



Entering a Life or Limb Threatening Emergency for Emergency Medicaid

CBMS | Process Manual | Revised: February 2026

OVERVIEW

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

PROCESS

Note: Selecting Reproductive Health Care Coverage in the Case Individual Programs Requested page will also be a request for Emergency Medical Assistance.

Data Entry

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 'Temporary' from the **Disability Type** radio button.

12. Select **Received** from the Verifications drop-down menu.

13. Select the appropriate **Source** option for the dropdown menu.

14. Enter the **Date Reported** and **Date Verified**.

15. Click **Save**

Diagnosis Related List

1. To add a new record, click the **plus (+)** sign in the blue detail header.

2. Enter the **Effective Begin Date**

a. Refer to **Online Help** for assistance with which date you should use.

3. Select 'Life or Limb Threatening' from the **Diagnosis** drop down menu.

4. Enter the **Diagnosis Date**.

5. Select 'Received' from the **Verification** drop-down menu.

6. Select the appropriate **Source** option from the drop-down menu.

7. 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).

ACCESSIBILITY

This document has been designed with accessibility features to support all users. If you need assistance with the accessibility of the content or have questions please contact: SOC_StaffDevelopment@state.co.us.