

## Retention and Classification Report

**Agency:** Department of Health. Medical Assistance Program (530)

288 North 1460 West  
Salt Lake City, UT 84114  
801-538-6151

**Records Officer:** \_\_\_\_\_

07874	*Administrative correspondence
07871	*Administrative rule analysis notice of proposed rule/change
07846	*Benefit usage analysis
07872	*Billing logs
07876	*Bureau monthly reports
07851	*Claims processing thruput summary
07886	*Clients receiving medical assistance bimonthly report
07883	*Contract files
07838	*Cost settlement analysis
07857	*County expenditure summary and analysis
07844	*County participation analysis
07853	*Drug usage eligibility classification
07858	*Drug usage frequency report
07850	*Drug usage frequency summary
07849	*Error frequency analysis
07842	*Expenditure analysis
07847	*Financial summary
03131	*Indigent medical assistance clinic's monthly reports
03129	*Informal hearings case files
07868	*Inter-departmental transfer
07837	*Medicaid Management Information System (MMIS) and Administra
07865	*Medicaid assistance financial status
07866	*Medical assistance program status
01757	*Medical care monthly statistical report
07885	*Medical eligibility directory
07881	*Medical excess refund file
07848	*Medical program analysis county/category of service
07854	*Medicare participation analysis
07841	*Monthly statistical report on medical care
07856	*Operational performance summary and operational performance
07862	*Periodic screening cost analysis

07875	*Policy and procedures manual
07852	*Provider claim filing summary
07859	*Provider participation summary
07839	*Provider ranking list
07877	*Purchase requisitions
07845	*Recipient cost summary
07843	*Recipient participation summary reports
07873	*Schedule of daily activities
07882	*State medical assistance plan
07869	*Supervisor's personnel files
07863	*Ten most frequently occurring claims errors
07840	*Third-party payment analysis
07880	*Transmittal of collections

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7874

3

**TITLE:** Administrative correspondence

**DATES:** 1985-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a file copy of all correspondence from the bureau.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Correspondence that provides insight into the function and purposes of the bureau and its policy and procedures are of historical interest and should be retained. Routine correspondence need not be retained more than two years.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7871

3

**TITLE:** Administrative rule analysis notice of proposed rule/change

**DATES:** 1979-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a proposal by the agency to adopt a new administrative rule or change an existing one. It includes the name and address of the department or agency submitting the form, the name and telephone number of the contact person, the title of the rule, a summary of the rule of change and the reason for it, the anticipated cost impact of the rule, the type of notice (proposed rule, change in proposed rule including the rule number, a 120 day rule, or a five year review/continuation), a justification for a 120 day rule, whether the rule is authorized by state code or required by federal mandate and the applicable citations, the means by which the public may comment on the proposed rule (at a public hearing, by appearing at the agency, or by written comment) and the period for making their comments, the name and signature of the agency head or designee, the date the notice was signed, the date and time the notice was received in the Office of Administrative Rules and the name of the person receiving it, the date the 120 day rules become effective and lapse, and the Office of Administrative Rules and the originating agency's numbers.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office until no longer administratively valuable and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These are duplicate copies of the rules sent to the bureau for their information. The originals are kept in the Bureau of Policy and Planning. As these are duplicates, they need only be kept as long as they are useful. No specific retention period has been given as there is no way of knowing the useful life of each rule.

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7871

**TITLE:** Administrative rule analysis notice of proposed rule/change

(continued)

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7846

3

**TITLE:** Benefit usage analysis

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is an analysis of the effectiveness of the medicaid program in reaching eligible recipients. This is part of COM 68115A, MARS Reports. These records include run date, effective date, aid category, and a columnar listing of the number of eligible recipients, the number of participating recipients, the average service units per eligible recipients, the percentage of eligible recipients utilizing: maximum benefits, 75 - 99% of maximum, 50 - 74% of maximum, 25 - 49% of maximum, and 0 - 24% of maximum. These figures are given for the following categories: inpatient, outpatient, nursing home, physician services, lab and X-ray, prescription drugs, home health, and periodic screening.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7872

