WA326 ADJUSTING THE MEDICAL APPLICATION DATE

Medical Policy states applications are considered received on the day they were submitted even if they were received after business hours or on a weekend or holiday. Currently in KEES if an application is received after business hours or on a weekend or holiday, the e-Application date is set to the next business day. In the situation where staff are working one of these applications, the following workaround should be followed to adjust the application date.

Update the Application Date

STEP 1   From the **Case Summary** page, click the **View Details** button in the Medical program block. The **Medical Program Detail** page displays.

STEP 2   Click the **Edit** button.

STEP 3   In the **Program Information** section, click the **Edit** button for the **Application Date:** field to access the **Application Detail** page.

STEP 4   In the **Program Information** section, update the **Program Application Date:** field by entering the correct Application Date using the <mm/dd/yyyy> format for clicking the calendar icon. (This auto updates the **Application Date** fields in the **Person Information** section of the page.)

STEP 5   If the Application Date has changed months update the **Beginning Date of Aid** for each applicable person in the **Person Information** section. **Example:** 10/02/2016 application date updated to 9/28/2016

   NOTE: The **Beginning Date of Aid** should ALWAYS be in the same month as the application date.

STEP 6   Select *Administrative Decision* from the **Change Reason** drop-down menu.

STEP 7   Click the **Save and Return** button. The **Medical Program Detail** page displays. The new **Application Date** displays in the **Program Information** section.

STEP 8   Click the **Save and Return** button. The **Case Summary** page displays.

   NOTE: If a person level application date needs to be updated rather than a program application date, these same steps can be used, only in **STEP 4** adjust the application date in the **Person Information** section rather than the **Program Information** section.

NOTE: If the application date has changed months, the **Requested Medical Type** (RMT) must be updated to reflect the application and request for coverage was received in the preceding month. If so continue with

To Update the RMT Complete the Following:

- From the **Case Summary** page, click the **View Details** button in the program block. The **Medical Program Detail** page displays.
- Click the **Edit** button.
- In the **Program Persons** section, click **Edit** button for the person(s). The **Medical Person Detail** page displays.
- Click the **Edit** button in the **Requested Medicaid Type** section of the page. The **Requested Medicaid Type Detail** page displays.
- Enter the correct **Begin Month** and if needed select the appropriate **Requested Medicaid Type,** then click the **Save and Return** button.
- Click the **Save and Return** button on the **Medical Person Detail** and the **Medical Program Detail** to return to the **Case Summary** page.

STEP 9   Continue with normal case processing and log actions in **Case Journal**.

NOTE: If the application came in through an e-App then the application date in the e-Applications section of the page will still reflect the e-App application date.

Document Change Log

Date	Version	Author	Change Description
11/21/2014	2.6	Jonathan A. Garcia	Ready for 2.6 Go-Live
12/12/2014	2.6.1	Jonathan A. Garcia	Included suggested updates rec'd from the Clearinghouse.
06/16/2015	2.7	Jennifer Estes	Updated
10/14/2016	2.7.1	Jen King	Updated to reflect BDA should be adjusted as well.