TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND CASE MANAGERS,
HEALTH OFFICERS, LOCAL HEALTH DEPARTMENTS,
LOCAL HEALTH DEPARTMENT ELIGIBILITY STAFF

FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR
      CHERYL A. CAMILLO, EXECUTIVE DIRECTOR, DHMH/OES

RE: UPDATE OF MEDICAL REPORT FORM COVER SHEET

PROGRAMS AFFECTED: TEMPORARY CASH ASSISTANCE
                    TEMPORARY DISABILITY ASSISTANCE PROGRAM
                    MEDICAL ASSISTANCE

ORIGINATING OFFICE: OFFICE OF PROGRAMS

This Information Memo provides an update of the cover sheet given with the Medical
Report form DHR/FIA 402B (See Attachment). The language on the cover sheet now
matches the policy in AT 08-27. The cover sheet will refer the customer to his/her
regular health care provider.

Reminder: The local department must not give the customer advertisements for any
provider nor staple such advertisements to the DHR/FIA 402B or the 402W forms. The
local department may refer the customer to the DHMH hotline at 1-800-492-5231 for
assistance in locating a provider in their area, or may refer the customer to the
HealthChoice broker if one is stationed in the office

INQUIRIES:
Please direct questions to Cynthia Carpenter at 410-767-7495 or
ccarpent@dhr.state.md.us. For Medicaid policy questions, contact the DHMH Division
of Eligibility Policy and MCHP at 410-767-1463 or 1-800-492-5231 (select option 2 and
request extension 1463).

cc: FIA Management Staff
    DHMH Management Staff
    Constituent Services
    OTHS System Support Center
GETTING YOUR MEDICAL REPORT FORM COMPLETED

You have applied for or are receiving assistance. Because you stated that you are disabled, you must have the attached Medical Report form completed. Give this paper and the Medical Report form to your regular doctor.

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To the Provider completing the attached Medical Report form:

1. All questions must be answered. If not applicable, please write “not applicable” or N/A.
2. Any qualified health care provider can complete and sign the 402B and 402W. This includes but is not limited to:
   ✦ Physicians
   ✦ Physicians’ Assistants
   ✦ Psychologists
   ✦ Optometrists
   ✦ Podiatrists
   ✦ Speech pathologists
   ✦ Nurse practitioners
   ✦ Registered nurses