Coronavirus (COVID-19) Uninsured Group Application Web Portal User Guide May 2021

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OVERVIEW

The purpose of this Coronavirus (COVID-19) Uninsured Group Application Web Portal User Guide is to provide web users step-by-step instructions to perform COVID-19 Uninsured Group enrollment transactions for individuals requesting the necessary diagnostic testing, testing-related services, and treatment services, including all medically necessary care for the individual associated with COVID-19. Qualified Providers or users who already have access to any one of the Presumptive Eligibility (PE) enrollment applications such as HPE, CHDP, BCCTP and PE4PW will be granted access to the COVID-19 Uninsured Group Application Web Portal.

INTRODUCTION

On March 18, 2020, House Resolution 6201 (Families First Coronavirus Response Act, Section 6004) authorized State Medicaid Programs to provide access to COVID-19 diagnostic testing and testing-related services at no cost to the individual.

This program will be available to individuals with no insurance; who currently have private insurance that does not cover COVID-19 diagnostic testing, testing-related services, and treatment services; who do not qualify for any Medi-Cal programs (with the exception of individuals who have not met a Medi-Cal Share of Cost obligation); and who are a California resident.

To begin the COVID-19 Uninsured Group Application process, access the COVID-19 Uninsured Group Application Web Portal. Qualified providers are required to assist the applicant in completing the application. Approved and trained qualified providers have the option to assist the applicant by downloading and entering the individual's information directly into the COVID-19 Uninsured Group Application Web Portal. The qualified provider is required to enter all information from verbal answers into the COVID-19 Uninsured Group Application Web Portal.

Reporting Problems

Report problems to the Telephone Service Center at 1-800-541-5555 (Monday through Friday 8 a.m. through 5 p.m.).

Qualified Providers are encouraged to print the <u>TSC Main Menu Prompt Options</u> and keep it near their telephones for faster access to TSC resources.

- Select the language option (English or Spanish)
- Option 1 for provider
- Option 4 for the Technical Help Desk

Internet Transactions Equipment and Software

The following equipment and software are required for downloading and for performing the COVID-19 Uninsured Group Application Web Portal transaction:

- Computer: Windows 98 operating system or higher; Pentium I processor (1.33 MHz or higher), minimum 32 MB RAM
- Modem Speed: Minimum 28 Kbps
- Printer
- Browser: Google Chrome, Internet Explorer 7 and above, Firefox 3.6 and above, Safari 5 and above
- **Note:** The latest version of the software and browsers can be downloaded for free on the <u>Web Tool Box Web</u> page of the Medi-Cal website.

PERFORMING COVID-19 UNINSURED GROUP APPLICATION WEB PORTAL

TRANSACTIONS

Objectives

In this section, you will learn how to process an application for individuals who request diagnostic testing, testing-related services, and treatment services, including all medically necessary care associated with COVID-19.

In this section, you will learn how to:

- Access the COVID-19 Uninsured Group Application Web Portal from the Medi-Cal website
- Complete the COVID-19 Uninsured Group Application Web Portal transaction data fields
- Confirm the individual's information is correct
- Submit the COVID-19 Uninsured Group Application Web Portal transaction for real-time eligibility determination
- If approved, have the individual sign their paper Immediate Need Eligibility Card, also known as a temporary Benefits Identification Card (BIC)

Web Tool Box

Before beginning a COVID-19 Uninsured Group Application Web Portal transaction, you should know how to access the Web Tool Box for the appropriate software applications needed to perform the Internet downloads and transactions.

From the Medi-Cal homepage, click on the **Site Map** link at the bottom of the page. On the Site Map page, click on the **Web Tool Box** link in the site information section. A separate screen will open and display all the tools you need to access or perform a COVID-19 Uninsured Group Application Web Portal transaction.

The **Web Tool Box** screen is below.

Recorded Webinars VISIT OUTREACH AND EDUCATION	SUBSCRIBE	TODAY	VISIT TRANSACTION SERVICES		
Transactions	Provider	Support	Statewide Campaigns		
✿ Login	Publications	O Contact Us	Register to Vote		
✿ Services Available	Outreach and Education	O Poferences Page	Save Our Water		
✿ Enrollment Requirements	MCSS	O Site Map	Report Medi-Cal Fraud		

Web Tool Box link

Provider Manuals	Medi-Cal Information for Individuals and Families
References	Site Information
References Main Page	Site Help
Affordable Care Act (ACA)	System Status
<u>APR-DRG</u>	Medi Cal Website Tour
Beneficiary News	Web Tool Box
Billing Tips	Conditions of Use
California Children's Services (CCS)	<u>Privacy Policy</u>
Duplicate Claim Denials	
Durable Medical Equipment (DME)	Transactions
Eligibility	<u>Login</u>
Family PACT	Services Available
Managed Care Plans	Enrollment Requirements
Medical Supplies	
Paper Claims	

Web Tool Box

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Document Viewers	re downloads. Click	a link or image below	to obtain the most cu	rrent version of so	itware from the vend	IOFS WEDSITE.
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File Utilities						
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Web Browsers						
Internet Explorer Chrome	irefox					
Note: Medi-Cal recommends that providers use	e Internet Explorer fo	or transactions.				
Web Browser Plug-ins						
Geradolet *** Flash Player						

ACCESS THE COVID-19 UNINSURED GROUP APPLICATION WEB PORTAL VIA THE TRANSACTIONS PAGE



- 1. Type **www.medi-cal.ca.gov** in the address bar of your browser, and then press ENTER on your keyboard to open the Medi-Cal home page.
- 2. Click the **Providers** tab to open the dropdown menu.



