Entering a Life or Limb Threatening Emergency for Emergency Medicaid

Overview

This document provides a step-by-step guide for how to enter Emergency Medicaid for Non-Citizens.

Process

1) Log into CBMS
2) Navigate to the Case by entering the Case Number in the **Global Search** bar on the Home Page
3) Click on Case Number in the results table to access the **Members** page
4) From the Members page, hover over the **Actions** button
5) Select **Begin Interactive Interview** to initiate the II queue
6) On the **Case Questions** page, be sure the *Medical Condition /Disability* box is marked in the *Does anybody have/received/need* section
7) Navigate to the **Medical Conditions** page
8) From the **Name** drop-down, select the person who is requesting Medical Assistance
9) To add a new record, click the plus **(+)** sign in the blue detail header
10) Enter the **Effective Begin Date**
     a. Refer to **Online Help** for assistance with which date you should use
11) Select the appropriate radio button for **Able to Work**
12) Select *'Temporary'* from the **Disability Type** radio button
13) Enter the **Begin Date**
14) Enter the **Date Reported**
15) Click **Save**

Diagnosis Related List

16) To add a new record, click the plus **(+)** sign in the blue detail header
17) Enter the **Effective Begin Date**
     a. Refer to **Online Help** for assistance with which date you should use
18) Select *'Life or Limb Threatening'* from the **Diagnosis** drop down menu
19) Enter the **Diagnosis Date**
20) Select *'Received'* from the **Verification** drop-down menu
21) Select the appropriate **Source** option from the drop-down menu
22) Click **Save**

Note: A Medical Expense for the declared emergency will only need to be entered if the emergency is prior to the month of application (for Retroactive coverage).

Do you have any questions or suggestions regarding this process? Please contact the SDD via email SOC_StaffDevelopment@state.co.us