



Department of Human Resources  
311 W. Saratoga St.  
Baltimore, MD. 21201-3521

## FIA INFORMATION MEMO

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

**FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR  
JOSEPH E. DAVIS, EXECUTIVE DIRECTOR, DHMH, OOEP**

**RE: ELECTRONIC MEDICAL REPORT FORM DHR/FIA 402B**

**PROGRAMS AFFECTED: TEMPORARY CASH ASSISTANCE, TEMPORARY  
DISABILITY ASSISTANCE PROGRAM, PUBLIC ASSISTANCE TO  
ADULTS, MEDICAL ASSISTANCE**

**ORIGINATING OFFICE: OFFICE OF PROGRAMS**

Hospital Support Services, Inc., a Maryland company that works for hospitals helping patients access Medical Assistance, has developed an electronic version of the Medical Report Form 402B for use with their customers. They believe that use of the electronic 402B will help the State Review Team speed the determination process because they will not have to decipher the physician's handwriting as they do on the paper form. Hospital Support Services helps the SRT get information from physicians and customers to make MA and other program determinations based on the 402B's.

Staff from the SRT agree that the use of the electronic form by the hospitals with which Hospital Support Services works will help them process the 402B's more quickly. The company's careful attention to confidentiality rules and the fact that the electronic form is a replica of the paper form make it highly useful.

We have advised Hospital Support Services that they may use the electronic 402B. Local departments who receive 402B's from Hospital Support Services should expect to see copies of the electronic form delivered to them. The copies will look similar to the paper form, except that they will be printed out rather than filled out in handwriting.

**Please Note: Do not use the 402B and Form 4204 Vocational, Educational, and Social Data on CARES until notification that FIA CARES staff have completed updating them to match the paper forms.**

cc: FIA Management Staff  
Constituent Services  
DHR Help Desk  
DEAP/Health Management Associates