3. Click the **Transactions** link to open the Login to Medi-Cal page.



4. Enter your Medi-Cal provider number or National Provider Identifier (NPI) in the User ID field.

Enter your seven-digit Provider Identification Number (PIN) in the Password field and click **Submit**. You are now logged on.

After logging on, the Transaction Services screen opens, displaying one or more tabs that contain all of the transactions available to you. Click each tab to locate specific services.

IMPORTANT REMINDER:

After you log on, you will be timed out if you are idle on any screen for longer than 20 minutes. Any information you have entered will not be saved. If you are timed out, you must log on again and repeat the previous steps.



5. Click the **Prgms** tab or select Programs from the menu in the left column. The programs that are available to you will appear.

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	Applicatio	n for Cov	erage of Co	oronavirus	(COVID-19	9) Testing	Costs
COVID-19 Uninsured Group • <u>COVID-19 Downloads</u> • FAQs	Complete this app The health covera coronavirus. To see if you are e complete a full app * Service Location:	lication to get he ge you will get if ligible for other h plication at <u>www.</u> Select	Ip paying for certain you are found eligib nealth care benefits <u>coveredca.com</u> .	coronavirus (COV le using this applic and services throug	ID-19) testing, testi ation will only pay gh Medi-Cal or Cov	ing-related, and t for medical tests rered California, y	reatment cost : for /ou should
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	* Are you a US Citize	n or National?			0	Yes ONo	
	* Do you currently ha	ve Medicare?			0.	Yes ONo	
	* Do you currently ha	ve other health ins	urance?		0.	Yes ONo	
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COVID-19 UNINSURED GROUP – ENROLLMENT APPLICATION SCREEN

COVID-19 UNINSURED GROUP – ENROLLMENT APPLICATION SCREEN

(CONTINUED)

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	I have the right to know how my protected health information may be used and disclosed, and what my privacy rights are. The Notice of Define the right to know how my protected health information may be used and disclosed, and what my privacy rights are. The Notice of
	Privacy Practices (NPP) provides units minimization and its available at https://www.dhcs.ca.gov/formsandoubs/faws/fort/Pages/Notice0/PrivacyPractices.aspx.
	PRIVACY STATEMENT
	 This application is for the COVID-19 Uninsured Group program administered by the Department of Health Care Services (DHCS). The personal and medical information you provide on it is private and confidential. DHCS needs it to identify you and to administer the COVID-19 Uninsured Group program. We will share your information with other state, federal, and local agencies, contractors, health plans, and programs only to enroll you in a plan or program or to administer programs, and as described in the Notice of Privacy Practices. You must answer all of the questions on this application unless they are marked <i>"optional"</i>. If your application is missing anything that we require, we will contact you to get it. If you do not provide it, we will not be able to make a decision on your application. You may have to submit a new application, or your application for COVID-19 Uninsured Group benefits may be denied. For more information or to see Department of Health Care Services records, contact the Information Protection Unit at P.O. Box 997413, MS 4721 Sacramento, CA 95899-7413 Phone: 1-866-866-0602 TTY: 1-877-735-2929. These state and federal laws give us the right to collect and keep the information on the application: DHCS: CA Welfare and Institutions. Code § 14011 and Article 3, Chapters 5 and 7, Parts 2 and 3, Division 9; Covered CA: 42 U.S.C. § 18031; CA Government Code §§ 100502(k) and 100503(a).
	WHAT SHOULD I DO IF I THINK MY ELIGIBILITY NOTICE IS WRONG?
	 If I think the Medi-Cal program has made a mistake, I can appeal the decision. To appeal means to tell someone at the Medi-Cal program that I think the decision is wrong and ask for a fair review of the action. I know that I can find out how to request an appeal, including an expedited appeal, by calling 1-800-743-8525 (TTY: 1-800-952-8349) for the Medi-Cal program. I know that I must file an appeal within 90 days of the decision notice. I know that I can represent myself or have someone else represent me in my appeal, such as an authorized representative, a friend, a
	relative or a lawyer.
	I know that all hearings will be conducted by telephone or video conference unless I request an in-person hearing.
	 I know that if I need help the Medi-Cal program can explain my case to me. I know that someone at the Medi-Cal program can explain the circumstances when my elinibility may be maintained or reinstated pending an
	appeal decision.
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	Signature
	By signing, I declare that what I say below is true, complete, and correct.
	I have read and understand this application.
	I understand that this application is only to get help paying for certain coronavirus (COVID-19) testing, testing-related, and treatment costs. To see if I am eligible for other health care benefits and services through Medi-Cal or Covered California, I should complete a full application at <u>www.coveredca.com</u> .
	An individual has a right to review records containing his/her personal information. The official entity responsible for keeping the information contained in this application is the California Department of Health Care Services and Covered California. This information may be shared with the County Department of Social Services in the county in which the individual resides. The individual's medical information will be kept with the COVID 19 Presumptive Eligibility Provider and Covered California.
	Print Back Submit

1. Select COVID-19 Uninsured Group from the menu in the left column of Transaction Services screen. The Application for Coverage of Coronavirus (COVID-19) Testing Costs page will open.

