

## .01 In Person Hospitalized Application

An MA application for a hospitalized applicant may be turned in, in person, by any of the following:

- PI
- [Representative](#)
- [Hospital patient representative\(g\)](#)

When a new application is screened as eligible for [expedited MA services](#), complete the following:

- Schedule the interview with the applicant or their representative on the date the application is turned in or no later than the next [workday\(g\)](#).
- Conduct the interview at a location that allows confidentiality to be met.
- Assist the applicant in completing the [official AHCCCS application](#).

NOTE Use the appropriate [documentation forms](#) to document the responses to all questions asked during the interview.

- When the applicant requests CA, NA, or State programs, assist the applicant in completing the [official FAA application](#).

NOTE The official AHCCCS application cannot be used to apply for CA, NA, or State programs. (See [Hospitalized Additional Programs](#))

When a hospitalized applicant completes the FAA application to apply for CA, MA, NA, and State programs, the following apply:

- When there are FAA staff physically located at the hospital, see [Hospitalized Additional Programs](#).

Complete the eligibility determination for all programs.

- When there are no FAA staff physically located at the hospital, the FAA local office staff receiving the application must complete the following:

Register the application using the date the applicant signed and dated the FAA application as the application date.

The [FAA local office](#) receiving the application may not serve the hospitalized applicant's residential ZIP Code. When this occurs, FAX or mail a COPY of the FAA application to the appropriate local office within one workday after receiving the application.