

MMIS ADDRESS AND FIPS DESK TOOL

Case Screen Name & Mailing Address:

- Letters mailed by DMAS (Except Commonwealth Coordinated Care (CCC) letters) to include Medallion 3.0 (managed care) letters from DMAS are mailed to this address. Examples of DMAS letters include:
 - Managed Care Assignment Letters
 - New Region Change Letters
 - Open Enrollment Letters
 - Plan First Welcome Letters
 - Child Age 19 Cancellation Letters(A complete listing of DMAS generated letters can be found in Chapter K of the MMIS User's Guide.)
 - The patient pay Notice of Obligation is mailed to this address if the "Mail To" Indicator on Patient Pay screen 1 is set to "C"
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Member Demographic Screen Mailing Address:

- This address should be the physical location of the member.
 - CCC mail is sent to this address.
 - If the individual is in a nursing facility, assisted living facility or other placement, the address of the facility should be reflected here.
 - Medicaid ID cards and Managed Care ID cards (to include Medallion 3.0 and CCC) are mailed to this address.
 - Used by the MCO to mail the MCO Handbook and outreach materials.
 - The patient pay Notice of Obligation is mailed to this address if the "Mail To" Indicator on Patient Pay screen 1 is set to "E"
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Case Screen FIPS:

- The Case Data FIPS must indicate the FIPS code of the agency that maintains the case.
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Member Demographic Screen FIPS:

- The Member Demographic FIPS must correspond to the physical location of the member.
- This FIPS determines the managed assignment of the member.
- This FIPS determines CCC assignment for members.
- If the individual is in a nursing facility, assisted living facility or other placement, the FIPS that matches the address of the facility should be reflected here.

Case Screen Name & Mailing Address

Managed Care letters from DMAS (Except CCC letters) to include; Managed Care Assignment letters, New Region Change letters and Open Enrollment letters.

DMAS Generated letters

If Patient Pay "Mail To" field is set to "C" Notice of Obligation*

Member Demographic Screen Mailing Address

Physical location of member

Medicaid ID cards

Managed Care ID cards

If Patient Pay "Mail To" field is set to "E" Notice of Obligation*

CCC mailings, this address is also provided to the MMP's to send outreach material to members.

If member resides in a facility the address of the facility.

Used by the MCO to mail MCO Handbook and outreach materials..

Case Screen FIPS

FIPS Code of LDSS that maintains the case

Member Demographic Screen FIPS

Physical location of Member

Determines managed care assignment of member

Determines CCC assignment

***If Patient Pay "Mail To" field is set "A" the Notice of Obligation will be mailed to the Authorized Representative as entered on the Comments screen. Note: the "Mail To" indicator only effects where the Notice of Obligation is mailed.**