

INSTRUCTIONS
DHS 1170 (Rev. 09/13)

NOTICE OF INTENT TO FILE A LIEN

PURPOSE:

The DHS 1170 Notice Of Intent To File A Lien form will be used by the Recovery Unit to inform Medicaid beneficiaries that the Department intends to place a lien on the home property for all medical assistance received while the beneficiary received level of care services in a medical institution.

GENERAL INSTRUCTIONS:

1. MQD/FO/Recovery Unit shall duplicate the DHS 1170 and Instructions as needed.
2. The Recovery Unit will complete the DHS 1170 after determining that a lien can be placed on a recipient's home property.
3. Distribution of completed DHS 1170:
 - Original DHS 1170 to recipient.
 - File copy in Recovery Unit DHS 1170 log.

SPECIFIC INSTRUCTIONS:

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| 1. Name | Enter first, middle initial and last name of beneficiary. |
| 2. Mailing Address | Enter mailing address. |
| 3. City | Self-explanatory. |
| 4. State | Self-explanatory. |
| 5. Zip Code | Self-explanatory. |
| 6. Street Address | Enter street address of home property. |
| 7. City | Self-explanatory. |
| 8. State | Self-explanatory. |
| 9. Zip Code | Self-explanatory. |
| 10. Recovery Unit Representative | Self-explanatory. |
| 11. Date | Enter date form is completed. |