



DAVID MAXWELL-JOLLY
Director

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



ARNOLD SCHWARZENEGGER
Governor

August 31, 2009

Letter: No. : 09-24E

To: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY ADMINISTRATIVE OFFICERS
ALL COUNTY MEDI-CAL PROGRAM SPECIALISTS/LIAISONS
ALL COUNTY HEALTH EXECUTIVES
ALL COUNTY MENTAL HEALTH DIRECTORS

SUBJECT: ERRATA ACWDL 09-24 TO EXPLAIN THE REMOVAL OF FORM
DHCS 6166 FROM ELECTRONIC SUBMISSION

On May 5, 2009, the Department of Health Care Services (Department) released All County Welfare Director Letter (ACWDL) 09-24. The purpose of ACWDL 09-24 was to instruct counties in the use of the Medicare Operations Unit's (MOU) new e-mail address (buyin@dhcs.ca.gov) and to inform counties of the online availability of form DHCS 6166, "State Medicare Buy-In Problem Report" with the option to be submitted online to MOU for processing.

Shortly after the release of ACWDL 09-24, the department's Information Security Officer (ISO) determined the online usage of form DHCS 6166 violated the Department's security policies and did not comply with the Health Insurance Portability and Accountability Act (HIPAA). The ISO found online direct submission through the MOU e-mail address was not a secure site and requires encryption capabilities to submit the form. Therefore, in order to ensure compliance with the department's security policies and with HIPAA rules, the DHCS 6166 form was removed from the department's website.

You can submit the DHCS 6166 form by fax to 916-440-5677 or send via postal service to:

Department of Health Care Services
Medicare Operations Unit
P.O. Box 997422, MS 4719
Sacramento, CA 95899-7422

The Buy In mail box at BuyIn@dhcs.ca.gov is available to receive secure or encrypted e-mail for buy in assistance. Remember to use only the HIC, CIN or county code identifier and include your name and telephone number.

I apologize for any inconvenience the release of ACWDL 09-24 may have caused.

Original Signed By:

Vivian Auble, Chief
Medi-Cal Eligibility Division