.02 Health-e-Arizona Manual Registration

REVISION 16
(04/01/11 - 06/30/11)

Health-e-Arizona applications that fail to meet the criteria for a successful automatic registration must be manually registered in AZTECS. (See Health-e-Arizona Registration Reports for policy and procedures regarding monitoring the MR508 and MR509 SAR-MR Reports.)

Complete the following when manually registering Health-e-Arizona applications:

- View the UNASSIGNED APPLICATIONS screen for the following information:

  The Health-e-Arizona application date which displays in the DATE SIGNED column.

  When One-e-App has identified a program or programs on the application as a renewal, the RENEWAL icon displays next to the application. Programs being renewed display on the ADDITIONAL INFORMATION slide-out pane.

  When One-e-App has identified the application as potentially eligible for expedited programs or services, the application displays in red. The programs or reasons display in the HIGH PRIORITY column. (See Health-e-Arizona Expedited Applications)

  The Referral Source Code in the FAA CODE column indicates the source where the application was created.

  Use the information on the ADDITIONAL INFORMATION slide-out pane to search for and review applicant history in AZTECS.

  For Treat and Release applications in which the Treat and Release Automated Application Process did not occur, complete the registration procedures outlined in Health-e-Arizona Treat and Release.

- Click in the check box next to the application to select the application.

  Click on the APPLICATION SUMMARY button to display the PI's Health-e-Arizona Application Summary. Upload(g) the Application Summary into OnBase(g).

- FAA programs display on the Application Summary as follows:

  CA displays as "TANF Cash Assistance"

  NA displays as "Nutrition Assistance"

  MA displays as "AHCCCS Health Insurance"

  MD displays as "AHCCCS Health Insurance (Med Spend Down)"

- AHCCCS programs display on the Application Summary as follows:

  KidsCare displays as "KidsCare"

  MSP displays as "Medicare Savings Program"

  SSI MAO displays as "AHCCCS for Seniors and People with Disabilities"

- Using the information on the Application Summary, register the case. In addition to the policy and procedures outlined in Application Registration, complete the following:

  Key the applicable Health-e-Arizona Referral Source Code on RERE, REAP, or APMA. (See Health-e-Arizona Referral Source Codes for keying procedures)

  Key the Health-e-Arizona ID Number from the Health-e-Arizona application on RERE, REAP, or APMA.

  NOTE   One-e-App assigns a new Health-e-Arizona ID Number at renewal.

  Key each applicant's One-e-App Health-e-Arizona Person Sequence Number on RERS, REAP, or APMS.