

GENERAL INFORMATION SYSTEM

6/8/11

DIVISION: Office of Health Insurance Programs

PAGE 1

GIS 11 MA/007

TO: Local District Commissioners, Medicaid Directors

FROM: Judith Arnold, Director
Division of Coverage and Enrollment

SUBJECT: Electronic Signatures on Medicaid Applications

EFFECTIVE DATE: Immediately

CONTACT PERSON: Local District Support Unit
Upstate (518)474-8887 NYC (212)417-4500

The purpose of this General Information System (GIS) message is to advise local departments of social services (LDSS) of State Department of Health's (SDOH's) policy regarding electronic signatures on Medicaid applications.

To apply for Medicaid, an applicant must complete an application form. The application must generally be submitted to the LDSS in the county in which the applicant lives. Several Facilitated Enrollers and health plans are using computers to fill out applications with applicants, printing the completed applications, and sending them to the appropriate LDSS. To support this process, the Department has approved the use of electronic signatures obtained through an electronic keypad. After a Facilitated Enroller or health plan has electronically filled out an application, the applicant may provide his/her signature on an electronic keypad which transmits the signature to the application to be printed and sent to the LDSS. The Human Resources Administration (HRA) and some LDSS have already begun accepting applications with electronic signatures.

To further streamline the application and renewal process, LDSS may also accept faxed applications and renewals.

Please direct any questions to your local district liaison.