KDHE – Document Types and Definitions Used for Imaging on Medical Cases

KanCare Staff who utilize ImageNow for 'ImageNow Print' or 'Scanning' should use this Guide to identify the appropriate Document Type for the item capturing.

The purpose of this document is to show the tasks that are automatically generated by KEES when a particular document type used. If an automatic task is not generated, the expectation is that a task will be generated manually.

- Capturing documents can create a task when assigning to the *Case-Task* Basket. Staff should be cognizant of the Document Type selected. Selecting an inaccurate Document Type could create an inaccurate task.

- It is imperative staff are consistent when assigning Document Types so future staff can easily access and locate documents associated to a person, case or resource.

NOTE: This document is searchable; to search for a form or specific phrase select *Ctrl + F.* A *Find* window will display in the top of this document. Enter search criteria and hit the *Enter* key on the computer keyboard. If the search criteria is found it will be highlighted on this document. Use the *Previous* and *Next* keys on the *Find* window to navigate findings.

		Applications	
Document Type	**Definition**	**Examples**	**Queue/Task created/ PRIORITY**
BCC Application	An application for Breast and Cervical Cancer.		Registration/BCC Application
Expedited PW KanCare Application	An application for medical assistance where one or more individuals indicated they are pregnant.	Application form with the Expedited box checked or the pregnancy question answered "yes"	Data Entry/Application/ Expedited
Inmate Application	Application for an Inmate application	Correctional Facility Inmate-Qualifying Event	Registration/Inmate Application
Pre-Release Application	Application for Pre-Release application	Pre-Release Application	Registration/Pre-release application
KanCare Application	An application for medical Assistance.	KC-1100 and KC-1100S Medical Assistance Application for Families with Children, EN and SP KC-1500 and KC-1500S Medical Assistance Application for the Elderly and Persons with Disabilities, EN and SP ES-3100.8 and ES-3100.8S Medicare Savings Program application, EN and SP	Data Entry/Application

Applications Continued			
Document Type	**Definition**	**Examples**	**Queue/Task created/ PRIORITY**
PII- Newborn*	Documents received pertaining to a birth *Mailroom only use	Birth Confirmation Letter Birth Certificate	Eligibility/PII-Newborn
Potential CH Application	Used for medical applications that need an Accelerated Priority	KC-1100 and KC-1100S Medical Assistance Application for Families with Children, English and Spanish versions. KC-1500 and KC-1500S Medical Assistance Application for the Elderly and Persons with Disabilities, English and Spanish versions.	Data Entry/DCF Application Form
TB Application	Application for Tuberculosis treatment	ES-3100.3 Certification of Need for Hospital Tuberculosis Treatment	Registration/TB Application
Unsigned CH Application	An application for medical assistance where there is no signature, or the signature page is missing.	Application form with no signature or with the signature page missing	Registration/Unsigned Application
Urgent Need KanCare Application	An application for medical assistance with notation of urgent need		Data Entry/ Application / Urgent Need

Reviews

Document Type	Definition	Examples	Queue/Task created/ PRIORITY
Barcoded Document	Review application with a barcode	KC-1200 Family Medical Pre-Populated Review KC-1600 Elderly and Disabled Medial Pre-Populated review	Registration/Review
Barcoded Document Expedited	Review application with a barcode where one or more individuals indicated they are pregnant.	Pre-Populated review form with the Expedited box checked or the pregnancy question answered "yes"	Registration/Review/Expedited
BCC Review	Review form for Breast and Cervical Cancer program	ES-3822A Statement of Continuing Cancer Treatment	State/Process BCC Review
CH Review	Review application that does not contain a barcode	Application form with a review sticker on the lower left-hand side of the first page.	Registration/Review
Passive Review Letter	A passive review letter returned by the consumer *The system automatically determines the queues to create the task in based on the type of program blocks that exist on the Medical case.	Passive Review Letter	*Eligibility/Passive Review Response *E&D Eligibility/Passive Review Response
Working Healthy 6 Month Review	Working Healthy 6-month Review		E&D Eligibility/WH-Review Registration
Unsigned CH Review	A review application for medical assistance where there is no signature, or the signature page is missing.	Review form with no signature or with the signature page missing	Registration/Unsigned Review

Supporting Documents			
Document Type	**Definition**	**Examples**	**Queue/Task created/ PRIORITY**
Appeal	Documents relating to an appeal *Always scanned at the Clearinghouse under the No Task bucket since process is completed prior to imaging.	Agency Appeal Summary Request for a Fair Hearing Withdrawal of Appeal	No task
Concerns	Documents received where a consumer states dissatisfaction or concerns.		Concerns/GR-Other
Correspondence	Correspondence that cannot be classified in any other document type.	Emails Letters Medical Application supplements	No task
Critical Correspondence	Correspondence that needs to have action taken and cannot be classified in any other document type. *The system automatically determines The queues to create the task in based on the type of program blocks that exist on the Medical case.		*Eligibility/ LTC correspondence *E&D Eligibility / LTC correspondence *LTC E&D Eligibility/ LTC correspondence
Expense	Documents indicating expenses paid by the consumer excluding medical expenses.	Cable/Internet Bills Health Insurance Bills Homeowners Insurance Statement Property Tax Statement Medical Bills Medicare Supplement Bills Rent/Mortgage Statement Utility Bill	No task

