

## **B Pre-enrollment Procedures**

When Y is keyed in the COMPLETED field on INDA for MA, AZTECS interfaces with AHCCCS, identifying pending MA participants.

AZTECS transmits a nightly tape to AHCCCS, identifying all MA participants who completed the interview process.

AHCCCS places the following information in a pended enrollment file:

- Y on INDA, health plan selected at interview  
When the participant pre-enrolls at the interview, AHCCCS adds the selected health plan information to the pend enrollment file until eligibility is transmitted to AHCCCS.
- Y on INDA, no health plan selected at interview  
When the participant calls AHCCCS to pre-enroll, AHCCCS adds the selected health plan information to the pend enrollment file until eligibility is transmitted to AHCCCS.

AZTECS transmits a nightly tape transfer to AHCCCS identifying all MA approvals and terminations of eligibility.

When no approval is received within 90 days from the interview date, the pended AHCCCS enrollment file is purged.

When the MA approval is transmitted to AHCCCS, the following apply:

- Participants enrolled in a health plan in the 90 days before the approval are assigned the same plan, when that plan remains available in their area.
- Participants not enrolled in a health plan in the 90 days before the approval are assigned a health plan as follows:  
When they are pre-enrolled, they are assigned the selected health plan.  
When they are not pre-enrolled, they are assigned, by AHCCCS, to a health plan that serves the participant's geographic location.

- Participants being added to an active MA case have the opportunity to pre-enroll and select their own health plan as follows:

When the participant is approved and added to the case, AHCCCS automatically assigns them to the same health plan in which the others in the case are enrolled.

The participant may want a different health plan than others in the budgetary unit. When this occurs, they must contact AHCCCS with their choice within 15 days from the date AHCCCS is notified of the approval.

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