

Entering a Life or Limb Threatening Emergency for Emergency Medicaid

Overview

This document provides a step-by-step guide for how to enter Emergency Medicaid for Non-Citizens.

Process

- 1) Log into CBMS
- 2) Navigate to the Case by entering the Case Number in the **Global Search** bar on the Home Page
- 3) Click on Case Number in the results table to access the **Members** page
- 4) From the Members page, hover over the **Actions** button
- 5) Select **Begin Interactive Interview** to initiate the II queue
- 6) On the **Case Questions** page, be sure the *Medical Condition /Disability* box is marked in the *Does anybody have/received/need* section
- 7) Navigate to the **Medical Conditions** page
- 8) From the **Name** drop-down, select the person who is requesting Medical Assistance
- 9) To add a new record, click the plus (+) sign in the blue detail header
- 10) Enter the **Effective Begin Date**
 - a. Refer to **Online Help** for assistance with which date you should use
- 11) Select the appropriate radio button for **Able to Work**
- 12) Select 'Temporary' from the **Disability Type** radio button
- 13) Enter the **Begin Date**
- 14) Enter the **Date Reported**
- 15) Click **Save**

Diagnosis Related List

- 16) To add a new record, click the plus (+) sign in the blue detail header
- 17) Enter the **Effective Begin Date**
 - a. Refer to **Online Help** for assistance with which date you should use
- 18) Select 'Life or Limb Threatening' from the **Diagnosis** drop down menu
- 19) Enter the **Diagnosis Date**
- 20) Select 'Received' from the **Verification** drop-down menu
- 21) Select the appropriate **Source** option from the drop-down menu
- 22) Click **Save**

Note: Steps 16-22 should be followed for each instance of a life or limb threatening emergency.

Do you have any questions or suggestions regarding this process? Please contact the SDC via email SOC_StaffDevelopment@state.co.us

