

.02 Pre-enrollment at the Interview

When the participant is eligible to pre-enroll, encourage the participant to pre-enroll at the interview.

To pre-enroll the participant at the interview or when a referred application is received, key the following on INDA:

- Y in the COMPLETED field.
- The Health Plan Code in the AHCCCS HEALTH PLAN CHOICE field on INDA.

When the participant chooses not to pre-enroll at the interview or a referred application is received that does not indicate a health plan choice, key HPNS (HEALTH PLAN DISCUSSED AT INTERVIEW, NOT SELECTED) in the AHCCCS HEALTH PLAN CHOICE field on INDA. Provide the AHCCCS Information for Participants (FAA-1211A) flyer to the participant.

WARNING

Complete the [documentation forms](#) to support the information keyed in AZTECS.

When the participant wants to change their health plan selection, key the change on INDA anytime through the day MA eligibility is approved in AZTECS. MA eligibility transmits to AHCCCS the same night that MA benefits are authorized in AZTECS. Once MA eligibility transmits to AHCCCS, the participant must wait until open enrollment to change health plans.