



County of San Bernardino
Department of Behavioral Health

INFORMATION NOTICE 13-06

Date: 07/02/2013

To: Department of Behavioral Health Billing Staff
Department of Behavioral Health Contract Agencies

From: CaSonya Thomas, MPA, CHC, Director

Subject: Client Index Number (CIN) Policy Enforcement

Introduction

All Department of Behavioral Health (DBH) billers and contract agencies are expected to use the Medi-Cal identification number from a client's Benefits Identification Card (BIC) when verifying eligibility, billing Medi-Cal or submitting Treatment Authorization Requests (TARs). The Client Identification Number (CIN) on the BIC is used to accurately identify a single client record in the Medi-Cal Eligibility Data Systems (MEDS).

Administrative Requirement

Effective immediately, DBH billing staff and contract agencies should no longer use the 14-character Medi-Cal ID number when verifying recipient eligibility as the Department of Health Care Services (DHCS) has determined it is not structurally valid. In an effort to comply with this requirement, DBH will modify its Revenue Data Collection system known as SIMON to prevent user(s) from entering more than the first 9-digits of the CIN in the eligibility number field on the Eligibility Insert Screen (see diagram below). DHCS may potentially deny all claims entered with the 14-digit Medi-Cal ID number.

Questions

For questions regarding this notice contact the Information Technology unit at (909) 884-4884.

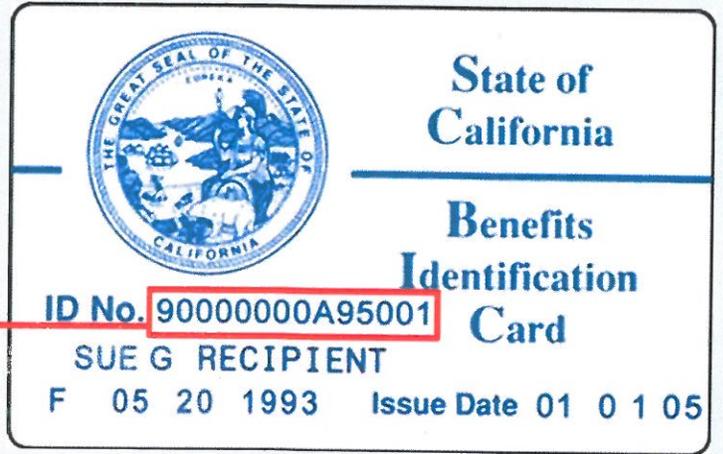
Reference

Department of Health Care Services, Short Doyle/Medi-Cal System Change Schedule

Client Index Number (CIN) Policy Enforcement by CA DHCS

Effective July 1, 2013, the State will **reject** AND/OR potentially deny **ALL** claims entered with the 14-Digit Medi-Cal/Medicaid ID No.

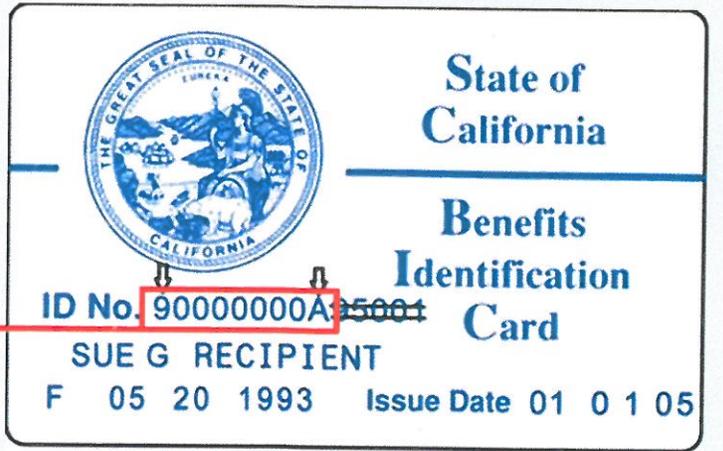
Medi-Cal ID Number



In an effort to comply with this requirement, San Bernardino County Department of Behavioral Health will modify Insyst (Simon) to prevent users from entering more than the **9-digits** Client Index Number (CIN).

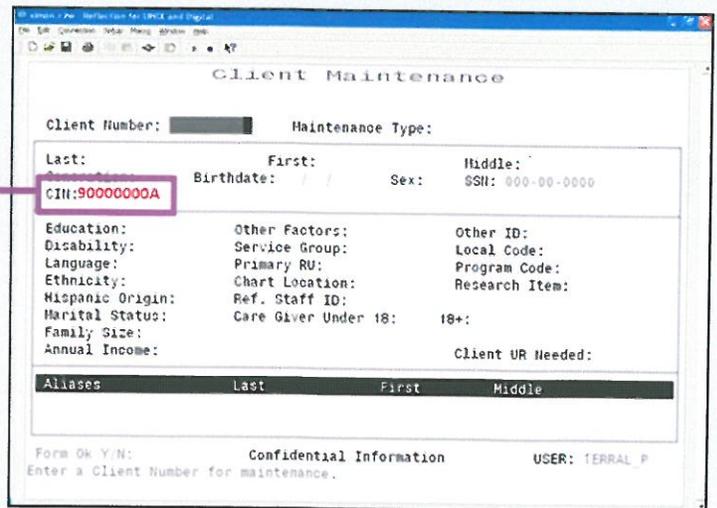
The CIN number **begins** with the number '9' and **ends** with an alphabetical character (A - Z)

CIN Number



If the CIN number is captured in the Client Maintenance Screen then the Eligibility Insert Screen will pre-populate the 9 digit Eligibility number.

CIN Number



Eligibility Number

Eligibility Insert

Client Number: [REDACTED] RU: [REDACTED] Eligibility Number: 90000000A

Name:	Birthdate:	Sex:		
Social Security Number: 000-00-0000				
Eligibility Period: / /	Sensitive:	CSI H/C:		
Card Issue Date: / /	Special Reason Code:	EVC Number:		
	Confirm Hour: Y	Cnty Code: Aid:		
Street No.:	Direction:	Name:	Type:	Apt:
City:		St:	Zip: 00000-0000	PH #: () -

Form OK Y/N: [REDACTED] Confidential Information [REDACTED] USER: TERRAL P [REDACTED] Function [REDACTED]

Shipe [REDACTED]

Enter a Client Number and/or an Eligibility Number.