

## DEPARTMENT OF HEALTH SERVICES

714/744 P STREET  
SACRAMENTO, CA 95814

April 10, 1984



To: All County Welfare Directors

Letter No. 84-14

MEDI-CAL CARD STOCK SECURITY (MC 300, MC 300 RED, MC 301, MC 301 RED, MC 302):  
ORDERING FORMS, SHIPPING PROCEDURES AND CARDSTOCK CONTROL

The purpose of this letter is to clarify the procedures for ordering, shipping and controlling Medi-Cal cardstock to ensure timely shipment to counties and maintain cardstock security.

### I. FORM USE

The MC 302 is used by DHS to computer print Medi-Cal cards for those individuals reported eligible to receive cards by the county welfare departments. In addition, counties also utilize the MC 302 to print immediate need cards through MEDS in the county welfare office.

If an immediate need card cannot be printed via MEDS because the computer system is down, most counties use MC 301 cardstock to type a temporary card. However, seven counties have received DHS authorization to utilize MC 300 cardstock instead of MC 301 stock because their printers caused the four plies of the MC 301 to separate and/or could not print legibly through four plies.

MC 300/301 REDs are issued to those persons with limited or expanded service status, i.e., persons enrolled in a pilot project or noncomprehensive PHP, whose ability to obtain drugs or services has been restricted, or persons participating in the orthomolecular project (see Eligibility Manual, Articles 19A and 19C for details).

### II. ORDERING FORMS

Utilization of MC 300 cardstock requires prior approval of DHS. Counties not using MC 300 blank Medi-Cal cardstock may request authorization by sending a letter to DHS designating the county welfare office address and room number and, two county employees who will be authorized to receive cardstock. The letter should be sent to:

Department of Health Services  
Medi-Cal Eligibility Branch  
714 P Street, Room 1692  
Sacramento, CA 95814

The MC 1 requisition form (Attachment 1) must be used to order MC 300, MC 301 and MC 302 cardstock since it has a section for the acknowledgement of forms delivery. In the header of the MC 1 any cardstock you do not want should be crossed out, i.e., if the version

of the MC 1 you are using is titled "MC 300/MC 301 Requisition," and you want to order the MC 301, then cross out MC 300. This procedure will clearly identify which cardstock you are ordering.

All sections in the top part of the MC 1 should be completed including a first and last name in the "Requested By" and "Authorized By" spaces. Send all three copies (white, yellow and pink) of the MC 1 to:

Department of Health Services Warehouse  
Medi-Cal Eligibility Branch  
714 P Street, Room 1692  
Sacramento, CA 95814

Attention: Forms Coordinator

The Department will return the pink and yellow copies with the shipment. The copies of the MC 1 will be in the carton containing the lowest number cardstock. However, you should be aware that with multiple box orders some freight services will deliver the boxes over several days and delivery will not necessarily be in cardstock number sequence.

In order to maintain an accurate accounting of cardstock, receipt of cardstock must be acknowledged before the next shipment will be mailed. The yellow copy of the MC 1 must be sent to the address above after the bottom section, "Acknowledgement of Forms Delivery By Requestor", has been completed.

Please do not order more than a three month supply of cardstock as this would cause depletion of our cardstock inventory. The correct type of cardstock must be ordered since once cardstock has been shipped it cannot be returned to the warehouse and must be destroyed.

### III. SHIPPING PROCEDURES

For shipping purposes, the top and bottom openings of each box of MC 300s will be sealed with a DHS return address label. For every shipment, there will be three boxes of cards in a large carton which will also be sealed. The Bill of Lading sent with the shipment will specify the following: "Must be delivered to and signed by (authorized signature(s) in (designated room number) 'Inside Delivery'." Freight carriers will pick-up the cards from DHS and deliver them inside the specified room of the county welfare office. The carriers will refuse to release the stock to anyone other than the individual(s) named on the Bill of Lading or to any other location.

The above shipping procedure applies only to MC 300 cardstock. Stricter security procedures are utilized for MC 300 cardstock because MC 300 cards are not numbered. Shipments of MC 301 and MC 302 blanks are not limited to "inside delivery" or to two employees authorized to

receive cardstock as are shipments of MC 300's, i.e., MC 301 and MC 302 shipments only require a completed MC 1 requisition form.

#### IV. CARDSTOCK SECURITY

All cardstock shall be stored in a locked location with access limited to authorized employees only. Cardstock should be transported to the computer site in a closed container.

Each month the county shall submit the attached MC 401 (revised January 1981, titled "MC 300/301/302 Issuance Report"), to the Department by the seventh working day of the month following the month for which the county is reporting (Attachment 2). The form should be sent to:

Department of Health Services  
Medi-Cal Eligibility Branch  
714 P Street, Rm. 1692  
Sacramento, CA 95814

The monthly usage figures will be used to monitor the quantity of cards issued to ensure that sufficient cardstock is available to replenish county supplies.