3

**TITLE:** Billing logs

**DATES:** 1985-2014.

**ARRANGEMENT:** None.

**DESCRIPTION:**

This is a record of bills received from health care providers for medical care given to the bureau's clients. This record is used as a quick reference to answer inquiries. It includes the month of the log, a total of the bills received, the dates the bills were received, the completion dates, the name and social security number of the patient, the services provided, and whether the bill was denied, approved, or pending.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

The sole purpose of the log is for office efficiency. This is used to answer routine inquiries on the bills rather than have the employee pull out the patients' files. One year should be a sufficient retention period.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2018.

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7876

3

**TITLE:** Bureau monthly reports

**DATES:** 1985-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a status report of the various projects undertaken by the bureau. It includes the name of the bureau, the month and year of the report, the signature of the bureau director, a description of the bureau's projects, the status of the projects, the target completion date, the name of the staff member responsible for completing the project, and any comments.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This report is a copy of the original sent to the division office. One year should be sufficient for any administrative value. Should the report have historical value, the copy to be kept longer is the original filed with the division director.



**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7851

3

**TITLE:** Claims processing thruput summary

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is an analysis of the state's efficiency in processing medicaid claims. This is part of COM 68115A, MARS Reports. These records include the run date, effective date, the report month, the category of service, the percentage of all claims within each category paid during the month within 10, 20, 30, 45, 60, and 90 days, the average number of days service to entry, and the average number of days from entry to payment.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7886

3

**TITLE:** Clients receiving medical assistance bimonthly report

**DATES:** 1981-2014.

**ARRANGEMENT:** Alphabetical by client last name

**DESCRIPTION:**

This is a COM listing issued bimonthly of the clients receiving medical assistance. It includes report date, county or district code, type of assistance, category of assistance, case number, client identification number, client name, effective date of assistance, client's date of birth, sex, and the amount of assistance payments.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 6 months and then destroy.

Computer output microfiche master: Retain in Office for 6 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

Discussion with the bureau staff discloses that they have administrative use for this copy for six months. As there are 1 master and 74 duplicate copies of this fiche produced, there is no need for them to keep it.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7883

3

**TITLE:** Contract files

**DATES:** 1984-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are duplicate copies of contracts with the counties involved in the Utah Medical Assistance Program and other contracts, such as office rental. They include the date of the contract, the names and addresses of the two parties to the contract, the length, purpose, and terms of the contract, the signature of the approving officials, and a certification of authorization by the corporate official.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after the contract is terminated or completed and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
Based on General Retention Schedule 3, Item 2c.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7838

3

**TITLE:** Cost settlement analysis

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is an analysis of reimbursements received for payments for medicaid services from third party sources, comparing the current year with the past year. This is part of COM number 68115A, MARS Reports. It includes report date, effective date of the report, the category of service, the provider's identification number, last year's net reimbursement, last year's charge, last year's reimbursement as a percent of charges, this year's payments, this year's charges, this year's payment as a percent of charges, and over or under payment based on the difference between last year's reimbursement percentage and this year's payment percentage.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7857

3

**TITLE:** County expenditure summary and analysis

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is an analysis of the amount of money spent on the medicaid program by county. This is part of COM number 68115A, MARS Reports. These records include run date, effective date, month of the report, the county, the medical assistance category, and the number of inpatient claims, physician claims, nursing home claims, pharmacy claims, other claims, total claims, and the total dollar amount. The Analysis Report gives these figures by county while the Summary Report shows the totals for all counties.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7844

3

**TITLE:** County participation analysis

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is an analysis of the participation in the medicaid program broken down by county. This is part of COM 68115A, MARS Reports. These records include the run date, the effective date, the name of the county, and a breakdown by category (categorically needy money payment, categorically needy no money payment, medically needy, medically indigent, migrant medical, and refugee other) of recipient showing the number of eligible recipients, the number of participating recipients, the percentage of recipients participating, the amount of total payment, the average payment per participating recipient, and the average payment for eligible recipients.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7853