Steps to Begin the COVID-19 Uninsured Group Application Web Portal Transaction

- 1. Access the COVID-19 Uninsured Group Eligibility Application screen and enter all of the applicant's information into the data fields as shown in the screen shot below.
- 2. Click **Yes**, as circled in the screen shot below to indicate that you have printed the required Insurance Affordability Application and explained the process to the applicant.
- 3. Click **Continue**, as circled in the screen shot below after entering all of the applicant's information into the data fields.

COVID-19 Uninsured Group – Enrollment Application Screen

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COVID-19 Uninsured Group • <u>COVID-19 Downloads</u> • FAQs	Complete this app The health covera coronavirus. To see if you are e complete a full ap * Service Location:	lication to get he ge you will get if ligible for other h plication at <u>www.</u> Select	Ip paying for certain you are found eligib health care benefits coveredca.com.	a coronavirus (COVID le using this applicat and services through	-19) testing, test tion will only pay Medi-Cal or Cov	ing-related, and tre for medical tests for rered California, you	atment costs. or u should
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COVID-19 UNINSURED GROUP – Enrollment Application Screen (Continued)

If homeless, check the box and tell us where we can reach you in the mailing address fill	ield below	
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		•
Mailing Address (if different from home address) City State		ZIP Code
		~
Best Contact Number Other phone number Email address		
What language do you speak best? What language do you read best?		
v v		
Social Security Number		
If you have a Social Security number (SSN) you must provide it when you are applying for healt numbers (SSNs) to check your income and other information to see if you are eligible to get helj coverage and do not have a SSN and would like help getting one, visit <u>www.ssa.gov</u> . You may b have an SSN. For more information call the Medi-Cal helpline, at (800) 541-5555.	h coverage for yours p paying for health co be eligible for some c	elf. We use Social Security overage. If you are applying t overage even if you do not
* Are you a US Citizen or National?	⊖ Yes	○ No
* Do you currently have Medicare?	⊖ Yes	○ No
* Do you currently have other health insurance?	⊖Yes	○ No
 In anyone on this application is enguine on wear-car, i grant to the California Department of any money from other health insurance, legal settlements, or other third parties. We need the information on this application to check your eligibility for help paying for cove treatment costs. We'll check your answers using information in our electronic databases an Department of Homeland Security. If the information doesn't match, we may ask you to ser I have the right to know how my protected health information may be used and disclosed, a Privacy Practices (NPP) provides this information and is available at https://www.dhcs.ca.gov/formsandpubs/laws/priv/Pages/NoticeoPrivacyPractices.aspx. 	reaution care service erage of COVID-19 te ad databases from Se and us more informatio and what my privacy	s our rights to pursue and ge esting, testing-related, and polal Security, and the pn. rights are. The Notice of
 PRIVACY STATEMENT This application is for the COVID-19 Uninsured Group program administered by the Depart personal and medical information you provide on it is private and confidential. DHCS need: 	tment of Health Care s it to identify you an	Services (DHCS). The
		a to administer the COVID-1.
 Uninsured Group program. We will share your information with other state, federal, and local agencies, contractors, he plan or program or to administer programs, and as described in the Notice of Privacy Pract 	alth plans, and progr tices.	ams only to enroll you in a
Uninsured Group program. • We will share your information with other state, federal, and local agencies, contractors, he plan or program or to administer programs, and as described in the Notice of Privacy Pract • You must answer all of the questions on this application unless they are marked "optional" require, we will contact you to get it. If you do not provide it, we will not be able to make a or submit a new application, or your application for COVID-19 Uninsured Group benefits may	ealth plans, and progr tices. If your application is decision on your appl be denied.	arms only to enroll you in a missing anything that we ication. You may have to
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- I know that all hearings will be conducted by telephone or video conference unless I request an in-person hearing.
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- I know that someone at the Medi-Cal program can explain the circumstances when my eligibility may be maintained or reinstated pending an appeal decision.

Signature

* By signing, I declare that what I say below is true, complete, and correct.

- I have read and understand this application.
- · I understand that this application is only to get help paying for certain coronavirus (COVID-19) testing, testing-related, and treatment costs. To see if I am eligible for other health care benefits and services through Medi-Cal or Covered California, I should complete a full application at www.coveredca.com.

Continue

COVID-19 UNINSURED GROUP – Application Summary

The COVID-19 Uninsured Group Application – Summary screen (shown below) displays all the applicant's data you entered along with any errors.

