

PREFACE

The Medicaid Eligibility manual is written for the Agency Representative as a guide to determine eligibility. The goal is to provide accurate, complete information in a structured, easily-read and easily-referenced manual. Although the manual is basically a medical eligibility policy manual, it does contain medical services policy pertinent to the agency representative's responsibilities. The Department of Health and Hospitals, Bureau of Health Services Financing will continue to maintain the Medicaid Eligibility manual in its entirety.

Although the focus of the manual is on policy, in some areas it is necessary to incorporate procedure. The objective is that the manual be usable from the viewpoint of field staff. Medicaid eligibility policy has been taken from other manuals and combined into this manual. Some references to other manuals are necessary.

A detailed table of contents is included in addition to an outline at the beginning of each section.

EXPLANATORY NOTES

Every user of this manual should read these Explanatory Notes carefully because a thorough understanding of the content and scope is essential to effective use of the manual.

WRITING STYLE

Clear, concise, simply-stated material is used. The manual is written in the imperative mood. In the imperative mood, the pronoun "you" is understood and need not be written (the implied "you" being the agency representative).

Positive language is used in conjunction with "exceptions", "reminders", and "notes". The focus is on "what to do", rather than "what not to do".

A system of "bullets" is used to separate items in a list and long sentences into coherent parts, as opposed to an unwieldy outline of letters and numbers. When necessary, however, numbers are used to designate steps in a process and items in long lists.

PAGE FORMAT/LAYOUT

Each page has both a header and a footer. The header includes the title of the manual at the left margin and the title of the section at the right margin. The footer includes the issue/reissue date at the left margin and the page number and the title of the subsection at the right margin. The page number is determined by the first policy number appearing on the page.

Major areas have been placed in the most logical, usable order possible from the viewpoint of the agency representative.

To help in locating information, subheadings have been alphabetized whenever possible (e.g., eligibility factors or types of income).

NUMBERING/REFERENCE SYSTEM

Major sections are designated by letters, and each section is numbered independently. Some sections and sub-sections have been reserved for future additions to policy.

As an added help in locating specific items and understanding the outline of the manual, major headings are in upper-case letters with whole reference numbers, while subheadings are in lower-case letters with decimal reference numbers.