

MMIS User's Guide for DSS	K-1
Chapter K	4/2/2012

## Table of Contents

<b>MMIS MEMBER LETTERS</b>	<b>K-2</b>
RS-O-158 PLAN FIRST WELCOME LETTER FOR MEN-SYSTEM GENERATED	K-2
RS-O-159 PLAN FIRST LETTER TO WOMEN-SYSTEM GENERATED	K-2
RS-O-162 Q11 CANCELLATION NOTICES-SYSTEM GENERATED	K-2
RS-O-164 CHILD AGE 1 CANCELLATION LETTER-SYSTEM GENERATED	K-2
RS-O-165 CHILD AGE 19 CANCELLATION LETTER-SYSTEM GENERATED	K-3
RS-O-166 QMB CANCELLATION LETTER-SYSTEM GENERATED	K-3
RS-O-167 PREGNANCY CANCELLATION LETTER-SYSTEM GENERATED	K-3
RS-O-168 REFUGEE CANCELLATION LETTER-SYSTEM GENERATED	K-3
RS-O-169 EXTENDED MEDICAID FAILURE TO RESPOND CANCELLATION LETTER-SYSTEM GENERATED	K-3
RS-O-170 FAMILIES AND CHILDREN CANCELLATION LETTER-SYSTEM GENERATED	K-3
RS-O-171 AGE 21 REFUGEE CANCELLATION LETTER-SYSTEM GENERATED	K-4
RS-O-172 EARNINGS REPORT LETTER	K-4
RS-O-173 CHILD AGE 19 CANCELLATION LETTER FOR FAMIS-SYSTEM GENERATED	K-4
RS-O-175 Q11 LETTER	K-4
RS-O-184 FAMIS/TPL OVERLAP NOTICE	K-4
RS-O-187 MEMBER AC 053 AND 055 ADD LETTER	K-4
RS-O-188 MEMBER AC 053 AND 055 CANCEL LETTER	K-4
RS-O-191 BCCPTA-TPL OVERLAP CANCELLATION LETTER-SYSTEM GENERATED	K-5
RS-O-192 BCCPTA-TPL – AGE 65 CANCELLATION LETTER	K-5
RS-O-292 Q11 MEDICAID APPLICATION NOTICE	K-5
RS-O-295 Q11 MEDICARE PREMIUM PAYMENT NOTICE	K-5

MMIS User's Guide for DSS	K-2
Chapter K	4/2/2012

## **MMIS Member Letters**

---

This chapter contains a list and a brief description of some of the member letters that are sent through the MMIS. Some letters are system generated meaning they are automatically sent to the member by the system based on issues such as age, follow-up codes and Medicare TPL. The letters provide a complete explanation of the action being taken and provide the required language for appeal of the action described in the letter. Each letter indicates the MMIS caseworker ID, Medicaid case number, member name and the FIPS code for the local agency that holds the Medicaid case.

**A copy of the letter may be viewed by workers by utilizing screen help in the MMIS. See Chapter A for instructions on how to access the online help guide.**

### **RS-O-158 Plan First Welcome Letter for Men-System Generated**

This letter is sent to newly enrolled males in AC 080 (Plan First) confirming their enrollment in Plan First and limited coverage of family planning services.

### **RS-O-159 Plan First Letter to Women-System Generated**

This letter is sent to newly enrolled females in AC 080 (Plan First) confirming their enrollment in Plan First and limited coverage of family planning services.

### **RS-O-162 QI1 Cancellation Notices-System Generated**

This letter informs the member that Medicaid will no longer pay their Medicare premium. This letter is associated with cancel reason 023 - Automatic cancellation - Medicare not on file for SLMB, QDWI, and QI1.

### **RS-O-164 Child Age 1 Cancellation Letter-System Generated**

This letter informs the member head of household that a child is no longer eligible for Medicaid due to becoming 1 year of age. This letter is associated with cancel reason 018 - Child Reached Age 1 (AC 093 or 099).