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♥⊅ HCS Medi-Ca	l Providers (viders Beneficiar	ies Resources.	⊘ Related _▼	Contact Us Sea) arch
COVID-19 Uninsured	COVID-19 Un NHCS NHCS Net Second	insured Grou	p Application ·	- Summary	/	
Group COVID-19 Downloads FAOs	This application	*E is used for internal purp	Do Not Mail this Applicat oses to assist applicants a Application Da	ion* nd must be retained nte/Time: 3/23/202	I for the record keeping.	
Transactions	Tell us about yourself. Perso Last Name Aghar	nal and Contact Information First Name John	Middle Name	(Jr.Sr.II. e	etc.)	
► <u>Eligibility</u> ► <u>Claims</u>	Gender F Living in California?	Date of Birth 12/12/2008 No	County living in?	?		
 <u>► Programs</u> <u>► Other</u> 	If homeless, check the bo	99 – Outside Co each you in the mailing addres City	alifornia ss field below State	ZIP Code		
• Logout	Mailing Address (if different fi	om home address)	City	State	ZIP Code	
	Best Contact Number	Other Phone Numbe	er Email Address			
	What language do you speak	best?	What language	do you read best?		
	If you have a Social Security numbers (SSNs) to check you coverage and do not have a S have an SSN. For more infor Are you a US Citizen or Natio	number (SSN) you must pro Ir income and other informa SSN and would like help get nation call the Medi-Cal help nal?	vide it when you are applying tion to see if you are eligible t ting one, visit <u>www.ssa.gov</u> . Y pline, at (800) 541-5555.	i for health coverage f to get help paying for l 'ou may be eligible for	or yourself. We use Social Sec health coverage. If you are app some coverage even if you do	curity olying for o not
	If you aren't a US Citizen or N Do you currently have Medica	lational, do you have eligible are?	e immigration status?	No No		
Do you currently have other health insurance? No YOUR RIGHTS AND RESPONSIBILITIES I know that under federal law, DHCS does not unlawfully discriminate on the basis of sex, race, color, religion, ancestry group identification, age, mental disability, physical disability, medical condition, genetic information, marital status, ger sexual orientation, or any other basis protected by federal or State civil rights laws. Complaints may be filed by calling the Office of Civil Rights, Department of Health Care Services at (916) 440-7370 or correspondence to PO Box 997413, MS 0009, Sacramento, CA 95899-7413, or by email addressed to <u>CivilRights@dh</u> I know that information on this form will be used to determine eligibility for health coverage, help paying for coverage, of programs that help pay for coverage. If anyone on this application is eligible for Medi-Cal, I grant to the California Department of Health Care Services our rid any money from other health insurance, legal settlements, or other third parties. We need the information on this application to check your eligibility for help paying for coverage of COVID-19 testing, t treatment costs. We'll check your answers using information in our electronic databases and databases from Social Se Department of Homeland Security. If the information match, we may ask you to send us more information. I have the right to know how my protected health information and is available at						in, ethnic fentity, purposes e and get , and e e of

COVID-19 UNINSURED GROUP – Application Summary (Continued)

I have the right to know how my protected health information may be used and disclosed, and what my privacy rights are. The Notice of Privacy Practices (NPP) provides this information and is available at https://www.dhcs.ca.gov/formsandpubs/laws/priv/Pages/NoticeofPrivacyPractices.aspx .
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I know that if I need help the Medi-Cal program can explain my case to me.
 I know that someone at the medi-cal program can explain the circumstances when my eligibility may be maintained or reinstated pending an appeal decision.
 If I think the Medi-Cal program has made a mistake, I can appeal the decision. To appeal means to tell someone at the Medi-Cal program that I think the decision is wrong and ask for a fair review of the action. I know that I can find out how to request an appeal, including an expedited appeal, by calling 1-800-743-8525 (TTY: 1-800-952-8349) for the Medi-Cal program.
 I know that I must file an appeal within 90 days of the decision notice. I know that I can represent myself or have someone else represent me in my appeal such as an authorized representative, a friend, a
relative or a lawyer.
I know that all hearings will be conducted by telephone or video conference unless I request an in-person hearing.
 I know that if I need help the Medi-Cal program can explain my case to me. I know that someone at the Medi-Cal program can explain the circumstances when my eligibility may be maintained or reinstated pending an
appeal decision.
Signature
By Signing, rueciale triat what i say below is true, complete, and Coffect.
I have read and understand this application.
 I understand that this application is only to get help paying for certain coronavirus (COVID-19) testing, testing-related, and treatment costs. To see if I am eligible for other health care benefits and services through Medi-Cal or Covered California, I should complete a full application at <u>www.coveredca.com</u>.
An individual has a right to review records containing his/her personal information. The official entity responsible for keeping the information contained in this application is the California Department of Health Care Services and Covered California. This information may be shared with the County Department of Social Services in the county in which the individual resides. The individual's medical information will be kept with the COVID 19 Presumptive Eligibility Provider and Covered California.
Print Back Submit

COVID-19 Uninsured Group Medi-Cal Application Response

Once you submit the application, the COVID-19 Uninsured Group Application Web Portal transaction is sent to the Medi-Cal Eligibility Data System (MEDS), which determines the individual's COVID-19 Uninsured Group eligibility and returns a response to the browser screen.

