

Project 14047

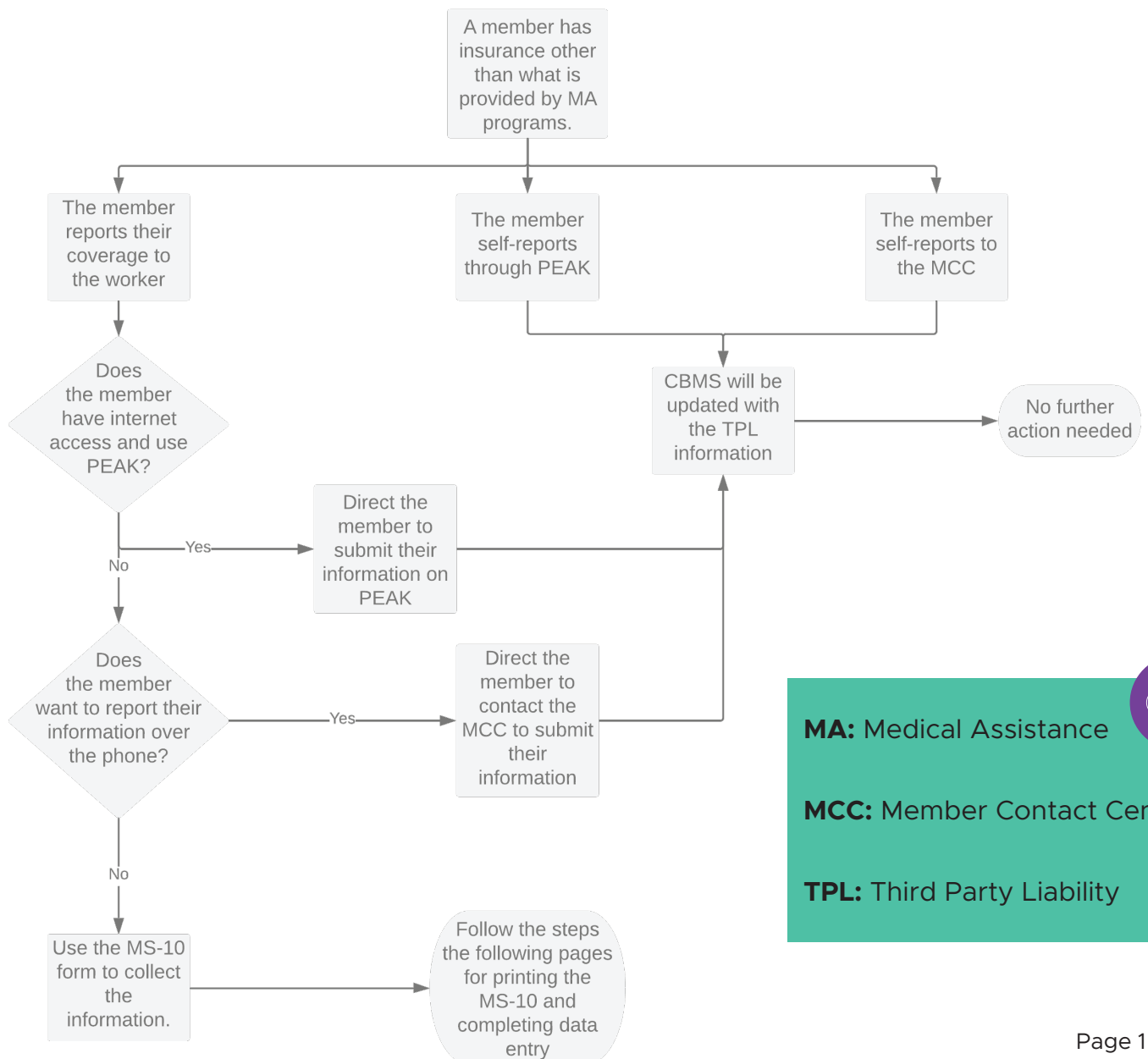
Client Health Insurance (MS-10) Form

October 2020 Builds

Summary

Prior to this build, CBMS would automatically mail out the MS-10 form to members no matter how much information was entered into the **Health Care Coverage** Screen, including updates from PEAK. After Project 14047, CBMS will no longer mail the MS-10. The form can still be accessed if needed from the **Print a Form Manually** Screen.

When should you print an MS-10 form?





Printing a Form Manually

If you determine that the best option for the client is to fill out the MS-10 form in person, it can be accessed from Client Correspondences in CBMS via the Print a Form Manually Screen.

Remember: You may need to allow pop ups to view correspondence!

- 1 Log In to CBMS
- 2 Click on the **Follow Up Activities** tab
- 3 Click on the **Print a Form Manually** tab
- 4 Click on the **Client Correspondence** tab
- 5 Select the appropriate **Correspondence Type** from the drop down
- 6 Enter the **Case ID**
- 7 Select the appropriate **Program** from the drop down menu
- 8 Select **Client Health Insurance (TPL)1** in English or Spanish from the drop down
- 9 Click on **Batch Print*** or **Online Print****

The screenshot displays the 'Print a Form Manually' screen in the CBMS system. The top navigation bar includes 'Home', 'Search', 'Application', 'Incomplete Applications', 'Case', 'Benefits', 'Work Programs', 'Follow Up Activities', 'System Functions', 'Security Information', 'Profiles', 'Caseload Profiles', 'Offices', 'Units', and 'More'. The main content area is titled '1095B - Health Coverage' and 'Print a Form Manually'. It features a 'Search Form' section with the following fields:

- *Correspondence Type: Select Correspondence Type ...
- Case ID: [Text Input]
- Individual Name: Select Individual Name ...
- *Program: Select Program ...
- *Form Name: Select Form Name ...
- Form #: [Text Input]

A 'Search' button is located to the right of the Form # field. Below the search form is a table with the following structure:

Variable Name	Value	Description

At the bottom right of the screen, there are two buttons: 'Batch Print' and 'Online Print'.

**Batch: This will create a new Print (or Reprint) to view request in the Print Queue that is scheduled to be mailed in the next batch run.*

***Online: The form is moved from the print queue to history - the user will have to manually print and send to the household*

Health Care Coverage (HCC) Screen

- 1 Open the member's case in CBMS
- 2 Navigate to the Health Care Coverage Screen by using the map icon
- 3 Select the record for the health care coverage you would like to edit
- 4 Using the information from the MS-10 form, update the Health care Coverage details
- 5 Document the receipt of the MS-10 in case comments and add it to the case file

The screenshot shows the 'Health Care Coverage' screen with the following fields and sections:

- Detail Section:**
 - Effective Begin Date (purple box)
 - Effective End Date (purple box)
 - Policy # (yellow box)
 - Insurance Company Name (green box)
 - *Provider Name
 - Health Plan Name
 - Carrier ID
 - Group Number
 - Member ID (yellow box)
 - Policy Holder Name
 - Verified By (dropdown menu)
- Coverage Period Section:**
 - Begin Date
 - End Date
 - Children on this policy have Minimum Essential Coverage (radio buttons for Yes, No, NA)
- Coverage Applied For, Through Employer Section:**
 - Coverage Applied For, Through Employer (radio buttons for Yes, No)
 - Employer Name (dropdown menu)
 - Type of Coverage (dropdown menu)
 - Deductible

The HCC Screen is complex, because it contains fields that are necessary for Connect for Health and CHP+. However, not all of these fields are needed for Medical Assistance. For a record to be complete, enter the data for the following:

1. Effective Begin Date
2. Policy # **OR** Member ID
3. Insurance Company Name