

## Completing the Member Screen

The screenshot shows a terminal window titled "MEMBR Members". The screen is divided into several sections:

- Member Identification:** Fields for \*Sub ID, \*Person No, and Sub.
- General Information:** Fields for Last Nm, First, MI, DOB, Gndr, Rel, RACE, ETHNIC, DOBSRC, St, Hom Ph, Mar, Addr 1, Addr 2, City, Zip, County, Country, Bus Ph, and COB.
- Other Identification ID's:** Fields for MedCare, Medicaid, SocSec, Emp, MedRec, and Security.
- Latest Coverage:** Fields for Start, Term, Elig Sts, SeqNo, Group, Plan, Riders, Panel, PCP ID, Prov2, IPA, Hire Dt, MCareSt, MiscSt, DEF3, Term Rsn, Salary, OvrAmt, OvrTyp, OStep, USERDEF, USERDEF, Privacy, and Sales Rep.

At the bottom, there are instructions: "F1=Help, F2=Delete, F3=Overview scrn, F4=Notes, F6=SpecFuncts, F7=Ltrs" and "Press <Enter> to automatically assign a Subscriber ID."

1. **Sub ID:** Hit enter and the next UCI will automatically be assigned by the system.
2. **Person No:** Always enter 00 (zero, zero)
3. **Sub:** Defaults to OO. Hit enter and the default values will automatically be filled in
4. **Last Nm:** Enter the client's last name in all caps. Only special character allowed is a dash for hyphenated last names.
5. **First:** Enter the client's first name in all caps.
6. **MI:** Enter the client's middle initial in caps.
7. **DOB:** Enter client's date of birth in the following format - mmddyyyy.
8. **Gndr:** Enter M for male and F for female.
9. **Rel:** Enter an O.
10. **Addr 1:** Enter the first line of the client's residential address. If client is homeless enter "Homeless".
11. **Addr 2:** Enter the second line of the client's residential address if needed.
12. **City:** Enter the client's city of residence. If homeless and living in a shelter, enter the shelter's city; otherwise enter the board's city.

13. **State:** Enter the abbreviation for the client's state of residence. If homeless and living in a shelter, enter the shelter's state abbreviation; otherwise enter the board's state abbreviation.
14. **Zip:** Enter client's residential zip code. If homeless and living in a shelter, enter the shelter's zip code; otherwise enter the board's zip code.
15. **County:** Enter a Z here if you have put information in the Additional Member Information screen that is accessed by pressing F6 (SpecFuncts) and the pressing Z.
16. **Country:** Not used.
17. **RACE:** Enter client's race (may add up to 5 codes)
18. **ETHNIC:** Enter client's ethnicity (may add up to 4 codes).
19. **DOBSRC:** Enter client's date of birth (format mmddyyyy). If this field is blank it will be created by the nightly maintenance.
20. **Hom Ph:** Enter client's home phone, area code followed by phone number (1234567890) special characters are system generated.
21. **Bus Ph:** Enter client's work phone, area code followed by phone number (1234567890) special characters are system generated.
22. **Sal:** This field is not used.
23. **Lang:** Enter client's primary language code.
24. **Mar:** Enter client's marital status: M=married, D=divorced, W=widowed, S=single.
25. **COB:** System Generated
26. **MedCare:** This field is used by the Boards to over ride what MEDELIG has for the last name, first name and middle initial by placing a Y in the first character of the field.
27. **Medcaid:** Enter client's MCD number.
28. **SocSec:** Enter client's social security number.
29. **Emp:** Enter first 3 letters of client's last name, DOB and gender (format: XXXmmddyG).
30. **MedRec:** Enter client's medical record number used to identify them at the provider.
31. **Security:** This field should always be left blank.
32. **Start:** Enter the client's admission (enrollment) date. (Do not enter future spans.)
33. **Term:** Leave this blank during manual enrollment; otherwise it is the termination date of the current displayed span of coverage.
34. **Elig Sts:** This field automatically populates with the system default, the letter "E", press enter to continue.
35. **SeqNo:** The sequence number assigned to the current eligibility span. (Does not necessarily reflect the number of eligibility spans for a client. SeqNo is assigned by Diamond based on the order the spans were entered.)
36. **Group:** Enter the first four letters of the county responsible for this client.
37. **Plan:** Enter the plan to which the client has been assigned (i.e. ADMCD48123).
38. **Riders:** Enter all the rider codes that are applicable to the client.
39. **Panel:** Enter the panel code that defines the provider network (i.e. 25B, 48A).
40. **PCP ID:** Not used by most boards.

41. **Prov2:** Enter the UPID of the enrolling provider.
42. **IPA and Hire DT:** Not used.
43. **McareST:** This field stores the client's MCD recipient aid category, case type, spend down indicator, extended MCD indicator and whether they are eligible for the CHIP (Children's Health Insurance Program) or BCCP (Breast/Cervical Cancer Program) program and will be updated by the State.
44. **MiscSt:** Enter the family size.
45. **DEF3:** Updated by the State. Board number (2 character) where the MCD card was issued.
46. **Term Rsn:** Reason the current eligibility span was terminated. (Usually left blank on manual enrollment).
47. **Salary:** Enter the adjusted gross income of the family. Enter \$1000.00 as 1000000.
48. **OvrrAmt, OvrrTyp, OStep:** Not used.
49. **USERDEF:** USERDEF1 - If the client is MCD eligible and in a MCD plan, enter the client's MCD ID.
50. **USERDEF:** USERDEF2 - Not used.
51. **Privacy:** Not used.
52. **Sales Rep:** Enter the first four letters of the county of residence for the client.