Guidance ECRS 2016-01

Entering Unique Identifiers in Provider Accounts to First Name
Effective Immediately

In order to pull the data from Therap for migration into the new Electronic Case Record System the following action must take place for each individual record existing within the provider account. This process will also need to occur for each new "admission" into the provider's programs. The MCI number without leading zeros must be **entered in the first name field** within each provider's Individual Data Form (IDF). The exact format must be first name, space with MCI # without leading zeros.
(i.e. – Jeanette, 1687758)

By doing this, it will not impact your ability to search for an individual's record, it will only impact the display of the individual's name. This should not impact your ability to generate claims, but please let us know as soon as possible if something occurs.

1. Within the provider account click on the "Admin" tab.
2. Under the "Care" section to the right of "Individual" click on "List"
3. Click on the individual's name on the list
4. Check to see that there is a Medicaid or MCI # listed on the IDF, If yes continue, if no make contact with your administrator to obtain the MCI #

5. Scroll to the bottom of the IDF and "Edit Individual Data"

6. In the first name field of the IDF, place a comma after the first name then (1) space then enter the MCI number for the individual without leading zeros

a. If the individual has been discharged

i. Change alternate ID to (–Please Select-) and type "Discharged" in the field to the right

b. If the individual is deceased

i. Change alternate ID to (-Please Select-) and type "Deceased" (or "Deceased with month and year" if known) in the field to the right

c. If the individual shows as Delete, not further action is necessary

7. Scroll to the bottom and click "Save"
8. Return to step 1 above, then click on the next name on the list to be changed

The result will be that the roster of names in the provider will now appear as below.

State Of Delaware - DDDS
Bob Goodhart, Quality Assurance Administrator

Dashboard | Quick Links   Logout

Individual List

Please Select ⌄ [   ] Apply Filter   Show All

All Num A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

2,464 items found, displaying 1 to 15.
[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Last Name ▲	First Name ⬍	ID Number ⬍	Action
Aaron	Grace, 2081568	0002081568	Program Enrollment
Abdul-Aleem	Aqeel, 690910	Discharged	Program Enrollment
Abrams	Allyson, 617384	0000617384	Program Enrollment
Abramski	Albert	0000243534	
Abrefa	Kojo, 1481048	Discharged	Program Enrollment
Adams	Cameron, 530276	0000530276	Program Enrollment
Adams	Dale, 1076469	1076469	Program Enrollment
Adams	Kellee, 579601	579601	Program Enrollment
Adams-Olsen	Andrew, 716169	0000716169	Program Enrollment
Adamson	John, 219443	Discharged	Program Enrollment
Adkins	Lyndon, 243596	243596	Program Enrollment
Adkison	Hakeem, 760706	0000760706	Program Enrollment
Aftab	Huma, 1436555	0001436555	Program Enrollment
Agyarko	Kwateng, 1852327	0001852327	Program Enrollment
Ahern	Alicia, 2851024	0002851024	Program Enrollment

Export To Excel

Cancel

Help & Support   Feedback   Ideas   Website   Live Help