Below is an example of an approved eligibility determination printout. This document is an Immediate Need Eligibility Document, also known as a temporary Benefits Identification Card (BIC).

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	Response: You a you indicated that available to Califi this decision. If yi https://www.cdss. appeal. You norr approval to temp days after the dat will terminate upo	are not eligible for the t you do not live in Ca ornia residents. 22 CC out think we made a m ca goulcdssweblente ally have only 50 day oranly extend the 90 d te of this notice. This t in termination of the C	Coronavirus (COVID- lifemia: The COVID-1 R §§ 50020 is the Re stoke, you can appes sforms/English/NAB s to ask for a hearing ays to up to an addit emparary extension is OVID-19 public healt	19) Uninsured Gr 19 Uninsured Grou gulation or law we al. See "Your Hear ACK9 PDF to lear DHCS received f onal 120, for a tot s effective March 1 h emergency.	oup because p is only e relied on for ing Rights" in how to ederal all of up to 210 1, 2020 and	
	L	Next Application	×	Print		

Data Field Specifications

The table below provides *Data Field Name* details for characters and information that are valid and invalid entries.

Data Field Name	Specifications
Last Name	Required field
	 Valid characters: A thru Z, upper and lower case, space, dash (-), apostrophe (')
	 Only alphabetic characters are allowed as the first character
	 The words "Same" or "None" are not allowed in this field
First Name	Required field
	 Valid characters: A thru Z, upper and lower case, space, dash (-), apostrophe (')
	 Only alphabetic characters are allowed as the first character
	 The words "Same" or "None" are not allowed in this field
Middle Name	Valid characters: A thru Z, upper and lower case, space
	 Only alphabetic characters are allowed as the first character
Gender	Required field
	 "Male" or "Female" must be selected
Date of Birth	Required field
(mm/dd/yyyy)	Date of Birth cannot be a future date
	Date of Birth cannot be a current date
	If user enters 10 characters, two of them must be forward slashes (/) in the correct places
Social Security Number	 Valid characters: 0 thru 9
(optional)	The first three numbers of an SSN cannot be 000, 666, or 900 through 999
	 The middle two numbers of the SSN cannot be 00.
	 The last four numbers of the SSN cannot be 0000.
Live in California?	Yes or No radio buttons. Response required.

Data Field Name	Specifications
County you live in?	 Response required when user selects "Yes" to Live in California, the user must select one of the 58 counties from the dropdown box.
	 When the user selects "Yes" to Live in California field, the County you live in field selected should not be "99 – Outside of California".
	 When the user selects "No" to the Live in California field, the County you live in field defaults to "99 – Outside of California" and the field is disabled.
Home Address (number	Required if the Homeless box is selected
and street)	 Valid characters: A thru Z, 0 thru 9, space, period (.), dash (-), ampersand (&), slash (/), number sign (#).
	 Only A thru Z or 0 thru 9 allowed as the first character.
	 The word "SAME" is not allowed in this field.
	 Address will be checked against USPS records. If there is a mismatch, confirmation will be required.
	 Home address cannot be a general delivery or P.O. Box.
City	• Required if the <i>Mailing Address</i> is entered.
	 Valid characters: A thru Z, space, period (.).
	 Only A thru Z allowed as the first character.
	 The word "SAME" not allowed in this field.
State	Required if the <i>Mailing Address</i> is entered.
	 Select a state from drop down list, if available.
ZIP Code	Required if the <i>Mailing Address</i> is entered.
	 Valid characters: 0 thru 9.
Best Contact Number	Valid characters 0 thru 9, including area code, if available.
Other Phone Number	Valid characters 0 thru 9, including area code, if available.

Data Field Name	Specifications
Email Address	Valid Values:
	 Uppercase and lowercase English letters (a-z, A-Z)
	Digits 0 to 9
	 Characters: period (.), Ampersand (&), dash (-), slash (/), comma (,), percent (%), number sign (#), apostrophe ('), underscore (_) At sign (@)
	Character: period (.), provided that it is not the first or last character, and provided also that it does not appear two or more times consecutively.
Homeless	 Check the box if individual is currently homeless.
	 Provide contact information in the Home address field.
	 Provide mailing information in the Mailing address field.
What language do you speak best?	Dropdown box containing languages. Select one from the dropdown box.
What language do you read best?	Dropdown box containing languages. Select one from the dropdown box.
Are you a US Citizen or National?	Required field
Are you a naturalized or	 If yes, user will be prompted to complete fields:
derived citizen?	Alien/USCIS Number
	Naturalization/Citizenship Number
Do you currently have other health insurance?	Required field

Data Field Name	Specifications
Do you currently have	Required field
Medicare?	
By signing, I declare that	The user must check the box besides "By signing, I declare
what I provided below is	that what I provided below is true and correct." Is required.
true and correct	
Signature	Display blank Date field on the Summary page.
Signature of witness	Display blank Date field on the Summary page.
Date (mm/dd/yyyy)	Disabled online. Only available on the Summary page printed
	form.

