

## DEPARTMENT OF HEALTH SERVICES

14744 P STREET  
SACRAMENTO, CA 95814  
/445-1912



April 20, 1979

To: All County Welfare Directors

Letter No. 79-11

## MEDI-CAL CARDS

The purpose of this letter is to advise you of the status of the MC 301 temporary identification card supplies and to advise you of an impending change in the color of Medi-Cal card stock.

The central departmental supply of the MC 301 (blue) Medi-Cal card stock has been exhausted. A new supply of MC 301 cards is expected from the printers by June 30, 1979. In the interim, we are reviewing county MC 301 inventory reports and recent requisitions. A small number of counties appear to have an unusually large inventory of MC 301s. Those counties will be contacted on an individual basis to arrange to have some of their inventory returned to the Department for redistribution to other counties. At this time, it appears that an adequate supply of MC 301s is available if counties cooperate with the Department in redistributing stock.

We are concerned, however, that the paper shortage may delay the delivery of the MC 301s now on order. Therefore, we suggest that counties make every effort to conserve their supply of MC 301s. The following steps should be taken to conserve existing supplies:

1. Have all replacement and "POE only" cards not involving immediate medical need issued through the Department's CID supplemental card issuance process. The CID supplemental process operates daily.
2. Requests for additional POE labels, when the beneficiary has used all of the labels but has retained the original card, should be denied. A photocopy of the left hand portion of the Medi-Cal card is sufficient proof of eligibility for most billing purposes. Providers have been advised that a copy of the card or a copy of a POE label is sufficient. (Providers must have original MEDI labels for specific services and original POE labels when billing for long-term care services when the share of cost amount is shown on the label.)
3. Burst MC 301 stock. The MC 301 is a four-part form which can be separated. Those beneficiaries in need of "MEDI" labels should be issued the two copies of the MC 301 containing the MEDI labels. Beneficiaries needing POE labels only should be issued only one copy of the MC 301.

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When bursting the MC 301, a control mechanism must be maintained to account for each page of the form. This can be easily done by logging each separate sheet by the control number printed on the MC 301 card and utilizing a point system (i.e., 12,345,678.1, 12,345,678.2 etc.).

4. Utilize MC 300 stock in lieu of MC 301. Those counties now computer printing MC 301s should consider converting to MC 300 stock. If this appears to be a feasible alternative, please contact Mardel Rodriguez at 916/445-1797 for further information.
5. Utilize form MC 301-D. The Department has placed an order for a single sheet MC 301 containing two POE labels. We anticipate receiving this supply by April 30. Counties may order this form immediately by sending a requisition to Mardel Rodriguez, Eligibility Branch, Department of Health Services, 714 P Street, Room 1692, Sacramento, CA 95814. The form number is MC 301-D.

#### Card Stock Color

The Department plans to change the color of all Medi-Cal card stock. Beginning with the stock of MC 301s now on order, all cards will be printed in green rather than blue ink. We will convert to green MC 300 stock as soon as possible. We anticipate that this change will be effective with the October 1979 card production. At that time beneficiaries will be advised of the change via a stuffer in the card mailing. This change is being made at the request of the new fiscal intermediary and is needed to insure more readable microfiche copies of labels when submitted on claims. Red stock will continue to be used for beneficiaries on limited service or restricted status.

Providers will be notified of the change in the color of the card stock and of the procedures being implemented to conserve supplies of MC 301 as soon as possible.

We appreciate your cooperation. Should you have any questions, please contact the Medi-Cal field representative.

Sincerely,

Original signed by

Doris Z. Soderberg, Chief  
Eligibility Branch  
Medical Card Standards Division

cc: Medi-Cal Liaisons  
Medi-Cal Field Representatives

Expiration Date: October 31, 1979