North Carolina
Department of Health and Human Services
Division of Medical Assistance
Recipient Services EIS
1985 Umstead Drive – 2512 Mail Service Center - Raleigh, N.C. 27699-2512
Courier Number 56-20-06

Michael F. Easley, Governor   Nina M. Yeager, Director
Carmen Hooker Odom, Secretary   (919) 857-4019

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Re: DMA Forms On-Line

Dear County Director of Social Services:

As the State and counties move to automating more functions, DMA undertook a task to identify the forms county workers use most in Medicaid to put them on-line for ready access by workers. Some of these documents have been made interactive which means the worker can type the information on the form and then print the form. Other forms were published to the website as printable forms but not interactive forms. This task, which was part of an NC FAST project, has now been completed and based on feedback, this effort has been very successful and well received.

You can access the forms the same way you access the online manuals at http://info.dhhs.state.nc.us/olm/forms/dma/ This will bring up the page which lists all the DMA forms that are available. Those with the "I" in front are the interactive forms. There are 52 forms listed. Not all forms could be made interactive due to formatting of those particular documents.

The DMA Internet site has additional county forms which could not be published to the DHHS website since these forms do not have a DMA form number. You can access these at http://www.dhhs.state.nc.us/dma/ Click on Publications and then click DMA Forms. These unnumbered forms on the DMA website are interactive. EIS 1200, V., Online Forms, includes tips for using online forms. In addition, we would like to explain how you can print forms two-sided:

     Print page one only. (Click File, then Print. In the Print Window, under Print Range, select Pages from 1 to 1. Press Enter.)
     Turn the printed page over in your printer.
     Print page two. (Click File, then Print. In the Print Window, under Print Range, select Pages from 2 to 2. Press Enter.)

Our next phase will be to migrate all remaining forms county workers use to the DHHS website as printable forms. This effort will be undertaken once the Exit Plan for the elimination of the <u>Alexander</u> Consent Order is implemented.

In addition, the Division of Social Services has also migrated forms. Some of these forms are frequently used by Medicaid/NCHC workers such as the DSS-8108, Notification of Benefits, and the DSS-8109, Notification of Denial or Withdrawal of Public Assistance. These forms have been made interactive. You can access these forms at http://info.dhhs.state.nc.us/olm/dss/

Please use these online forms as much as possible. If you have any questions, please contact your Medicaid Program Representative or the Medicaid Eligibility Unit.

Nina M. Yeager