Frequently Asked Questions

Answers to frequently asked questions (FAQs) about the COVID-19 Uninsured Group application process can be found by clicking the link on the Application for Coverage of Coronavirus (COVID-19) Testing Costs page, as circled below.

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COVID-19 Uninsured Group Program As of March 18, 2020, House Resolution (H.R.) 6201, the Families First Coronavirus Response Act, Section 6004, authorized state Medicaid programs to provide access to coverage for medically necessary coronavirus (COVID-19) diagnostic testing, testing-related services, and treatment at no cost to the individual. The new COVID-19 Uninsured Group program was implemented by the Department of Health Care Services (DHCS) on August 28, 2020, and covers COVID-19 diagnostic testing, testing-related services, and treatment services, including hospitalization and all medically necessary care, at no cost to the individual, for up to 12 months or the end of the public health emergency, whichever comes first. Please see the below resources: Provider NewsFlash and instructions Froquently Asked Questions							
 rrequently Asked Questions MC-374 COVID-19 Uninsured Group Program Application Other Languages: Arabic, Armenian, Cambodian, Chinese, Farsi, Hindi, Hmong, Japanese, Korean, Laotian, Mien, Punjabi, Russian, Spanish, Tagalog, Thai, Ukranian, Vietnamese 							
Upon implementation of the COVID-19 Uninsured Group Application Portal, DHCS will decommission the Presumptive Eligibility (PE) for COVID-19 application process implemented on April 8, 2020. Per federal guidance, applications for the COVID-19 Uninsured Group can be retroactive to April 8, 2020. Qualified providers can submit retroactive applications to COVID19Apps@dhcs.ca.gov for review and processing.							
CUVID19Apps@dhcs.ca.gov f	or review and processi	ng.					
Please email <u>COVID19Apps@</u>	<u>dhcs.ca.gov</u> if you have	e questions about the	COVID-19 Uninsured Gro	oup or COVID-19 aid co	de.		

Steps to Edit and Submit a COVID-19 Uninsured Group Application Web Portal Transaction

COVID-19 Uninsured Group Eligibility screen (shown below) displays the applicant's data you entered along with any errors, if applicable. To submit the information, follow the steps below.

- 1. To edit the information or correct any errors entered on a previous page, click **Back** at the bottom of the page, shown in the screen shot below. This will increase the chances of the transaction being processed without delay. You can view an application summary in your browser window or by printing the page.
- 2. Click Submit at the bottom of the screen.
- 3. After you click **Submit**, a prompt will appear asking if you have reviewed and printed the application information.
- 4. If you click **OK**, the transaction will be submitted and you will be unable to change any information for that application.
- 5. If you click **Cancel**, you will be allowed to enter back into the transaction screens to make edits, by clicking the Back Button on the summary page.

COVID-19 Uninsured Group Eligibility – Application Summary Screen

 If I think the Medi-Cal program has made a mistake, I can appeal the decision. To appeal means to tell someone at the Medi-Cal program that I think the decision is wrong and ask for a fair review of the action. I know that I can find out how to request an appeal, including an expedited appeal, by calling 1-800-743-8525 (TTY: 1-800-952-8349) for the Medi-Cal program. I know that I can represent myself or have someone else represent me in my appeal, such as an authorized representative, a friend, a relative or a lawyer. I know that all hearings will be conducted by telephone or video conference unless I request an in-person hearing. I know that if I need help the Medi-Cal program can explain the circumstances when my eligibility may be maintained or reinstated pending an appeal decision.
Signature
By signing, I declare that what I say below is true, complete, and correct.
I have read and understand this application.
 I understand that this application is only to get help paying for certain coronavirus (COVID-19) testing, testing-related, and treatment costs. To see if I am eligible for other health care benefits and services through Medi-Cal or Covered California, I should complete a full application at <u>www.coveredca.com</u>.
An individual has a right to review records containing his/her personal information. The official entity responsible for keeping the information contained in this application is the California Department of Health Care Services and Covered California. This information may be shared with the County Department of Social Services in the county in which the individual resides. The individual's medical information will be kept with the COVID 19 Presumptive Eligibility Provider and Covered California.
Print Back Submit

COVID-19 Uninsured Group Application Web Portal Transaction Message Response

After clicking **Yes** from the Submit Application prompt, the COVID-19 Uninsured Group Application Web Portal transaction is sent to Medi-Cal Eligibility Data System (MEDS) which determines the individual's eligibility and returns a response to the browser screen. There will be a pause for real-time COVID-19 Uninsured Group eligibility determination.

Note: If the application is missing information, you will receive an error message asking you to complete the required fields before sending. Refer to the "Response Messages" section of this user guide for response message examples or contact Medi-Cal using the information in the "Reporting Problems" section of this guide.

Conclude the COVID-19 Uninsured Group Application Web Portal Eligibility Determination Transaction

Indicated below are examples of an approved and a denied, COVID-19 Uninsured Group eligibility determination response message.

COVID-19 Uninsured Group Approved Response Message:

- 1. Explain the applicant's eligibility determination.
- 2. Print out (2) copies of the Immediate Need Eligibility Document by clicking **Print** <u>twice</u> (image below). There is an option to print the approval in a different language.
- 3. Have the applicant sign both copies of the Immediate Need Eligibility Document (circled below).
- 4. Retain the original signed document for your files and provide the signed copy to the applicant.

