



Job Aid- Clearinghouse

Presumptive Medical Disability Team Communication

Objective

The objective of this job aid is to assist the worker with communications between the Clearinghouse, Out-Stationed Workers (OSW) and the Presumptive Medical Disability Team (PMDT) processing declared disability applications.

Overview

Applications and/or requests for coverage reporting a declared disability are processed by MAXIMUS, but require coordination with the KDHE PMD Team. These applications and/or requests will be received in the Clearinghouse via mail, fax or telephone and are processed in conjunction with PMDT.

Instructions

1. Eligibility Workers/OSW will be responsible for initiating the PMD process.
 - The request for coverage will be initially screened for general and financial eligibility
 - Requests that don't meet general eligibility and financial guidelines based on the information provided with the request for coverage will not be sent to PMD
2. Requests being sent for referral will follow these steps.
 - Worker documents the following information in the case log:
 - any information obtained from the application or by phone regarding the applicant's medical condition
 - The Medicaid application date
 - Tier 1 or Tier1/2 determination requested
 - E-mail the PMDT at pmdt@kdheks.gov mailbox. Ensure the e-mail is sent securely.
 - Subject line will have the applicant's:
 - First name
 - Last name
 - Case number
 - CC the Supervisor and Lead
 - Body of the e-mail will say – Referral
 - Reassign the pending program block to the Ghost Worker ID: KH0206Q103.
3. PMDT will retrieve the request for referral from the PMDT e-mail.



- The PMD worker will contact the Clearinghouse worker/OSW if there are clarifications needed
 - PMD will create a Journal entry with the information received
4. PMDT will send the Questionnaire and Release of Information packet to the applicant.
- The applicant will be given 14 days to return the information to the PMDT office
 - PMDT will document when the information is received.
 - If the information is not received within the 14 days the PMD worker will take the following steps
 - Change the outstanding task status to “KDHE-New Information”
 - Complete a Journal entry documenting that the information was not received and the PMD case is closed
 - Reply to all on the original worker’s e-mail and include E&DSpecialtyApps@maximus.com.

NOTE: that the case has been closed in the PMDT office

5. When the requested information is received in the PMDT office the assigned worker will continue processing the determination.
6. Once the disability determination has been completed by PMD.
- PMD worker will enter the results of their determination in the Journal
 - Change the outstanding task status to “KDHE-New Information”
 - Reply to all on the original e-mail and include E&DSpecialtyApps@maximus.com notifying the Clearinghouse worker/OSW that the determination has been completed
7. Applicants are able to request a re-consideration within 90 days of the original application date or 10 days following the date of the NOA being sent from KEES.
- Request for re-consideration will be noted in the Journal
 - Clearinghouse Worker/OSW will notify PMDT via e-mail of the request for re-consideration
 - PMD worker will notify the Clearinghouse Worker/OSW when a new determination has been completed by responding to the re-consideration e-mail