Entering a Life or Limb Threatening Emergency for Emergency Medicaid

CBMS | Process Manual | Revised: November 2024

OVERVIEW

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

PROCESS

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 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

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

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