3

**TITLE:** Drug usage eligibility classification

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is an analysis of the drug usage of medicaid recipients.  
This is part of COM number 68115A, MARS Reports. These records include the run date, the effective date, the therapeutic class, the category of assistance, the number of recipients, the percentage of recipients by category of assistance, the dollar amount of usage, the total number of prescriptions, and the percentage of usage per category of assistance.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7858

3

**TITLE:** Drug usage frequency report

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is an analysis of the various drugs prescribed by medicaid providers and the frequency with which each drug is prescribed. This is part of COM number 68115A, MARS Reports. These records include the run date, the effective date, the therapeutic class, the drug name and code number, the total prescriptions, the percent of all drugs, the percent of drug class, and the average quantity dispensed, the total expenditures, the percent of expenditures of all drugs and of the drug class and the average expenditures and usage by rank for class by number and expenditure and by all drugs by number and by expenditure.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).



**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7850

3

**TITLE:** Drug usage frequency summary

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is an analysis of the amount and type of drugs prescribed for medicaid patients. This is part of COM number 68115A, MARS Reports. These records include the run date, the effective dates, the therapeutic class, the number prescriptions, both total and as a percentage of all drugs, the expenditures both total and as a percentage of all drugs, and the average expenditure, and usage ranking.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7849

3

**TITLE:** Error frequency analysis

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is an analysis of the frequency of errors in the medicaid program. This is part of COM 68115A, MARS Reports. These records include the run date, the effective date, the category of service, the month of the report, the provider identification number, and for each provider, the number of claims paid, the number of claims suspended, the percentage paid from suspense, the number of claims denied, the number of claims overridden, and the average errors per 100 paid claims.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7842

3

**TITLE:** Expenditure analysis

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is an analysis of the programs covered by medicaid and the amount spent for each one. This is part of COM 68115A, MARS Reports. These records include the report date, the effective date, the category of service, the category of aid (categorically needy, money payments; categorically needy, no money payment; and medically needy; all three categories are further broken down into aged, blind, disabled, Aid to Families with Dependent Children (AFDC) child, AFDC adult; and medically indigent; migrant medical; and refugee other). Gives for each category, payment totals and trends, units of service totals and trends, service unit per eligible recipient average and trend, and average cost per eligible recipient average and trend, and total payments and total units of service.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7847

3

**TITLE:** Financial summary

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a statistical analysis of the costs of the medicaid program. This is part of COM 68115A, MARS Reports. These records include the run date, effective date, and a list of fund types broken down by budget, expenditures, variance dollars, variance percentage, and dollar values of claims in suspense showing, in columnar form, the current month figures, same month last year, six month average this year, the state fiscal year to date this and last year, and the federal fiscal year to date.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 3131

3

**TITLE:** Indigent medical assistance clinic's monthly reports

**DATES:** i 1985-2014.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Reports documenting work productivity of employees or an office.  
Includes weekly activity or production reports, monthly activity reports, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employee and program productivity records, GRS-1698.

**AUTHORIZED:** 12-18-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
The clinic copy has only administrative value and need not be kept longer than a year as the original is maintained in the bureau. The original should be kept for three years in case it is needed for audit purposes, although they have yet to be audited.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 3129

3

**TITLE:** Informal hearings case files

**DATES:** i 1984-2014.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are records of hearings of appeals by prospective or current clients of the program of denial of services. They include notice of informal hearing, notice of denial and hearing rights, notice of result of hearing, recommended determination and final determination of the Fair Hearing Officer, and any supportive evidence introduced by the patient denied services. Information includes the name, telephone number, address, and social security number of the client and of the client's representative, the symptom or condition for which payment of services was denied and the reason for the denial, medical information, the issues involved, the decision of the hearing officer(s) and the signatures of the hearing officers and of the approving officials, and the dates of all hearings and all decisions and notifications.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s). This retention is based on the retention in the Administration Services Division of Social Services for their Administrative Fair Hearings Files RDR 81-36. As these are similar files, the same criteria should apply to both.

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 3129

**TITLE:** Informal hearings case files

(continued)

**PRIMARY DESIGNATION:**

Public                      The decisions of the administrative hearing judge.