##### A. MC 300/MC 300 Red Cardstock

So that county issued cards may be distinguished from those issued by the State, it will be necessary to include an ampersand (&) on each MC 300 card that is printed. The ampersand should follow the beneficiary identification number on the left hand portion of the card, and should immediately precede the beneficiary name on each label.

A daily log (MC 402) shall be maintained of the number of stock released from storage, printed, voided and the number of unused stock returned to storage. These logs should be balanced daily.

In addition, as in the case of manually produced cards, a control log of each card issued must be prepared and sent to the Department of Health Services, Data Processing Control Unit, 744 P Street, Sacramento, CA 95814, at least monthly. The log should be on magnetic tape and in a format similar to the HAS 2007, (Control Log for MC 301). The required format is enclosed (Attachment 3).

##### B. MC 301/MC 301 Red Cardstock

Please refer to the Medi-Cal Eligibility Manual, Procedures Section 14A, for reporting instructions.

C. MC 302 Cardstock

The volume of cardstock used is to be recorded on the "MC 302 Daily Usage Report" (MC 402 revised October 1981) (Attachment 4) which is to be completed and balanced on a daily basis.

If you have any questions regarding this letter, please contact Dave Watanabe at (916) 324-4964.

Sincerely,

Original signed by

Caroline Cabias, Chief  
Medi-Cal Eligibility Branch

Attachments

cc: Medi-Cal Liaisons  
Medi-Cal Program Consultants

**MC 300/MC 301 REQUISITION**  
**Temporary Medi-Cal Identification Card**

Requesting County \_\_\_\_\_ Form Requested \_\_\_\_\_ Date of Request \_\_\_\_\_

QUANTITY NEEDED	DATE NEEDED	REQUESTED BY	PHONE
PRESENT STOCK BALANCE	PRESENT USAGE (PER MONTH)	AUTHORIZED BY	DATE
SERIAL NOS. OF STOCK BALANCE	SHIP TO:	SPECIAL INSTRUCTIONS	

**FOR DOH USE ONLY**

YOU WILL BE RECEIVING (INCLUDE SERIAL NOS.)	QUANTITY SHIPPED	ORDER FILLED BY
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**ACKNOWLEDGMENT OF FORMS DELIVERY BY REQUESTER**

Immediately upon receipt of the order from the State, complete the information requested below on this form.  
 Please forward to THE DEPARTMENT OF HEALTH SERVICES WAREHOUSE at 1723 20th Street.

DELIVERY DATE OF FORM(S)	TOTAL NUMBER OF FORMS RECEIVED	CERTIFICATION OF RECEIVING OFFICER
SERIAL NOS. OF FORMS RECEIVED	WAS DELIVERY OF FORMS SATISFACTORY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF ANSWER IS "NO" PLEASE BRIEFLY EXPLAIN REASON	

If partial order is received, please complete copy marked "FOR PARTIAL DELIVERY" for the amount received and for each portion received thereafter until the order is completed.

Your cooperation is needed regarding the completion of the request. Before we can honor any invoice for payment from a vendor, we must have verification of delivery, quantity, and any discrepancies of the forms delivered by the carrier.

# MC 300/301/302 ISSUANCE REPORT

County \_\_\_\_\_

Green ☐

Month \_\_\_\_\_

Red ☐

## Inventory Report

	MC300	MC301	MC302
a. Beginning Stock This Month	_____	_____	_____
b. Stock Received This Month	_____	_____	_____
c. Total Stock Available (a+b)	_____	_____	_____
d. Stock Used for Cards (including erroneous cards returned to DHS)	_____	_____	_____
e. Number Used for Screen Print	_____	_____	_____
f. Number Voided (including erroneous cards not returned to DHS, wasteage due to printer alignment, etc.)	_____	_____	_____
g. Total Stock Used (d+e+f)	_____	_____	_____
h. Ending Stock This Month (c-g)	_____	_____	_____

Send to: Department of Health Services  
Medi-Cal Eligibility Branch  
714 P Street, Room 1650  
Sacramento, CA 95814

Prepared By \_\_\_\_\_

Date \_\_\_\_\_



MC 302 DAILY USAGE REPORT

(County Use Only)

A. Card Stock Released from Storage

Beginning Serial Number \_\_\_\_\_

Ending Serial Number \_\_\_\_\_

Volume of Card Stock Released \_\_\_\_\_

A. \_\_\_\_\_

B. Card Stock Used

Volume Used for Card Issuance  
(including erroneous cards  
returned to DHS) \_\_\_\_\_

Volume Used for Screen Print \_\_\_\_\_

Volume Voided (errors not  
returned to Department,  
printer alignment, etc. \_\_\_\_\_

TOTAL STOCK USED B. \_\_\_\_\_

C. Card Stock Returned to Storage

Beginning Serial Number \_\_\_\_\_

Ending Serial Number \_\_\_\_\_

Volume of Card Stock Returned \_\_\_\_\_

C. \_\_\_\_\_

Note: Item A minus B must equal Item C

Prepared By \_\_\_\_\_

Date \_\_\_\_\_