Supporting Documents continued			
Document Type	**Definition**	**Examples**	**Queue/Task created/ PRIORITY**
Income	Any form of Income documents.	Child Support Employer Letters Paystubs Tax Returns Unemployment Benefits KC-5150 or KC-5150S Self-employment worksheet	No task
Legal	Legal documents received not pertaining to citizenship or identity.	Court Documents to include Custody papers Divorce decrees	No task
Legal Representative	Legal documents authorizing a party to act on the behalf of an individual.	Conservatorships Durable/Power of Attorney Guardianship Papers Notarized forms authorizing someone other than the parents to apply for children	Administrative-CH/Admin Role Update/Legal Representative
LTC Communication	Forms pertaining to Long Term Care *The system automatically determines the queues to create the task in based on the type of program blocks that exist on the Medical case.	ES-2126 ES-3160 ES- 3161 ES-3164, Care Score	*Eligibility/ LTC correspondence *E&D Eligibility / LTC correspondence *LTC E&D Eligibility/ LTC correspondence

Supporting Documents Continued			
Document Type	**Definition**	**Examples**	**Queue/Task created/ PRIORITY**
LTC Communication Urgent Need	Forms pertaining to Long Term Care with an Urgent Medical Need *The system automatically determines the queues to create the task in based on the type of program blocks that exist on the Medical case.	ES-2126 ES-3160 ES- 3161 ES-3164, Care Score	*Eligibility/ LTC correspondence / Urgent need *E&D Eligibility / LTC correspondence/ Urgent Need *LTC E&D Eligibility/ LTC correspondence Urgent Need
Medical	Documents pertaining to medical care or medical bills received by the consumer.	Insurance Cards Pregnancy Verification Proof of health insurance coverage Medical Records Medical Card Medicare Card and Supplement cards Other Health insurance ID cards	No Task

Supporting Documents Continued			
Document Type	**Definition**	**Examples**	**Queue/Task created/ PRIORITY**
Personal Identifying Information (PII)*	Documents received pertaining to citizenship or identity. *Category that requires second level indexing	Birth confirmation Letter Birth Certificate Driver's License Immunization Records SAVE Verification School ID Social Security Cards School Records Web IZ Forms VRV Web Form	No task
PE Tool	PE tool used for determination of benefits		No task

Supporting Documents continued			
Document Type	**Definition**	**Examples**	**Queue/Task created/ PRIORITY**
Release of Information	Documents signed by the consumer allowing a specified party access to PHI on the consumer's case.	KC-6100 & KC-6100S Medical Representative Form KC-6200 & KC-6200S Facilitator Authorization Form Authorization for Release of Protected Health Information (has legal department address in upper left corner) ES-3904 HIPAA Compliant Authorization to Disclose Information to KDHE DD-1103 Authorized to Disclose Information to KDHE-DDS	Administrative-CH/Admin Role Update
Resources	Documents that verify consumer assets.	AVS Results Statements for investment accounts Bank statements CD paperwork Titles to property/Deeds Life insurance policies Funeral Agreements/Burial Plans Kelly Blue Book Values Lease Agreements	No task

	Supporting Documents continued		
Document Type	**Definition**	**Examples**	**Queue/Task created and PRIORITY**
Spousal Impoverishment	Documents generated by Clearinghouse staff to demonstrate Spousal Impoverishment.	Spousal Tool ES-3162 ES-3163 M-2 M-3	No task
Trust\Annuity	Documents pertaining to Annuities or Trust funds	ES-3167 and ES-3167A Annuity policies Three letters refusing to purchase annuity Trust documents Reinstatement of Trust documents Certificate of Trust	No task
Trust/Annuity Clearance	Used by KDHE Central office for documentation of clearances		No task

Return Mail			
Document Type	**Definition**	**Examples**	**Queue/Task created and PRIORITY**
Returned Mail-In State	Documents returned by the post office with a forwarding address within the state. Two tasks are generated in two queues.		Contact Updates/Returned Mail – In State Mailroom/Re-mail Returned Mail
Returned Mail-Out of State	Documents returned by the post office with a forwarding address outside the state.		Contact Updates/End Coverage - Program
Returned Mail-No Fwd Address	Documents returned by the post office without a forwarding address.		Contact Updates/Returned Mail - No Forwarding
Returned Mail-No Fwd Address PR Letter	**Passive Review Letters returned by the post office without a forwarding address.**		Contact Updates/End Coverage