MMIS User's Guide for DSS	K-3
Chapter K	4/2/2012

**RS-O-165 Child Age 19 Cancellation Letter-System Generated**

This letter informs the member head of household that a child is no longer eligible for Medicaid due to becoming 19 years of age. This letter is associated with cancel reason 016 - Child Reached Age 19 (AC 092, 094, or 098)

**RS-O-166 QMB Cancellation Letter-System Generated**

This letter informs the member that he or she is no longer eligible as a Qualified Medicare Beneficiary to receive Medicaid assistance in the form of payment of Medicare premiums, coinsurance, and deductibles. This letter is associated with cancel reason 023 - Automatic cancellation - Medicare not on file for QMB (ACs 023, 043, or 063).

**RS-O-167 Pregnancy Cancellation Letter-System Generated**

This letter informs the member that she is no longer Medicaid-eligible due to exceeding months-allowed for pregnancy. Included in the letter is basic information on the Plan First Program. This letter is associated with cancel reason 017 - Pregnant Women Maximum Coverage Received (AC 091, 097).

**RS-O-168 Refugee Cancellation Letter-System Generated**

This letter informs the member that he or she is no longer Medicaid-eligible as a refugee due to the lapse of the eight months of allowed eligibility. This letter is associated with cancel reason 021 - Refugee in AC 078 Reached 8-month Eligibility Limitation.

**RS-O-169 Extended Medicaid Failure to Respond Cancellation Letter-System Generated**

This letter informs the member that Families and Children Extended Medicaid eligibility has been cancelled due to failure to return a Medicaid Extension Report. This letter is associated with cancel reason 025 - LIFC failure to provide earning report timely in 12-month extension.

**RS-O-170 Families and Children Cancellation Letter-System Generated**

This letter informs the member that his or her Families and Children 12-month extension of Medicaid eligibility has ended. This letter is associated with cancel reason 026 - LIFC end of 12-month extension.

MMIS User's Guide for DSS	K-4
Chapter K	4/2/2012

**RS-O-171 Age 21 Refugee Cancellation Letter-System Generated**

This letter notifies an unaccompanied minor that they are being cancelled because they will reach the age of 21 by the end of the month. This letter is associated with cancel reason 009 - refugee 'UM' (AC 079); LIFC-related Child Age 19.

**RS-O-172 Earnings Report Letter**

This letter is sent to the member head of household requesting verification of earnings.

**RS-O-173 Child Age 19 Cancellation Letter for FAMIS-System Generated**

This letter informs the member head of household that a child is no longer eligible for FAMIS due to becoming 19 years of age. This letter is associated with cancel reason 016 - Child Reaching age 19 (AC 007, 009).

**RS-O-175 QI1 Letter**

This letter informs the member that he or she is eligible for QI1 Medicaid assistance in paying their Medicare premium for this calendar year.

**RS-O-184 FAMIS/TPL Overlap Notice**

This letter notifies the member that their FAMIS eligibility will end due to TPL. This letter is associated with cancel reason 031 - Enrolled with creditable coverage in another health plan (FAMIS) (AC 006, 007,008,009).

**RS-O-187 Member AC 053 and 055 Add Letter**

This letter informs members, with an Aid Category of '053' or '055', that Medicaid will begin paying their Medicare Premium.

**RS-O-188 Member AC 053 and 055 Cancel Letter**

This letter informs members with an Aid Category of '053' or '055' that Medicaid will stop paying their Medicare Premium.

MMIS User's Guide for DSS	K-5
Chapter K	4/2/2012

**RS-O-191 BCCPTA-TPL Overlap Cancellation Letter-System Generated**

This letter informs the member that she is no longer eligible for coverage under the Breast and Cervical Cancer Prevention and Treatment Act (BCCPTA) (AC 066) due to being covered by another insurance plan (TPL). This letter is associated with cancel reason 034 - Automatic cancellation - BCCPTA/TPL overlap.

**RS-O-192 BCCPTA-TPL – Age 65 Cancellation Letter**

This letter informs the member that she is no longer eligible for coverage under the Breast and Cervical Cancer Prevention and Treatment Act (BCCPTA) (AC 066) due to reaching age 65. This letter is associated with cancel reason 035 - BCCPTA - Does not meet certification requirements.

**RS-O-292 QI1 Medicaid Application Notice**

This letter informs the member of his QI1 eligibility, but also states that no funds are currently available for Medicare premium payment.

**RS-O-295 QI1 Medicare Premium Payment Notice**

This letter notifies the member that he or she is eligible this year for payment of a portion of their Medicare premium, but must re-apply for the benefit next calendar year.