Medi-Cal Eligibility Tip Sheet

Extra Extra Read All About It!

• Verify Medi-Cal Eligibility

Verify Payor information

Go to the Payor Tab to verify if Medi-Cal already exists. If the Payor Plan was already entered, make sure that the Payor Plan's Begin and End Dates cover the dates you want to bill for. (Note: If it doesn't, click History to verify if it has been previously entered.)

ShareCare							New	History	Help
	Guarantor	(multiple)	Consumer	TESTCASE, IMA	Consumer ID	1234566			
Main Menu	Filter	No	Alternate ID		SSN	999-99-9999	Birth Da	ite	
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- Once the Payor Plan has been verified on the Payor Tab, make sure that Medi-Cal eligibility for the month has been ran by checking it on the Eligibility Verification Tab.
- Click on Eligibility Verification Tab.
- > Select the Month and Year that you want to verify eligibility.
- Click Search. Then, make sure that the information on the Transaction History (at the bottom of the screen) covers the month you need.
- Add Medi-Cal as Payor Plan

Step 1. Go Payor Tab and add Medi-Cal as the Payor Plan

Click New in the action buttons.

ShareCare											New	Help
		Guarantor	(multiple)	Consumer	TESTCASE, IMA	Cons	umer ID	1234566			
Main Menu	_	Filter	No		Alternate ID			SSN	999-99-9999	Birth	Date	
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MCO Provider Search Consumer	Loc	kup		ayor Plans								
Access Setup Repository Lookup												^

- Click on the Payor Plan/ID hyperlink and select the Payor Plan/ID for Medi-Cal. (Note: Select the appropriate Medi-Cal plan for your System of Care (MH/MCO= Medi-Cal MHS, AOD= Medi-Cal ADP)).
- Enter the begin date of month that you want to run/verify eligibility for. (Always enter first day of the month.)
- So to Use Linked Person as Insured button Add the Consumer
- > Enter the Insured ID Number: This is the consumer's Medi-Cal CIN .

- Consumer Relation to Insured: Self
- Click Add.

ShareCare				Close Add Clea	ur Spell Help
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	Insured ID Number		Use Insured SSN		
	Consumer Relation to Insured	SELECT RELATION	~ *		
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• Run/verify Medi-Cal eligibility

Step 2. Go to Eligibility Verification Tab to run/verify Medi-Cal eligibility

- Select the Month and Year that you want to run/verify eligibility for.
- Click Search.

ShareCare															Search	Help
Main Menu			Filter	No			Consumer	TESTCASE, I	1A	Co	nsumer	ID	1234566	Date Of	Birth	
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- > Click on the Payor Plan hyperlink and select the Payor Plan for Medi-Cal.
- (If there is no payor plan attached, you will have to go back to the Payor tab and ensure that the payor plan effective date includes the month/year that you are trying to run/ verify).
- Click on the Facility hyperlink and select your facility.
- > Click Add.

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- > Once added, confirm that the eligibility month you ran/verified appears on the Transaction History part of the screen.
- Click the Process flag.

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- > After clicking Process, the Pending EDI Transaction screen will appear.
- > Ensure all consumer information is correct. Then, Click Process.

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		F	Processed EDI Tran	isactions	
	Consumer	Card Issue Date	Transaction Type [No Records]	Entered By	Commit / Delete

You will, then, receive a message from the website asking if you want to process the pending transaction.
Click Ok.

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	Consumer	CC Herssage from webpage	essed EDI Transaction	S Entered By	Commit / Delete
			OK Cancel		

- The Processed EDI Transactions will return the consumer's eligibility information, which appears on the Response Message.
- If you want to Commit this information (i.e. the patient has active Medi-Cal coverage, and you want to bill Medi-Cal), click Commit.

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Main Menu	Filter No				
Access Scheduler Call Logging MCO Provider Search	Summary Profile Contact Guarantor Payor Load Process	Insured Diagnosis Eligib	ility Verification	Family ATP Income Source Health Information	Health Provider
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Administration Admin Reports		Proces	sed EDI Transactions		
	Consumer	Card Issue Date	Transaction Type	Entered By	Commit / Delete
	TESTCASE , IMA [1234566]	08/17/2018	Eligibility Verification	Collins, Michelle [mcollins]	
	Date of Birth: Insured ID Number: Service Date: Procedure Code: County Cose Number:		09/02/1954 140604320 08/01/2018		Commit
	EDU Number: Response Message: CNTY CODE: 07. PRIMAR' MEDI-CAL. MEDICARE PART D COVERED DRU INSURANCE CO. ID: .	AID CODE: 6E. MEDICARE PA GS MUST BE BILLED TO THE F	000000795 ART A AND B COVERED SVCS MU PART D CARRIER BEFORE BILLING	ST BE BILLED TO MEDICARE BEFORE BILLING G MEDI-CAL. CARRIER NAME: SILVERSCRIPT	Delete

- > You will receive another message from the website asking if you want to commit the Processed EDI Transaction.
- Click Ok.
- If the patient DOES NOT have active Medi-Cal coverage, or you do not want to attach the information to the consumer's payor plan record. Click Delete.
- > After Committing the eligibility, go back to the Payor tab and click Edit/View the Medi-Cal payor plan to see the EVC#, county code, and aid code information populated.

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	Assignment of Benefits		End Date				Add	
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- If the Consumer has Medi-Cal with a Share of Cost (SOC): You will follow the same procedure of entering the payor plan, adding, processing, and committing the eligibility for the month/s you want to bill for.
- Once done, go back to the Payor tab and click the Additional Eligibility Information box to populate the eligibility month you ran.
- You will find that the EVC #, county code, and aid code fields DO NOT populate in the payor plan.
- Take the SOC amount and manually enter it in the EVC field of the payor plan and type in "SOC \$dollar amount" (ex: SOC \$600). Then, click Update.

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	Assignment of Benef	fits		_							
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	Eligibility Date		8/2018								
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	EVC		SOC \$120	0	Medicaid ID					Update	
	Primary Aid Code				First Special A	id Code				Delete	
	Second Special Aid	Code			Third Special /	Aid Code					