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 | ADMINISTRATIVE DIRECTIVE |
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TRANSMITTAL: 93 ADM-14

TO: Commissioners of
 Social Services

DIVISION: Health & Long
 Term Care

DATE: June 25, 1993

SUBJECT: New Procedures for Eligibility Workers Regarding Inquiry of
 Third Party Resources

SUGGESTED

DISTRIBUTION: Third Party Resource Workers
 Medical Assistance Supervisors
 Public Assistance Supervisors
 SSI Supervisors
 Staff Development Coordinators

CONTACT

PERSON: Any questions concerning this release should be
 directed to Stanley Leslie, TPR Unit, by calling
 1-800-342-3715 extension 3-5451.

ATTACHMENTS: See Attachment 1 for Listing

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
81 ADM-49	82 ADM-20	360.9	367-a, 363-a	84 MB-11	Ins. Law
82 ADM-48	84 ADM-19	360.22	104-B, 143,		3216 and
82 ADM 79	85 ADM-47	360.17	366, SSA		3221 Sec.
84 ADM-17	89 ADM-36	360.10	1902-a,		701K
87 ADM-40		351(b)(2)	(25), 42CFR		
		(iii)	433.135-154		
		540.6(e)	See Misc Ref		

I. Purpose

This directive advises social services districts of new third party resources (TPR) inquiry procedures. These new procedures replace the inquiry procedures established in "Third Party Resources (TPR) Detection and Utilization" (87 ADM-40). All other sections of that ADM remain in effect.

II. Background

In order to better accommodate the needs of the Department, recipients, and providers, the Department has redesigned its TPR database. Eventually, the Interim Recipient Eligibility File (IREF) will be eliminated as a result of this redesign. With these changes, the current "policyholder's screen" (MMPLHR) is being replaced with various transaction history screens which will display recipient insurance and Medicare information.

III. Program Implications

The two primary changes which will occur on June 28, 1993 are that the Medicare screens have been expanded to display buy-in demographics and the insurance scope of benefits are expanded from 14 positions to 20 positions. The 20 positions, which will more accurately define insurance coverage and better serve recipients and providers, are:

Major Med	Complement to Medicare
Inpatient	Home Health
Emergency Room	Clinic
Physician In-Hospital	Physician In-Office
Nursing Home	Drugs-No Card
Drugs Major Med	Drugs Co-Pay
DME	Transportation
Dental	Optical
Substance Abuse Inpatient	Substance Abuse Outpatient
Psychiatric Inpatient	Psychiatric Outpatient

IV. Required Action

Procedural Instructions to Access the New TPR Screens for Insurance, Medicare and Buy-In Inquiry

1. Sign on according to established procedures.
2. Once signed on, access to the "Third Party Health Insurance Data Inquiry Menu" (WTPMNQ) is accomplished in one of the three following methods;

a.) Type in "WTPMNQ" and transmit,

or

b.) Press the menu key which brings up the WMS menu and, in upstate districts, enter selection 25 or, in New York City, enter selection 08 and then transmit. The WMAMNU screen will then be displayed. At this screen enter a "T" for TPR in the sub-system field and a "Q" for Inquiry in the function field and transmit. The "CIN", "Case No." and "Worker" fields should be left blank,

or

c.) Type in "WMAMNU" and transmit. At the WMAMNU screen, enter a "T" for TPR in the sub-system field and a "Q" for Inquiry in the function field and then transmit. The "CIN", "Case No." and "Worker" fields should be left blank.

3. After following any one of the three methods explained above, the Inquiry Menu (WTPMNQ) will be displayed which allows access to nine different screens. Eligibility workers, however, only need to become familiar with the four insurance screens (WTPTRA, WTPTRB, WTPTRC, and WTPTRD) and the Buy-In Inquiry Screen (WTPBIQ), which also displays non Buy-In Medicare data.
4. After completing your inquiry on any particular "Client Identification Number" (CIN), press the MENU key to return to the Inquiry Menu to continue inquiry for any additional CINS.
5. The specific information displayed on each screen follows.

<u>Screen</u>	<u>Definition</u>
<u>Identifier</u>	

A) Insurance Information

WTPMNQ Third Party Health Insurance Data Inquiry Menu (Attach. II)
 This is the general inquiry screen that permits access to all of the other screens that display specific third party data.

WTPTRA Last Transaction Date Order (Attachment III)
 Access to a particular recipient's third party insurance history in order of transaction date is accomplished by entering the CIN next to the transaction code. Negated insurance will be displayed on this screen showing an end date equal to the begin date.

WTPTRB Insurance/Medicare Begin Date Order Within Insurance Code
(Attachment IV)

This screen displays all history transactions (records) in descending begin date order within descending insurance code order. This means that if there are several different transactions for various insurance codes, similar insurance codes will appear together on the screen. Those transactions with end dates equaling begin dates (i.e. negated records) are also included. Access to this screen is accomplished by entering the CIN next to the WTPTRB transaction field on the WTPMNQ screen and transmitting.

WTPTRC Begin Date Order (Attachment V)

This screen displays all history transactions (records), including negated records in descending begin date order. Access to this screen will be accomplished by entering the CIN next to the WTPTRC field on the WTPMNQ screen and transmitting.

WTPTRD Date of Service (Attachment VI)

This screen displays all history transactions (records) that cover a specific date entered by the user. The records will be displayed in descending begin date order. Negated records will not be displayed on this screen.

Access to this screen is accomplished by entering the CIN and the date of service desired next to the WTPTRD transaction code. The date of service must be in MMDDCCYY format (e.g. 03211992).

If additional detailed information regarding any individual transaction is desired, place an "X" next to the transaction in the space provided on the screen and transmit. This will display the Third Party Insurance Coverage Detail screen (WTPISQ) (Attachment VII).

B. Buy-In and Medicare

WTPBIQ Buy-In Coverage (Attachment VIII)

Detailed information for Medicare, whether through Buy-In or not, for a specific time period, for a particular recipient is displayed by the Buy-In Coverage Inquiry Screen (WTPBIQ). Access to this screen is accomplished by entering the CIN next to the WTPBIQ field on the WTPMNQ screen and transmitting.

Date June 25, 1993

Trans. No. 93 ADM-14

Page No. 5

V. Effective Date

This administrative directive is effective June 28, 1993.

Sue Kelly
Deputy Commissioner
Division of Health & Long Term Care

Attachment I

Listing of Screen Attachments

Attachment II	Inquiry Menu	WTPMNQ
Attachment III	Transaction Coverage	WTPTRA
Attachment IV	Transaction Coverage	WTPTRB
Attachment V	Transaction Coverage	WTPTRC
Attachment VI	Transaction Coverage	WTPTRD
Attachment VII	Third Party Insurance Inquiry	WTPISQ
Attachment VIII	Buy-In Coverage Inquiry	WTPBIQ

NOTE: Attachments II through VIII are not available on-line.