B **Assigning Health-e-Arizona Applications**

When a Health-e-Arizona application is submitted and transfers to an FAA local office, it displays on the UNASSIGNED APPLICATIONS screen the same day it is submitted.

An interface between AZTECS and One-e-App occurs in an overnight batch job that automatically completes the following:

- Registers new applications submitted the previous calendar day.

- Autopopulates AZTECS screens with the information in the application. (See Keying Health-e-Arizona Applications)

EXCEPTION

Health-e-Arizona renewal applications do not automatically register in, or autopopulate, AZTECS.

Applications must be assigned from the local office One-e-App system workload into an EI's system workload. The applications must be assigned within one workday(g) from receipt.

The applications must also be assigned to the EI in AZTECS. (See Transferring Cases From Unit to Unit) Automatically registered applications transfer into UNIT 9 and CASELOAD 99. (See Caseload, Required)

To assign an unassigned Health-e-Arizona application in One-e-App, staff authorized with the Supervisor Profile must complete the following:

- Review to ensure the application is at the correct local office, as follows:

    On the UNASSIGNED APPLICATIONS screen, click in the check box next to the application to select the application.

    Click on the GENERATE UNIVERSAL SUMMARY button to display the PI's Health-e-Arizona Application Summary.

    Review the Application Summary to determine the residential ZIP Code.

When the ZIP Code is served by another FAA local office site code, transfer the application to the correct local office.

NOTE   When it is discovered that an automatically registered Health-e-Arizona application must be transferred to another site, the case must also be transferred in AZTECS on CARC.

When the application is at the correct local office, return to the UNASSIGNED APPLICATIONS screen, and assign the application.

- On the UNASSIGNED APPLICATIONS screen, click in the check boxes next to the applications to be assigned.

    Click on the ASSIGN button.

- The ASSIGN APPLICATIONS screen displays, and lists the applications selected from the UNASSIGNED APPLICATIONS screen as follows:

    For CA and NA applications, the PI displays separately for each program.

    For MA, each applicant displays.

- Complete either of the following:

    Click in the check box in the first row next to ALL, when assigning ALL the applications and applicants listed to the same EI.

    Click in the check boxes next to each application and applicant to be assigned to a specific EI, when assigning applications to different EIs.

    Select the EI to whom the applications are to be assigned from the scroll-down menu in the applicable ASSIGN/REASSIGN TO fields.

    Click on SUBMIT. The application is removed from the UNASSIGNED APPLICATIONS screen, and displays on the EI's ASSIGNED APPLICATIONS screen.

    Ensure the application is registered in AZTECS following the policy and procedures outlined in Registering Health-e-Arizona Applications.