COVID-19 Uninsured Group Denied Response Message

- 1. Explain the applicant's eligibility determination.
- 2. Click **Print** <u>twice</u> at the bottom of the page. There is an option to print the denial in a different language.
- 3. Retain the original for your files, and provide the copy to the applicant.
- 4. Denied applicants do not sign the documents. unless the denial is because the individual has Medi-Cal eligibility, but does not have a BIC. (If the denial is because they have Medi-Cal already, but do not have a BIC, the Immediate Need card would need to be signed according to the section below.)

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	Response: You an you indicated that available to Califor this decision. If yo https://www.cass.c appeal. You norms approval to tempo days after the data will terminate upor	re not eligible for the you do not live in Ca mia residents. 22 CC u think we made a m ca gavicdsswebiend by have only 50 day ranily extend the 90 d of this notice. This t termination of the C	Coronavirus (COVID) Idenia. The COVID-1 R §§ 50320 is the Re stalke, you can appea sforms/English/NAB to ask for a hearing ays to up to an addit emporary extension i OVID-19 public healt	19) Uninsured Gro 9 Uninsured Grou gulation or law we al. See "Your Hear ACK9 PDF to lear DHC5 received f onal 120, for a tot s effective March 1 h emergency.	oup because op is only e relied on for mg Rights" in how to lederal al of up to 210 1, 2020 and	
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Users may begin processing another application by clicking **Next Application**.

COVID-19 UNINSURED GROUP ELIGIBILITY DETERMINATION RESPONSE MESSAGES

COVID-19 Uninsured Group Eligibility Determination Response Messages Overview

After submitting the online application, the COVID-19 Uninsured Group Web Portal Application transaction is sent to the MEDS, which determines the individual's eligibility. After a short period of time, the MEDS returns a response message that appears on your screen. The individual and provider must read the response message carefully because it contains important information.

The response message will indicate one of the following:

- Temporary Medi-Cal eligibility is approved or denied.
- The program for which the individual is currently eligible (Medi-Cal).
- If denied, the denial reason.
- **Reminder**: Qualified providers must print the response message screen twice. The individual and the provider must each obtain a printout of the response message screen. To print the Response Message screen, click Print in the lower right corner of the screen. Give one printout to individual and keep the other for the individual's file.

IMPORTANT:

If the client signature line appears in the response message, the response message must be printed and used as an Immediate Need Eligibility Document. The individual must sign the Immediate Need Eligibility Document on the client signature line. The individual uses the signed printout as a temporary BIC until a permanent BIC is received in the mail if continuing Medi-Cal benefits are approved after the individual submits an application for insurance affordability programs.

- Individuals do sign the Immediate Need Eligibility Document if they are approved and do not have a BIC or if they are already in a program and do not have a BIC.
- Individuals **do not** sign the response printout if they are denied service through the COVID-19 Uninsured Group program or if they already have a BIC.

If necessary, the individual can use this *Immediate Need Eligibility Document* through the expiration date printed on the response or later if there is a pending Medi-Cal application.

Status	Reason Description	Response Message (To applicant)
Approved	Applicant was approved for COVID-19 Uninsured Group V2 aid code.	You have been granted temporary, limited coverage effective today under the Coronavirus (COVID-19) Uninsured Group. Under this program, diagnostic testing, testing-related services, and treatment services for COVID-19, including the associated office, clinic or emergency room visit or hospitalization/inpatient care are covered at no cost. Use this Confirmation Document to get your COVID-19 diagnostic testing, testing-related services, and treatment services, including all medically necessary care related to COVID-19. Your eligibility will end on the last calendar day of the 12th month from the date of your application or until the COVID-19 public health emergency ends, whichever comes first.
Approved	COVID-19 Uninsured Group applicant is approved for COVID- 19 Uninsured Group V2 aid code.	You have been granted temporary, limited coverage effective today under the Coronavirus (COVID-19) Uninsured Group. Under this program, diagnostic testing, testing-related services, and treatment services for COVID-19, including the associated office, clinic or emergency room visit, are covered at no cost. Use this Confirmation Document to get your COVID-19 diagnostic testing, testing-related services, and treatment services, including all medically necessary care related to COVID-19. Your eligibility will end on the last calendar day of the month of your application.

COVID-19 Uninsured Group Program – Approved and Denied Eligibility Determination Response Messages Chart

Status	Reason Description	Response Message (To applicant)
Denied	COVID-19 Uninsured Group applicant currently has existing Medi-Cal Eligibility.	You are not eligible for the Coronavirus (COVID-19) Uninsured Group because you currently have Medi-Cal eligibility. Use this document to access Medi-Cal services today.
		Section 1902 (§§) of the Social Security Act is the Regulation or law we relied on for this decision. If you think we made a mistake, you can appeal. See "Your Hearing Rights" https://www.cdss.ca.gov/cdssweb/ entres/forms/English/NABACK9.PDF to learn how to appeal. You normally have only 90 days to ask for a hearing. DHCS received federal approval to temporarily extend the 90 days to up to an additional 120, for a total of up to 210 days after the date of this notice. This temporary extension is effective March 1, 2020 and will terminate upon termination of the COVID-19 public health emergency.

