

## **.05 Adjustment Allowed Process**

The re-evaluation of the MD case may indicate adjustment to the original date of eligibility is allowed. When this occurs, the EI must complete a manual process to provide the information to AHCCCS. Complete the following:

- Send an e-mail to Research and Analysis (see R&A Unit for the e-mail address). The e-mail must include all of the following:
  - Local office site code
  - Local office phone number
  - AZTECS case number
  - Participant's name
  - Adjusted begin date
  - Reason for adjustment
- Document CADO with the adjusted begin date and the reason for the adjustment.
- Place the MA (MED) Spenddown Worksheet (FAA-1146A) with supporting documentation in the [case file\(g\)](#) on top of the current application.
- Place a copy of the e-mail in the case file on top of the FAA-1146A.

R&A completes the following:

- Notifies AHCCCS within two work days of the new effective date of eligibility.
- AHCCCS notifies R&A within two work days when the new effective date of eligibility is posted in [PMMIS](#).
- Notifies the local office MD specialist via the original e-mail that the new date of eligibility is posted in PMMIS by AHCCCS.
- Sets an EWAL alert to advise the MD specialist to send the M520 notice to the [PI](#).

When R&A notifies the local office of the posting by AHCCCS, the local office must complete the following:

- Send the M520 notifying the PI of the new date of eligibility, within two work days of the date of receipt from R&A.
- When the MA application originated at a hospital, complete the following:

Review the case file for a signed Authorization to Share Information form. This may be either an FAA-1145A or the signed section of the official AHCCCS application.

When either of the forms are completed, signed, and in the case file, screen print the M520.

Using local office procedures, route the screen print of the M520 to the appropriate entity, as identified on the FAA-1145A or the AHCCCS application. On the envelope write ATTENTION: Patient Financial Services.

When neither of the forms is completed, signed, and in the case file, mail the M520 to the PI only.

- Document CADO and the FA-015 with the date AHCCCS posted the new effective date of eligibility and ALL actions taken.

NOTE The FA-015 may be documented to see CADO.

- Place the verification received from R&A in the case file on top of the FAA-1146A.