**SECONDARY DESIGNATION(S):**

Controlled.                      Records involving medical assistance eligibility and abuse cases.

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7868

3

**TITLE:** Inter-departmental transfer

**DATES:** 1984-1985.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a request by the agency for a transfer of supplies from Central Stores. It includes date of the request; the low organizational and account numbers of the requester; the name, department, division, bureau, address, and telephone number of the requester; and a list of the items requested giving the item number, quantity, type of unit package (bottles, packages, etc.); a description of the items; a verification that the items were received; the name and signature of the individual filling the order and the date it was filled; the signature of the individual picking up the order; and the date the order was received.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).



**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7865

3

**TITLE:** Medicaid assistance financial status

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a summary of the current expenditures for medicaid. This is part of COM number 68115A, MARS Reports. These reports include run date, effective date, the category of service, the amount budgeted this month, the amount spent this month, the amount spent the same month last year, the 6 month average this year, the state fiscal year to date for this year budget, this year actual and last year actual, the state fiscal year end, the budget projected expenditures, and the variance in dollars and in percentage.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7837

**TITLE:** Medicaid Management Information System (MMIS) and Administrative Reporting System (MARS) Reports

3

**DATES:** 1981-2014.

**ARRANGEMENT:**

**DESCRIPTION:**

This is COM run 68115A consisting of a number of reports used by the agency for fiscal control over the medicaid program. The COM consists of series numbered 07838-7867.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This note covers all reports on the COM. The retention is based on administrative value. Retention beyond the administrative value is unwarranted due to the fact that there are 1 master and 8 duplicates of this record kept.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7866

3

**TITLE:** Medical assistance program status

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a statistical overview of the medicaid program. This is part of COM 68115A, MARS Reports. These records include run date, effective date, and a status report on recipients (gives number eligible, number participating, the percent participating, and the average cost per participating recipient), providers (gives number enrolled, the number participating, the percent participating, the average payment per participant, the total service units rendered, and the average units per participating provider), claims processing operations (gives total number processed, the percentage paid, the number paid, the dollar value paid, the number denied, the percentage denied, and the dollar value of claims denied). Each category shows the figures for the current month, the same month last year, the state fiscal year to date this and last year, the federal fiscal year to date, and the 6 month average this year.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 1757

3

**TITLE:** Medical care monthly statistical report

**DATES:** i 1981-2014.

**ARRANGEMENT:** none

**DESCRIPTION:**

This is a monthly statistical report on the medicaid program. This is part of COM number 68115A, MARS Reports. These records include the run date, the effective date, the total amount of medical payments by form of payment and by program, the month of the report, the amount of payments and the number of recipients and the units of selected medical services for which full payment was made under title XIX, the number of recipients and the amounts of medical vendor payments under title XIX by basis of eligibility and maintenance assistance status of recipient, the number of recipients of medical care by age, sex, and race/ethnicity and by assistance status and the basis of eligibility of recipient and by type of service, the amount of medical vendor payments by age, sex, and race/ethnicity and by type of medical service.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7885

3

**TITLE:** Medical eligibility directory

**DATES:** 1985-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a COM listing of individuals eligible for medical assistance. It includes date of the report, the client's name and identification number, the case number, the medical eligibility date, the client's sex, assistance category, and the beginning and ending dates of medical eligibility.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 6 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

Discussion with the bureau staff discloses that they have administrative use for this record for 6 months. As there is 1 master and 51 duplicate copies generated, there is no need for them to keep it.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7881

3

**TITLE:** Medical excess refund file

**DATES:** 1985-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are requests received from the Office of Community Operations for approval to give treatment to individuals whose income exceed the level specified for admittance into the program, yet who still need state assistance. If approved, the individual receives services if he/she pays a certain portion of the expenses. The requests include the client's name, date of the request, the client's social security number, the amount the client must pay, the period of treatment, the total cost of the treatment, the source of the household income (either the name of the employer or the name of the family member earning income), the signature of the approving officer and the date signed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). While this record has not been audited at any time, the possibility exists that it may be in the future. Therefore, it should be kept for the maximum audit period.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7848

