TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
   DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
   FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF

FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR

RE: STATE REVIEW TEAM (SRT) COVER SHEET for SUBMISSION of
    ADDITIONAL MEDICAL INFORMATION

PROGRAM AFFECTED: Temporary Disability Assistance Program (TDAP)
   Medical Assistance

ORIGINATING OFFICE: BUREAU OF MEDICAL ASSISTANCE OPERATIONS/DHR

SUMMARY: The State Review Team (SRT) receives additional medical information on a daily basis, the Cover Sheet will assist to properly identify all information and keep the flow of work from being disrupted. This form is to be used when the local department has received additional medical information for a customer and SRT has not returned a decision. The SRT Cover Sheet for Submission of Additional Medical Information becomes a reliable tool for ensuring that additional medical information reaches the correct case.

ACTION REQUIRED: Complete the State Review Team Cover Sheet for Submission of Additional Medical Information when a customer has submitted additional medical information to the local department and the case is pending with the State Review Team.

ACTION DUE: Immediately upon receipt.

INQUIRIES: Direct all inquiries to Rose Fragua, at 410-767-8910, email: rfragus@dhr.state.md.us or Valerie Johnson, at 410-767-8905, email: vjohnson@dhr.state.md.us.

Attachment

cc: DHR Executive Staff
    FIA Management Staff
    Constituent Services
STATE REVIEW TEAM

COVER SHEET FOR SUBMISSION OF ADDITIONAL MEDICAL INFORMATION

Date________________________________________

LDSS________________________________________

District______________________________________

Case Manager_________________________________

Telephone #___________________________________

Customer Name________________________________

Client ID_____________________________________

Social Security Number________________________

Date of Referral ______________________________

Notes/Comments: ___________________________________

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DHR/FIA 501 (9/07)