

ITCVA TRAC-IT TIPS

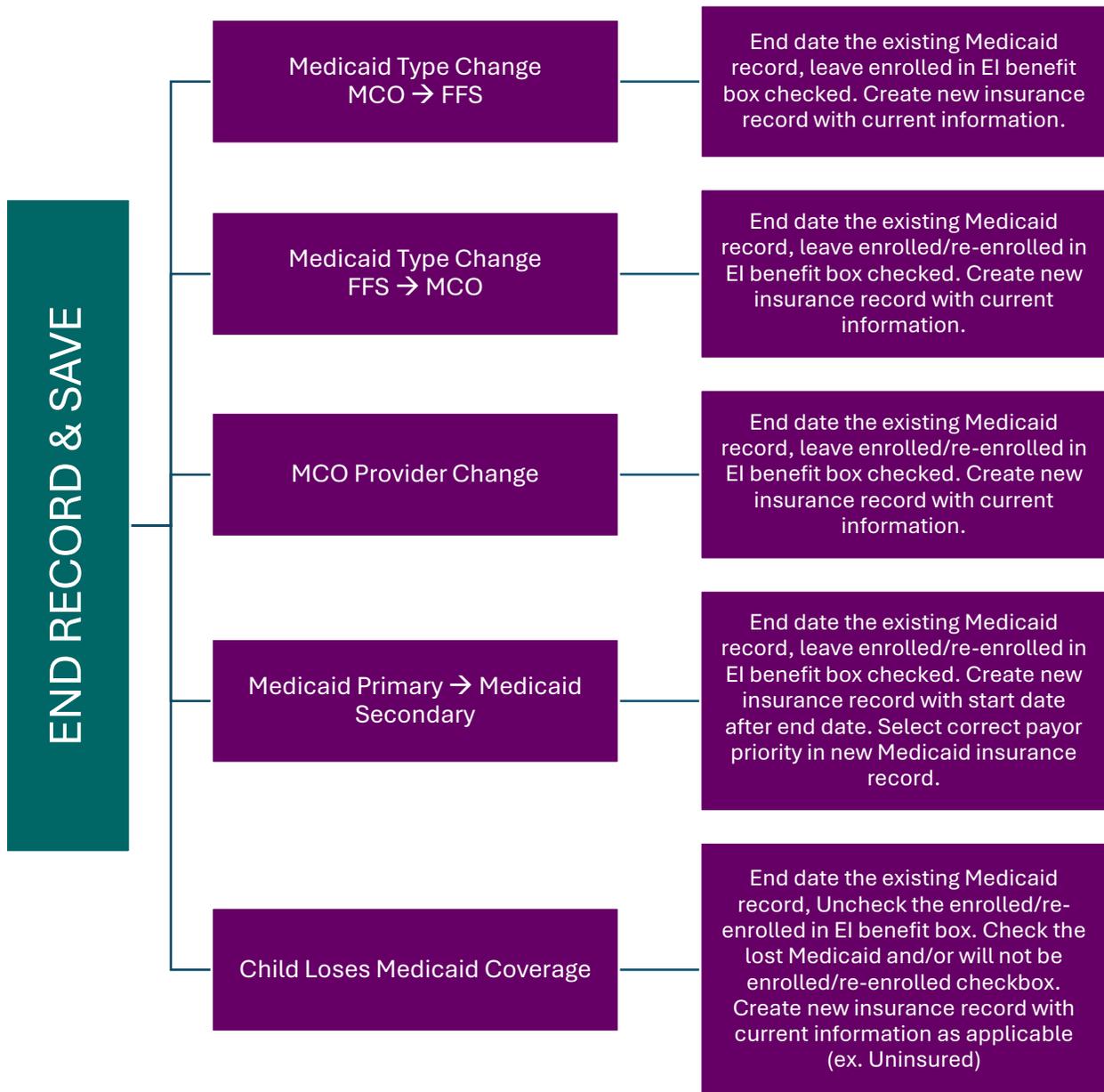
MANAGING MEDICAID INSURANCE RECORDS IN TRAC-IT

You're doing your monthly Medicaid verification—*ugh!*—and you discover *something* has changed.

As a result, a child's insurance record in TRAC-IT needs to be updated. No problem!

Use this TRAC-IT insurance record decision tree to decide

when to **END RECORD & SAVE**, when to **EDIT INSURANCE RECORD & SAVE** or **CREATE NEW** insurance records.



EDIT RECORD & SAVE

Child loses Medicaid EI Benefit but Maintains Medicaid Coverage

In the current Medicaid insurance record, uncheck the enrolled/re-enrolled in EI benefit box.*

* Unchecking the enrolled in Medicaid EI benefit checkbox populates the child to the DBHDS report to be re-enrolled. Once the process is complete, the box is re-checked, and the new Medicaid interval is added to the insurance record display.

CREATE NEW RECORD & SAVE

Child regains Medicaid coverage

In the current insurance record make updates. Create a new Medicaid insurance record.**

** Creating and saving a new MEDICAID insurance record populates the child to the DBHDS report to be enrolled. Once the process is complete, the enrolled in the Medicaid EI benefit is checked and the new Medicaid interval is added to the insurance record display.