

MAKING CHANGES TO NC HEALTH CHOICE APPLICATIONS - PART THREE

EIS 4300 - MAKING CHANGES TO NC HEALTH CHOICE APPLICATIONS
PART THREE
REISSUED 03/01/10 - CHANGE NO. 03-10

I. GENERAL INFORMATION

When corrections are needed on pending applications, enter the necessary corrections on the NAME CHANGE Screen or the DSS-8124 screen.

II USE THE NAME CHANGE FUNCTION OR THE DSS-8124 SCREEN TO MAKE CHANGES TO PENDING APPLICATIONS.

A. The following information that has been entered and accepted into the system may be corrected using the **NAME CHANGE FUNCTION**.

1. Name of individual(s) included in the application if the name(s) is to be corrected.
2. Date of Birth

When changing the date of birth on the Name Change Screen for NCHC, and there is a DSS-8125 pending for an action other than a termination, you must first delete the pending DSS-8125 before the date of birth can be changed. If you attempt to change the date of birth before deleting the DSS-8125, EIS displays the error message: TO MAKE CHANGE ON DOB, YOU MUST DELETE 8125 FORM. Keying the DSS-8125 after the date of birth change ensures the action processes through the appropriate age edits in EIS.

3. Social Security Number if correcting or the number is provided.
4. Sex
5. Race

B. The following information that has been entered and accepted into the system may be corrected on the **DSS-8124 screen**.

1. County Number
2. County Case Number
3. Worker Number
4. District Number
5. Address
6. Aid Program/Category with related coverage groups only. (Remove indicators in the HOW APP RECEIVED? and HLTH CH? fields before changing Aid Program/Category.)

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II. B. (CONT'D)

7. Individual ID Number if updating or correcting to use another number assigned to the individual.

8. Casehead/Payee Included

NOTE: THE ITEMS LISTED ABOVE MAY ALSO BE CORRECTED ON THE DSS-8125 AT DISPOSITION WITH THE EXCEPTION OF COUNTY NUMBER, APPLICATION TYPE AND INDIVIDUAL ID NUMBER. NAME, SOCIAL SECURITY NUMBER, DATE OF BIRTH, SEX, AND RACE CAN BE CHANGED ONLY THROUGH THE NAME CHANGE FUNCTION.

9. The source from which the NC Health Choice application was received (HOW APP RECEIVED).

10. Health Choice Indicator (HLTH CH?).

11. The "Z" (Citizenship) Code.

III. THE FOLLOWING INFORMATION MAY NOT BE CHANGED ON AN APPLICATION THAT HAS BEEN ENTERED AND ACCEPTED INTO THE SYSTEM:

A. Case ID Number

B. Form ID Number

C. Application Type

D. Application Date

E. Total Number of People on This Application

1. Do not change this field to add new individuals to an already pending application. A separate application is needed to add an individual.

2. Do not change this field if you determine one or more individuals on the application are ineligible. The individuals must be indicated ineligible on the DSS-8125 when the application is approved. See Part Four for instructions on how to delete an individual at the time of approval.

F. Line Number

IV. OUTPUT

EIS produces an Application Turnaround (DSS-8124I) the night the change is processed. The DSS-8124I is mailed to the county the following workday.