it is suggested that when a SOC beneficiary needs his/her Medi-Cal card prior to issuance by the Department, that the county issue an immediate need card. At renewal, if an error message is received to confirm county issuance of a Medi-Cal card and a backlog in state certification/card issuance exists, ignore the renewal message. During a backlog, in most situations, the MC 177 has been received by the state but has not been processed.

Medi-Cal Eligibility Branch will send a SYSM message to all counties when there is a two week or more backlog. Should you receive a renewal message requesting confirmation of a previously issued card, only send a new form if it is determined, based upon when the original form was sent and the backlog, that a form should have been processed.

Should you have any questions regarding the attached procedures, please contact your State MEDS Liaison.

Sincerely,

Original signed by

Doris Z. Soderberg, Chief
Medi-Cal Eligibility Branch

Attachment

cc: Medi-Cal Liaisons
Medi-Cal Program Consultants
MEDS Liaisons

Expiration Date: August 31, 1986

Attachment

Resubmission of Forms MC 177-S-M and MC 177-SA-M to the State

With the implementation of the automated share of cost claims processing system used by our fiscal intermediary, Computer Sciences Corporation (CSC), use of an original MC 177 form is required. The original MC-177 form is encoded by CSC for electronic scanning, therefore, a photocopy/carbon copy cannot be processed through their system.

The following procedures must be followed when origianl MC 177 forms are not received by the Department of Health Services.

a. Transfer all of the information that was on the first MC-177 form, except for signatures of the beneficiary and provider(s), onto a new original MC 177 form.

b. Attach the copy of the first MC 177 form submitted showing beneficiary and provider signatures. This may be a carbon copy or a photocopy as long as the signatures are legible.

c. Attach a note of explanation when resubmitting original forms with attached copies showing signatures. The note should have the following statement: "MC 177 resubmission, copy of MC 177 attached showing signatures." This note will alert Key Data Entry that the "signatures" are included as an attachment to the original.

d. Mail documents to:

Department of Health Services
Attn: Data Systems Branch,
Key Data Entry
P.O. Box 160400
Sacramento, CA 95816-0400