



**Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201**

FIA INFORMATION MEMO

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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND CASE MANAGERS**

FROM: CHARLES E. HENRY, EXECUTIVE DIRECTOR

**RE: STATE REVIEW TEAM DHR/FIA 161 FORM
(AUTHORIZATION FOR RELEASE OF INFORMATION)**

**PROGRAM AFFECTED: Medical Assistance and Transitional Emergency Medical
and Housing Assistance (TEMHA)**

ORIGINATING OFFICE: Bureau of Administrative Services

SUMMARY:

The State Review Team (SRT) is receiving a large number of referral packets that do not include a completed DHR/FIA 161 Form (Authorization for Release of Information to a Personal Physician, Hospital, or Clinic).

It is extremely important to include a completed DHR/FIA 161 Form with each referral packet so SRT staff may attempt to obtain necessary medical information from the customer's treating physician/hospital/clinic named on the form. If SRT obtains the additional information from the customer's treating source, SRT will not need to return the referral to the LDSS requesting further information. This saves time and effort for LDSS staff, SRT staff, and the customer. It is important to fill out a separate 161 for each treating source.

REMINDER:

Action Transmittal #01-28 provides procedures for referring Medical Assistance applicants to the SRT for a disability determination. Section II explains the forms to be included in the referral packet. A completed DHR/FIA 161 includes the following:

- Customer's name
- Customer's social security number
- Physician/hospital/clinic name, address, and telephone number
- Signature of the customer
- Date the customer signs the form

All of this information must be filled in, including the complete physician/hospital/clinic name, before it can be used by the SRT to obtain additional medical information. If the physician/hospital/clinic name is left off of the form, SRT cannot contact the treating source and the referral will be returned to the LDSS causing processing delays and disrupted customer service.

If the customer refuses to sign the DHR/FIA 161 Form, the case manager should indicate this on the form and submit it with the referral.

INQUIRIES:

Please direct questions to Phyllis Weisel, Medical Assistance Operations Manager, 410-767-8281 or Antoine Carey, SRT Supervisor, 410-767-8901.

cc: FIA Management Staff
Constituent Services
Help Desk
CTF