

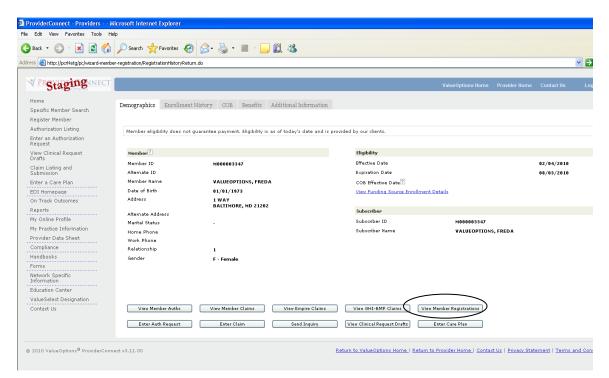
PROVIDER ALERT February 5, 2010

Uninsured Eligibility Documentation

Providers must currently complete the Uninsured Eligibility Registration Form in ProviderConnect each time a six month eligibility span is requested. Providers have the ability to print the form for inclusion in the consumer's medical record. MHA has confirmed that a copy of this form meets the documentation requirements to validate the consumer's uninsured eligibility. Providers should continue to provide supporting documentation in the consumer's medical record.

Instructions for Printing the Uninsured Eligibility Form

After you have registered a consumer, click on the return button. This takes you to the demographics page: **View Member Registrations.**





This will display the registration you just completed. It will also list all the registrations your agency completed for this consumer. Therefore, over time, it will list multiple registrations. The list is in order from most recent to oldest. The one you just completed will always be the first listed.

The first field in this section is titled **Form**. On the registration line it displays <u>NONE</u>. This is a link. If you click the <u>NONE</u> link it will bring up the registration form.

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Go to **File** and select **Print**. You will see that there are two screen shots. The form will print as two pages.

This record will always be available to the requesting provider.



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