

## .01 Hospital EI Responsibilities

**REVISION 03**  
(01/01/08 – 03/31/08)

Hospital EI responsibilities are as follows:

- When the application is a new MA application, create a [case file\(g\)](#) and conduct the interview. Key P in the INTERVIEW DATE AND TYPE field on INDA. Complete the MA determination.
- When the hospitalized applicant is keyed OU on SEPA in an active case, or has a pending case at another local office, complete the following:  
Contact the local office to assist in obtaining missing information for a determination.  
For pending applications, conduct the interview when an interview has not been completed. Key P in the INTERVIEW DATE AND TYPE field on INDA. Complete the determination when all information is available.
- Screen print a copy of the decision notice when one of the following has been completed and signed:  
The Authorization to Share Information ([FAA-1145A](#)) form  
The Release of Information to Hospitals/Organizations/Agencies section of the [official AHCCCS application](#)  
Give the copy of the notice ONLY to the [hospital patient representative\(g\)](#) or the hospital staff named on the FAA-1145A.
- Transfer on CARC and send the case file created at the hospital to the local office. (See [Case File Transfer](#))

**NOTE** When the applicant is transferred to another hospital, transfer the application and all verification received to date, to the EI at the new hospital to complete the MA determination. When there is no EI at the new hospital, transfer the application and all verification to the appropriate local office.

When a hospitalized applicant is discharged prior to the interview being completed, complete both of the following:

- Schedule an interview at the hospital for the discharged applicant
- Send the [C900 notice](#)

When the discharged applicant misses the scheduled interview, complete all of the following:

- Key N in the INTERVIEW COMPLETED field on INDA
- Send the [C901 notice](#) to inform the applicant of the local office that serves the applicant's residential ZIP Code
- Attach a transmittal to the [case file\(g\)](#), indicating that it is a no-show
- Transfer the application to the local office that serves the applicant's residential ZIP Code
- Document CADO with the actions taken

**WARNING**

The receiving local office must place the pending case file with their other no-show applications.

NOTE DO NOT deny the application prior to the 45th calendar day for failure to complete the interview.