3

**TITLE:** Medical program analysis county/category of service

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is an analysis of the medicaid program by county and by the category of service. This is part of COM 68115A, MARS Reports. These records include the run date, the effective date, the name of the county, a list of the service categories, and for each category, the number of recipients for the current month, the units of service, the expenditures, and the state fiscal year to date recipients, units of service, and expenditures.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7854

3

**TITLE:** Medicare participation analysis

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is an analysis of the amount of participation in medicare in the state. This is part of COM number 68115A, MARS Reports. These records include the run date, the effective date, the number of persons eligible for medicare and the number of claims denied, paid, processed, and in suspense and the expenditures for the current month, same month last year, six month average this year, state fiscal year to date this year and last year, and federal fiscal year to date.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).



**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7841

3

**TITLE:** Monthly statistical report on medical care

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a statistical report on the number of children screened under the Early and Periodic Screening, Diagnosis and Treatment program. This is part of COM number 68115A MARS Reports. It includes a report on the number of individuals receiving Early and Periodic Screening Services and the payment for such services. Gives the report date and effective date, the month covered by the report, and a listing of the number of individuals screened during the month, the number with no referable conditions uncovered or suspected during screening, the number with referable conditions uncovered or suspected during screening broken down by the number referred for diagnosis and/or treatment and the number not referred, the number of individuals screened with visual problems, hearing problems, dental problems, lead poisoning, incomplete immunization status, and other problems, and the total payments for screening services. Each of these categories show the total number screened, the number under age 6 screened, and the number between the ages of 6 and 20 screened.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7856

3

**TITLE:** Operational performance summary and operational performance detail

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is an analysis of the Health Department's efficiency in administering the medicaid program. This is part of COM number 68115A, MARS Reports. These records include the run date, the effective date, the category of service, the number and dollar value of claims processed, claims paid, claims denied, claims in suspense, the average errors, the average days from service to payment for current month, the average days from service to payment for the same month last year, the 6 month average this year, the state fiscal year to date this and last year, and the federal fiscal year to date. The Summary gives complete figures while the Detail Report breaks these figures down by category.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7862

3

**TITLE:** Periodic screening cost analysis

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is an analysis of the costs of operating the Early and Periodic Screening, Diagnosis and Treatment program. This is part of COM number 68115A, MARS Reports. These records include run date, effective date, the children age categories (0-5, 6-21), and a list of counties showing the total children in the program, the total claims cost, and the average cost of claims for the children who have been screened and who have not been screened.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7875

3

**TITLE:** Policy and procedures manual

**DATES:** 1983-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are policies and procedures regarding the operation and the administration of the various programs in the bureau. These records include copies of procedures received from the division on administering the medicaid program and on other day-to-day activities such as insurance, payroll, performance evaluations and plans, working hours, and division plan classifications.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office until updated, superseded, or no longer necessary, and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These manuals are duplicate copies and, therefore, need not be kept past their useful life.

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7852

3

**TITLE:** Provider claim filing summary

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is an analysis of the pattern of claim filing by providers. This is part of COM number 68115A, MARS Reports. These records include run date, effective date, category of service, the provider identification number, the total claims paid, the total amount paid, the average number of days to filing, the claims received in 1-30 days, 31-60 days, 61-90 days, 4-6 months, and more than 6 months, giving both the number of claims and the amount paid.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7859

3

**TITLE:** Provider participation summary

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is an statistical overview of medicaid providers showing their degree of participation in the program. This is part of COM number 68115A, MARS Reports. These reports include run date, effective date, and a breakdown by category of service of number of providers enrolled, number and percentage of providers participating, the number of recipients served, the average number of recipients per participating providers, the number of claims paid, the total payments, the average payment per paid claim, the average payment for participating providers, the average number of claims per participating providers, the average payment per recipient served, the total third party payments, the total units of service rendered, the average units of service by participating providers, the average units of service by recipient served, the average payments per unit of service, by current month, by same month last year, the trend, the state fiscal year to date this and last year, and the federal fiscal year to date and 6 month average this year.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7839

