Addressing the MA Additional Information Form

CBMS | Process Manual | Revised: February 2023

OVERVIEW

This document provides a step-by-step guide for how to address the MA Additional Information Form, as it relates to Medical Assistance. The steps to take when addressing the MA Additional Information Form are dependent on which step the applicant is on:

- Phase 1: Member is approved for LIS at Medicare/SSA. Eligibility for MSP has not yet been determined. The MA Additional Information Form is auto generated to the client and is pending return.

- Phase 2: CBMS automatically reruns EDBC after the due date of the form. If the form has not been returned, CBMS will automatically deny the member. If the form, and all required verification was received prior to the due date, eligibility will be run to determine if the member is eligible for an MSP category.

PROCESS

Phase 1

CBMS initiates an MSP application after receiving transmission from Medicare/SSA. CBMS generates the MA Additional Information Form. To verify the form is being generated to the Member:

1. Enter Navigate to the Case Wrap-up page.

2. Click on the Additional Information related list.

3. The form can also be seen in Client Correspondence. In Client Correspondence, look for the MA Additional Information Form.

    a. This MA Additional Information Form will be generated through CBMS and contains a due date along with directions for the Member.

Phase 2

CBMS automatically reruns EDBC after the due date of the form. When a completed MA Additional Information Form is received (signature page and sections 1- 8 are completed):

1. Navigate to Additional Information, enter the date signed and the date the form was returned by the member.

2. If Member does not return the packet, they will be denied for not returning the packet. Denial reason in CMBS will be 'Denied for not providing verification.'

ACCESSIBILITY

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