

.01 Medical Emergency Pending at a Local Office

The local office where the case is CARCed is responsible for completing the MA determination. The hospital EI, the local office, and [Research and Analysis](#) (R&A) work together to ensure the determination is completed in seven days or fewer.

DO NOT register the new application. Treat the new application as a medical field emergency.

Upon receipt of the application or hospital notification, FAA hospital staff notifies the [R&A Unit](#) that a medical field emergency exists. FAA hospital staff gives R&A the participant's name, case number, and site code where the case is CARCed.

R&A notifies the medical emergency contact person at the local office where the case is CARCed of the medical field emergency. R&A gives the name and phone number of the FAA hospital staff that assists in the MA determination.

The local office has four hours to review the case and determine what is needed to complete the MA determination.

When information needed to complete the MA determination is missing, the local office notifies the FAA hospital staff of the missing information.

The hospital and local office staff work together to complete the eligibility determination.

NOTE When the interview has not been completed, the hospital EI completes the interview.

WARNING

An MA participant coded OU on SEPA may become hospitalized. When this occurs, the budgetary unit may request that the hospitalized participant be added to their MA case.

The local office must review the case to determine whether the participant can be added to the existing case, or whether a new case must be registered. (See [Adding a Participant](#) and [Adding an MD Participant](#) for procedures)

Any information received at the medical facility is FAXed to the local office.

The local office completes the MA determination and notifies the R&A Unit when the determination is completed.

R&A completes the following:

- Verifies the completed action in AZTECS.
- Contacts AHCCCS on that same date to request the posting of eligibility for the participant.
- Notifies FAA hospital staff that eligibility has been posted to PMMIS.

FAA hospital staff provides a copy of the decision notice to the hospital, when appropriate.