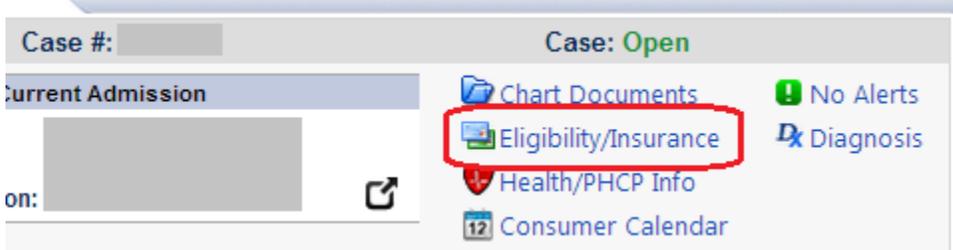


# How to View Stored MPHI Medicaid Eligibility in FOCUS

There are several ways to access a consumer's stored Eligibility per MPHI in FOCUS. This document will cover how to view the last 6 months of the consumer's MPHI eligibility records (Part A) and how to view the entire history of the consumers MPHI Medicaid Eligibility records- including replaced/updated records (Part B/C).

## Part A – MPHI Medicaid Eligibility Summary - Last 6 months

1. In a consumers chart click on the 'Eligibility/Insurance'.



2. Expand box that appears to see the last 6 months of history.

Jump To: [Medicaid / ABW / HSW Enrollment](#)

Last 6 Months of MPHI Medicaid/ABW Eligibility	
Eligibility Type	Effective Dates
Medicaid Eligible	08/01/2014 - 08/31/2014
Medicaid Eligible	07/01/2014 - 07/31/2014
Medicaid Eligible	06/01/2014 - 06/30/2014
Medicaid Eligible	05/01/2014 - 05/31/2014
Medicaid Eligible	04/01/2014 - 04/30/2014
Medicaid Eligible	03/01/2014 - 03/31/2014

## Part B – MPHI Medicaid Eligibility Summary - Entire History

3. In Financial Information...



4. Click on the link to 'View MPHI Medicaid Eligibility Summary'



5. Look up the consumer and select the 'Medicaid Eligibility' link.

**1 Consumer**

Last Name	First Name	Case #	SSN	DOB	Status	
					Open	<a href="#">Medicaid Eligibility</a>

6. You can select a specific date to look for the history or page through the complete history.

Show Eligibility Records After:   OK To Use Only?

**49 Medicaid Eligibility Record(s)** [PREVIOUS](#) Page 1 of 5 [NEXT](#)

Eligibility Type	Effective Dates	County	Other Coverage	Ok To Use?	
Medicaid Eligible	08/01/2014 - 08/31/2014	Macomb	Dental	Y	<a href="#">View</a>
Medicaid Eligible	07/01/2014 - 07/31/2014	Macomb	Dental	Y	<a href="#">View</a>
Medicaid Eligible	06/01/2014 - 06/30/2014	Macomb	Dental	Y	<a href="#">View</a>
Medicaid Eligible	05/01/2014 - 05/31/2014	Macomb	Dental	Y	<a href="#">View</a>
Medicaid Eligible	04/01/2014 - 04/30/2014	Macomb	Dental	Y	<a href="#">View</a>
Medicaid Eligible	03/01/2014 - 03/31/2014	Macomb	Dental	Y	<a href="#">View</a>
Medicaid Eligible	02/01/2014 - 02/28/2014	Macomb	Dental	Y	<a href="#">View</a>
Medicaid Eligible	01/01/2014 - 01/31/2014	Macomb	Dental	Y	<a href="#">View</a>
Medicaid Eligible	12/01/2013 - 12/31/2013	Macomb	Dental	Y	<a href="#">View</a>
Medicaid Eligible	11/01/2013 - 11/30/2013	Macomb	Dental	Y	<a href="#">View</a>

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**Part C – MPHI Medicaid Eligibility Summary – Entire History including Replacement/Updated Records**

7. Uncheck the box 'OK to Use Only?' and click on the 'Search' button to see eligibility records that have been replaced/updated ('OK to Use Only?' – 'N'). Click 'View'. Date/time stamp in lower left corner of record can be used to determine the date records were added/updated.

Show Eligibility Records After:   OK To Use Only?

**40 Medicaid Eligibility Record(s)** [PREVIOUS](#) Page 3 of 4 [NEXT](#)

Eligibility Type	Effective Dates	County	Other Coverage	Ok To Use?	
Medicaid Eligible	08/01/2014 - 08/31/2014	Macomb	Dental	Y	<a href="#">View</a>
Medicaid Eligible	07/01/2014 - 07/31/2014	Macomb	Dental	Y	<a href="#">View</a>
Medicaid Eligible	06/01/2014 - 06/30/2014	Macomb	Dental	Y	<a href="#">View</a>
Medicaid Eligible	05/01/2014 - 05/31/2014	Macomb	Dental	N	<a href="#">View</a>
Medicaid Eligible	05/01/2014 - 05/31/2014	Macomb	Dental	Y	<a href="#">View</a>
Medicaid Eligible	04/01/2014 - 04/30/2014	Macomb	Dental	Y	<a href="#">View</a>
Medicaid Eligible	03/01/2014 - 03/31/2014	Macomb	Dental	Y	<a href="#">View</a>
Medicaid Eligible	02/01/2014 - 02/28/2014	Macomb	Dental	Y	<a href="#">View</a>
Medicaid Eligible	01/01/2014 - 01/31/2014	Macomb	Dental	Y	<a href="#">View</a>
Medicaid Eligible	12/01/2013 - 12/31/2013	Macomb	Dental	Y	<a href="#">View</a>

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\*\*Note: Stored MPHI records are typically automatically on a weekly basis. When the 1<sup>st</sup> day of the month is a day other than Saturday, the automated process to update the records will run the following Saturday (due to MPHI batch file limitations).