

DSS-4357EL

WGIUPD

GENERAL INFORMATION SYSTEM

12/30/97

DIVISION: Office of Medicaid Management

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GIS 97 MA/036

TO: Local District Commissioners, Prior Approval Coordinators

FROM: Ann Clemency Kohler, Director, Office of Medicaid Management

SUBJECT: Prior Approval Information to Local Districts

EFFECTIVE DATE: Immediately

CONTACT PERSON: Gary DeLuca, (518) 473-8681

Over the weekend of November 28 - 30 there were changes made to the prior approval data entry system. These changes were in anticipation of year 2000 and should have been transparent to all users. It has been determined that these changes have caused some problems that may have an effect on your prior approvals.

- The prior approval rosters that were produced on December 5 and December 12 for transportation and personal care have errors in the Year of Birth field. While not all prior approvals are affected, a large majority of the prior approvals that are listed on these rosters have incorrect dates. If a provider does not recognize that the date is in error and uses that date on a claim, the claim will deny for an incorrect year of birth. In these cases, providers should use the date of birth that they know to be correct or is verified via EMEVS.
- The Quantity By Day of Week field (Sunday through Saturday calendar) is not functioning properly. Due to this malfunction, the Quantity Approved and Times Approved for prior approvals entered using the calendar during the period December 1 to present will have incorrect totals. While this will not be apparent at this time, it may become a problem toward the end of a prior approval period when the units may not be sufficient for the entire period. If you have used the Quantity By Day of Week to calculate your prior approvals, you may want to systematically review these approvals and retransmit them using only the Quantity Approved and Times Approved for entries. Until this problem is resolved, which should be within the next two weeks, all prior approvals that use the Quantity By Day of Week should be transmitted without using the calendar or should be held until corrections are made to the system.

We apologize for any inconvenience that this may have caused to your processing. If you have any questions, please contact Gary DeLuca at 518 473-8681.