




HUMAN SERVICES
DEPARTMENT

SUSANA MARTINEZ, GOVERNOR
SIDONIE SQUIER, SECRETARY
TED ROTH, DIRECTOR

Interim Policy & Procedure Memorandum

ISD-IPP 12-06 AMENDED

TO: ISD Employees
FROM:  Ted Roth, Director, Income Support Division
RE: Medical Claim Submission - Amend
DATE: July 24, 2013

Effective 8/1/2013, Income Support Division (ISD) field staff will be required to submit Medicaid claims through the process outlined in this IPP. The ISD field workers will complete the attached form (ISD 144M), which is to be used only for Medicaid claims. The claim form will be forwarded to the Medical Assistance Division (MAD)/Eligibility Bureau at:

HSD – Medical Assistance Division
Eligibility Bureau – Ark Plaza
P.O. Box 2348
Santa Fe, NM 87504-2348

When a determination is made that a household member is no longer eligible for any type of Medicaid assistance, the case or individual is removed for the ongoing month only. **Do not** take action to remove the individual(s) or perform case changes for past months retroactively. **In the event a recipient has passed away, do not submit an ISD 144M form. These cases are automatically processed once a Date of Death is entered into the Medicaid system. Also, do not send any attachments with the ISD 144M form to MAD. MAD does not refer to attachments when processing the form. Medicaid will process the claim(s) according to MAD's internal process for these claims.**

Do not send ISD 144M forms to the Restitutions Services Bureau. In the event of a fraud referral an ISD 144M form should be sent to the Office of Inspector General (OIG), Investigations Bureau and MAD. If attachments are needed include in the ISD 144M form sent to OIG, but not on the form sent to MAD.

Ensure all potential Medicaid eligibility of any type of assistance is evaluated before making the final determination of ineligibility. Only include individuals on the form who are not eligible for other Medicaid. Also, it must be clearly noted on the ISD 144M section if the claim is agency caused or if client caused. If it is client caused, it should be noted as either fraud or non-fraud. **OIG will determine the amount of the capitation for the dates of ineligibility indicated on the ISD 144M.** NMAC policy will be updated to reflect this change.

If you have any questions regarding this IPP, please contact Carolyn Craven, Quality Assessment Bureau Chief at carolyn.craven@state.nm.us.