



**New Mexico Human Services Department
P.O. Box 2348
Santa Fe, NM 87504**

INTERDEPARTMENTAL MEMORANDUM

MAD-GI: 05-05

DATE: September 30, 2005

TO: ISD AND MAD STAFF

FROM: CAROLYN INGRAM, DIRECTOR, MEDICAL ASSISTANCE DIVISION
KATHRYN FALLS, DIRECTOR, INCOME SUPPORT DIVISION

THROUGH: ROBERT D. BEARDSLEY, BUREAU CHIEF, CLIENT SERVICES BUREAU
REBECCA H. SCHWARZ, ADM/OPS MGR., CLIENT SERVICES

BY: ERNESTO RODRIGUEZ, PROG. MGR., WDI, CLIENT SERVICES BUREAU

SUBJECT: MAD FORM 299 (DISABILITY DETERMINATION SERVICES REFERRAL), MAD FORM 093 (AUTHORIZATION TO RELEASE OR OBTAIN HEALTH INFORMATION), MEDICAL RECORDS

The Division of Vocational Rehabilitation contracts with Disability Determination Services (DDS) to make all disability determinations (not made by the Social Security Administration) for Medicaid categories, including Category 43, the Working Disabled Individual Program. Income Support Division workers use MAD Form 093 to request medical records from different providers. When the Income Support Division workers receive the requested records, they send them along with the MAD Form 299 to the DVR Disability Determination Adjudicators. The adjudicators then make a disability determination based on the medical records provided. The adjudicators then return the MAD 299 to the Income Support Division workers, either approving or denying the disability. During this process, the adjudicators also verify whether or not a client has a concurrent application with the Social Security Administration (SSA). SSA is now requesting that a release of medical information, MAD Form 093, be addressed and sent to them through the adjudicators in order to verify that an applicant has or does not have a concurrent application.

DVR is requesting that all medical records, along with MAD Forms 299 and 093 be mailed directly to the address below. All MAD Forms need to be filled out completely and correctly. Incomplete and incorrect forms cause delays in the disability determination process.

NM Division of Vocational Rehabilitation
ATTN: Medicaid Adjudication Program
435 D St. Michaels Drive
Santa Fe, New Mexico 87505

For questions regarding this GI, call Ernesto Rodriguez at 827-6292, Orlando Vasquez at 476-6814, or Mark Lailes at 476-6868.