WA388 SENDING REFERRALS TO THE MEDICAL SUBROGATION UNIT

When an injury is reported for someone receiving medical assistance, a record is created on the Third Party Liability – Medical Subrogation List page. When the Medical Subrogation Referral Batch runs, a task should be created for the Medical Subrogation Unit notifying them of work to be done. At this time, the batch is failing to pick up every case with a Third Party Liability Medical Subrogation record.

When a worker creates a record on the Third Party Liability - Medical Subrogation List page, they should also manually create a task for the Medical Subrogation Unit.

1. From within the context of the case, click on the Task link from Utility Navigation.
2. Click the Add Task button.
3. The Manual Task – In Case window opens. Create the task in the following manner:
   a. Set the **Due Date** for five (5) days from the Created Date.
   b. Set the **Received Date** to the date that the agency was notified of the adoption/injury.
   c. Set the **Region** to **KDHE Central Office.**
   d. Set the **Location** to **Landon State Office Building.**
   e. Set the **Queue** to **Medical Subrogation.**
   f. Set the **Task** to **Change.**
   g. In the **Task Details** section enter the following **Client** (name of person who was adopted or injured) – (Adoption/Injury).
      a. Example would be "Client Jane Smith – Injury".
   h. Click **Save and Continue**.

Document Change Log

Date	Version	Author	Change Description
06/13/2015	2.7	J King	Initial Draft completed.

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