

INSTRUCTIONS
DHS 1149 (Rev. 09/13)

REQUEST FOR APPLICATION EMERGENCY PROCESSING

PURPOSE:

The DHS 1149 Request For Application Emergency Processing form, is to be completed by a licensed physician certifying the existence of a medical emergency that will not be treated without medical coverage. This form will assist the Med-QUEST Eligibility Worker (EW) in the determination of emergency processing for a medical application. The submission of this form does NOT guarantee eligibility.

GENERAL INSTRUCTIONS:

- I. The form will be completed by a licensed physician
 - A. The physician will certify that an emergent medical condition exists based on the diagnosis, the consequences of not receiving immediate treatment, and the treatments, medications, and/or medical supplies that are needed immediately and can not be obtained without medical insurance.
 - B. The physician will complete and sign the form.
 - C. The form shall be forwarded to the DHS Eligibility Branch where the application for medical assistance has been submitted or will be submitted.
- II. Upon receipt of the completed form, the EW assigned to the application shall:
 - A. Review the form to determine whether the requirements for expedited processing of an application have been met.
 - B. If the EW is unable to determine whether expedited services are necessary, a unit supervisor shall be consulted for additional guidance.
 - C. If the unit supervisor is unable to assist, the DHS 1149 will be faxed to the Clinical Standards Office, at (808) 692-8131 for assessment.
 - D. The unit supervisor will need to follow-up with CSO within 24 hours to ensure EW will have time to process application.
 - E. If appropriate, complete the processing of the application within 48 hours or 2 business days of the receipt of the DHS 1149 form and;
 - F. File the DHS 1149 in the case record or electronically after a determination is made.

FORM SUPPLY:

Units are to reproduce supply as needed.