

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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ADP BULLETIN

Title: DRUG MEDI-CAL CLAIM SUBMISSION FORMAT		Issue Date: February 15, 2008 Expiration Date: N/A	Issue No.: 08-01
Deputy Director Approval: Marjorie McKisson Assistant Deputy Director Program Services Division – Treatment	Function: <input checked="" type="checkbox"/> Information Management <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Service Delivery <input type="checkbox"/> Fiscal <input type="checkbox"/> Administration <input type="checkbox"/> Other	Supersedes Bulletin/ADP Letter No.: None.	

PURPOSE

This purpose of this bulletin is to clarify Drug Medi-Cal (DMC) claim submission requirements to ensure compliance with Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules, 42 CFR part 2, and Welfare and Institutions Code Section 14045.

DISCUSSION

A provider may not submit a DMC claim containing a client's social security number. All providers shall submit DMC claims with the client's identification (ID) number as listed on the client's Medi-Cal Benefits Identification Card (BIC) or Medi-Cal paper ID card.

The client's identification number on the BIC can be used two different ways. Either the full 14-character identification number can be used, or the first nine digits of the BIC, which is the Client Index Number, can be used.

A client seeking services without their BIC should be reminded to carry the BIC when seeking health care services. If the client does not have their BIC, they should be referred to their county welfare office to obtain their BIC number, to obtain a BIC or paper ID card, or, if necessary, to report a lost or stolen BIC. Enclosed is a letter which may be provided to clients. This letter is also available in other languages at <http://files.medi-cal.ca.gov/pubsdoco/faq.asp#L3>, under [Recipient Eligibility Verification](#).

This requirement is being implemented to protect the client from potential identity theft. Please communicate this information to your providers and vendors who submit DMC claims.



REFERENCES

Welfare and Institutions Code 14045

BACKGROUND

The Department of Alcohol and Drug Programs has noted that some county and direct providers still submit DMC claims containing client social security numbers. Client social security numbers should be omitted from all DMC claims to reduce the unnecessary exposure of sensitive client information.

QUESTIONS/MAINTENANCE

HIPAA guidelines and additional helpful information can be found in the Notice of Privacy Practices, which is accessible on the ADP website at <http://www.adp.ca.gov/hp/hipaa.shtml> under the heading "Notice of Privacy Practices". Please contact your assigned Fiscal Management and Accountability Branch analyst if you have any questions.

EXHIBITS

[Attachment A](#)

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