CORE Claims Team – Bill Status Turn-Around Document (BSTD)

Purpose:

Bill Status Turn-Around Documents (BSTD) are reports that are generated and sent to Income Maintenance (IM) Workers that detail expenses that are available to be used for a certification period. These reports can be updated by the worker and returned to the Core unit to make updates in the Medically Needy sub-system of the Medicaid Management Information System (MMIS).

Identification of Roles:

Adjustment Examiner – Processes returned/updated BSTD documents

Operations Coordinator - Serves as a back-up for processing BSTD documents

Operations Team Lead and Operations Manager – Monitors workload and ensures that work is completed in a timely manner

Performance Standards:

None

Path of Business Procedure:

Step 1: BSTD document is received via mail, email, or fax

Step 2: Open file 17 in MMIS (Medically Needy Sub-System)

Step 3: Enter the Transaction Control Number (TCN) from the BSTD document into file 17

a. The TCN will process in the Medically Needy process cycle which runs every Tuesday, Thursday, and Saturday

Step 4: Review file 17 (after the next Medically Needy process cycle) to ensure that the TCN was applied to the member's spenddown

Step 5: Complete the document in OnBase

a. Enter keyword information for the document
    1. State ID is the only required keyword

Forms/Reports:

IAMN2650-R001 – BSTD Report

RFP References:

5.2.2.9.4.14

Interfaces:

IM Workers
OnBase
MMIS

Attachments:

None