COVID-19 Uninsured Group Program – Approved and Denied Eligibility Determination Response Messages Chart (Continued)

Status	Reason Description	Response Message (To applicant)
Denied	COVID-19 Uninsured Group applicant currently has Medicare.	You are not eligible for the Coronavirus (COVID-19) Uninsured Group because you have Medicare. Section 1902 (§§) of the Social Security Act is the Regulation or law we relied on for this decision. If you think we made a mistake, you can appeal. See "Your Hearing Rights" https://www.cdss.ca.gov/cdssweb/entres/ forms/English/NABACK9. PDF to learn how to appeal. You normally have only 90 days to ask for a hearing. DHCS received federal approval to temporarily extend the 90 days to up to an additional 120, for a total of up to 210 days after the date of this notice. This temporary extension is effective March 1, 2020 and will terminate upon termination of the COVID-19 public health emergency. Applicant can still apply for full-scope Medi-Cal through CoveredCA.com, their provider's
		eligibility/billing office or their county.

COVID-19 Uninsured Group Program – Approved and Denied Eligibility Determination Response Messages Chart (Continued)

COVID-19 Uninsured Group Program – Approved and Denied Eligibility Determination Response Messages Chart (Continued)

Status	Reason Description	Response Message (To applicant)
Denied	COVID-19 Uninsured Group applicant is not a resident of California.	You are not eligible for the Coronavirus (COVID-19) Uninsured Group because you indicated that you do not live in California. The COVID-19 Uninsured Group is only available to California residents.
		22 CCR §§ 50320 is the Regulation or law we relied on for this decision. If you think we made a mistake, you can appeal. See "Your Hearing Rights" https://www.cdss.ca.gov/cdssweb/entres /forms/English/NABACK9.PDF to learn how to appeal. You normally have only 90 days to ask for a hearing. DHCS received federal approval to temporarily extend the 90 days to up to an additional 120, for a total of up to 210 days after the date of this notice. This temporary extension is effective March 1, 2020 and will terminate upon termination of the COVID-19 public health emergency.
Failed	Message Code 9998	An error occurred while processing eligibility for this applicant. Please try again later or contact the POS/Internet Help Desk at 1-800-541-5555 and select options 4, 2, and 2 to reach a Help Desk Operator. Help Desk Operators are available daily from 6:00 a.m. thru 12:00 a.m.

COVID-19 Uninsured Group Program – Approved and Denied Eligibility Determination Response Messages Chart (Continued)

Status	Reason Description	Response Message (To applicant)
Failed	Message Code 9999	Currently, the system is not available. Please try again later or contact the POS/Internet Help Desk at 1-800-541-5555 and select options 4, 2, and 2 to reach a Help Desk Operator. Help Desk Operators are available daily from 6:00 a.m. thru 12:00 a.m.
Duplicate Eligibility Response	Provider has submitted one or more PE applications for eligibility on the same day. Only one application can be submitted per day.	Your eligibility was already determined today and is below. If you were denied PE and your circumstances have changed, you can reapply for PE on another day. You are not eligible for the Coronavirus (COVID-19) Uninsured Group because you indicated that you do not live in California. The COVID-19 Uninsured Group is only available to California residents.22 CCR §§ 50320 is the Regulation or law we relied on for this decision. If you think we made a mistake, you can appeal. See "Your Hearing Rights" https://www.cdss.ca.gov/cdssweb/entres /forms/English/NABACK9.PDF to learn how to appeal. You normally have only 90 days to ask for a hearing. DHCS received federal approval to temporarily extend the 90 days to up to an additional 120, for a total of up to 210 days after the date of this notice. This temporary extension is effective March 1, 2020 and will terminate upon termination of the COVID-19 public health emergency.

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APPLICATION RESPONSE LANGUAGE OPTIONS

DOWNLOAD AND PRINT SCREEN

To download and print the COVID-19 Uninsured Group application form, navigate COVID-19 Downloads link on the left side of the screen.

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	Response: You are not eligible for the Coronavirus (COVID-19) Uninsured Group because you Indicated that you do not live in a Catorina. The COVID-19 Uninsured Group is only available to Catifornia residents. 22 CCR §§ 50230 is the Regulation or law we relied on for this decision. If you think we made a mittake you can anocad. See "Your Hearing Roht".						Margins	De	fault	
	https://www.odss.ca.gov/cdssweb/e normally have only 90 days to ask f extend the 90 days to up to an addi	ppear. See Your Hearing regins https://orms/English/NABACK9.PDF to lea or a hearing. DHCS received federal appr tional 120, for a total of up to 210 days aft	oval to temporarily ter the date of this					_		
	notice. This temporary extension is the COVID-19 public health emerge	effective March 1, 2020 and will terminate noy.	upon termination of			C C C C C C C C C C C C C C C C C C C	Options	~	Headers and	
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