

## **Uninsured Eligibility Documentation Requirements**

In order to request an uninsured eligibility span, the provider is required to document and verify the person's uninsured eligibility. BHA is requiring providers to maintain documentation in the medical record to validate the individual's uninsured eligibility. The documentation is to include, at a minimum, the following:

1. Maryland Residency
  - a. photo ID (driver's license or state MVA identification) or
  - b. utility bill, lease, or notation in the record that the consumer is homeless
2. 250% of Federal Poverty Level (any of the following)
  - a. SSI award letter or recent pay stubs or
  - b. If no income, then consumer must sign a "no income statement"
3. Application for Benefits (either of the following)
  - a. Copy of the application submitted for benefits or
  - b. Since not all applications submitted receive an acknowledgement, a notation in the record that the consumer went to the benefits office with the provider and applied for MA, SSI or SSDI, or other applicable entitlement. This requires the consumer's signature.
4. As applicable, if consumer received PBHS Services in the Past Two Years
  - a. Authorization forms, medical records, or claims paid.
5. As applicable, if consumer was released from Prison, Jail or Department of Correction within the last three months
  - a. Copy of release papers or notation in the record
6. As applicable, if consumer was discharged from a Maryland-based Psychiatric Hospital within last three months
  - a. Discharge summary note or
  - b. Aftercare plan
7. As applicable, if consumer was discharged from a Maryland-based medically monitored Residential Treatment Facility (American Society of Addiction Medicine Level 3.7) within the last 30 days
  - a. Discharge summary note or
  - b. Aftercare plan
8. Services required by HG 8-507 order or referred by drug or probate court
  - a. Copy of court order
9. Services required by an order of Conditional Release
  - a. Copy of Conditional Release order