Entering BCCP

CBMS | Process Manual | Revised: January 2022

OVERVIEW

This document provides a step-by-step guide for how to create a BCCP case when an application is received after Presumptive Eligibility has already been established.

PROCESS

Begin Data Entry

1. Log into **CBMS**

2. Create a case through Application Initiation (AI) for the applicant

   a. The State should have already created eligibility through Presumptive Eligibility and an HDT; a **New Case Number** is required by the eligibility site to continue benefits

   b. Select **'Breast or Cervical Cancer'** from the **Functional Based Special Indicator** section of Applicant Information page (This can also be updated within the Case Special Indicators page in Interactive Interview)

3. Select **Go to II Queue**

4. From **Members** page, hover the **Actions** button and select **Begin Interview**

5. On the Case Questions page, be sure the **Medical Condition/Disability** box is marked in the **Does anybody have/received/need** section

6. Navigate to the **Medical Conditions** page

7. From the **Name** drop-down, select the person who is requesting Medical Assistance

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

9. Enter the **Effective Begin Date**

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

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

11. Enter the **Begin Date**

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

12. Enter the **Date Reported**

13. 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 **'Breast & Cervical Cancer'** from the **Diagnosis** drop-down menu

4. Enter the **Diagnosis Date**

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

6. Select **'State Authorized Agency'** from the **Source** drop-down menu

7. Click **Save**

ACCESSIBILITY

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