



STATE OF HAWAII  
**DEPARTMENT OF HUMAN SERVICES**

Med-QUEST Division  
Clinical Standards Office  
P. O. Box 700190  
Kapolei, Hawai'i 96709-0190

April 2, 2018

MEMO NO.  
FFS M18-03

MEMORANDUM

TO: Acute Care Facilities

FROM: Judy Mohr Peterson, PhD *JMP*  
*for* Med-QUEST Division Administrator

SUBJECT: REVIEW OF MEDICAL CLAIMS FOR INDIVIDUALS ELIGIBLE UNDER EMERGENCY MEDICAL ASSISTANCE

The Med-QUEST Division (MQD) is issuing this Memorandum to provide clarity on medical records that need to be submitted to the Division to determine coverage for one-time medical emergency services for individuals who do not qualify for Medicaid.

MQD has been receiving unnecessary medical records and is taking longer to review requests due to having to go through all the documents to locate needed records. For MQD to conduct its review, we are asking that **ONLY** the following medical records be provided to the Eligibility Branch of MQD:

- History & Physical (H & P)
- Physician Notes (MD Notes)
- Discharge Summary/Instructions
- Case Management Notes – if applicable/available

Please **do not include** other records such as medication lists, vital signs, lab reports, imaging, nurses' notes, etc.

Providing only the requested list of documents will assist MQD to more efficiently and quickly review the request. If unnecessary documents are included, MQD may return the application to ask that the facility pull out only the documents cited above and resubmit.

Your cooperation is greatly appreciated so MQD can review the request in a timely manner. Should you have any questions, please contact Ms. Leslie K. Tawata, Clinical Standards Office Administrator at 692-8116.