

## **.02 Local Office Responsibilities**

**REVISION 11**  
(01/01/10 –03/31/10)

Local office responsibilities regarding hospitalized participants are as follows:

- The hospital EI contacts the local office about a pending MA application. In this situation, when the interview or the Customer Contact is complete, request assistance from the hospital EI in obtaining missing information for a determination.
- When an [MD determination](#) was completed at the hospital, complete the [one time adjustment](#).
- When an application is pending and a second application is turned in requesting additional programs, see [Receipt of Additional Application](#)