3

**TITLE:** Provider ranking list

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This report lists the health care providers in order of the the number of claims they have submitted. This is part of COM number 68115A, MARS Reports. It includes the report date, the effective date of the report, the category of service, the provider identification number, the provider name, the number of claims processed, the number of claims paid, the percentage of category claims, the state fiscal year to date expenditures, the percentage of category expenditures, the average expenditure, and the provider's rank by expenditure.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7877

3

**TITLE:** Purchase requisitions

**DATES:** 1984-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a request to the Purchasing Division to procure needed equipment and supplies. It includes name of the requesting department, division, and bureau; date of request; date the requisition wanted; the requisition number; the estimated cost of the supplies or equipment; the address and telephone number where the supplies or equipment are to be sent; the name of the person originating the requisition; the signature of the purchasing agent; the low organizational and activity numbers; the purchase order number; the item number; the quantity of each item requested; the description and specifications of each item; and the unit price and the total cost of each item.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

As the record copy is kept by the Purchasing Division, this need only be kept for a year for possible administrative use.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7845

3

**TITLE:** Recipient cost summary

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is an analysis of the costs of the medicaid program.. This is part of COM 68115A, MARS Reports. These records include the run date, the effective date, the category of service, a breakdown of recipients by category showing the number of claims paid for the year to date, the cost share amounts -- total, average, and trend -- the average claim payments, and the average claim cost.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7843

3

**TITLE:** Recipient participation summary reports

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a statistical profile of the effectiveness of the program in reaching eligible recipients. This is part of COM 68115A, MARS Reports. These records include the run date, the effective date, the category of service, and the category of assistance broken down into figures for the number of eligible recipients, the number of recipients participating, the percentage of recipients participating, the total dollar amount paid, the average payment per eligible recipient, the average days from application date to certification date, the number of claims paid, the average payment per claim, the units of service paid, the average payment per unit of service, and the average payment per participating recipient. All of these show the figures for the current month, the same month last year, the trend, and the state fiscal year to date this year and last year.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7873

3

**TITLE:** Schedule of daily activities

**DATES:** 1985-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a daily record of patient appointments. This is used to schedule patients and also to provide statistical information for reporting purposes. It includes the date, the appointment times, the name of the patient seen, the service provided, and the amount of charges.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This record should be kept as needed. However, since the log is used to provide statistics, it should be kept at least a year in case management would want to review the original statistics.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7882

3

**TITLE:** State medical assistance plan

**DATES:** 1979-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are the rules and procedures set forth by the state to carry out a medical assistance program for low income persons. They include the scope of service, the standards of service, eligibility requirements, and procedures for paying claims for medical assistance.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office until revised, updated, or no longer needed and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
As a record copy is being retained by the Bureau of Policy and Planning, this copy need only be kept as long as it is useful.

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7869

3

**TITLE:** Supervisor's personnel files

**DATES:** 1977-2014.

**ARRANGEMENT:** Alphabetical by employee name

**DESCRIPTION:**

These are files kept by the supervisor for use in employee performance appraisals. They include correspondence, memoranda, performance plans, performance appraisals, and other records relating to positions, authorizations, pending actions; copies of position descriptions; requests for personnel action, and records on individual employees duplicated in or not appropriate for the Agency Personnel File.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7863

3

**TITLE:** Ten most frequently occurring claims errors

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a list of the 10 most frequently occurring errors. This is part of COM number 68115A, MARS Reports. These records include run date, effective date, the month of the report, and a list of errors showing the error code, a description of the error, the number of errors, and the percentage of this error of all errors.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7840

3

**TITLE:** Third-party payment analysis

**DATES:** 1981-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is an analysis of the number and amount of third-party payments received on Medicaid claims. This is part of COM number 68115A MARS Reports. It includes the report date, the effective date of the report, the category of service, the provider identification number, the number of claims, the number of claims with third-party payments, the percentage of claims with third-party payments, the total claim dollars, the third-party dollars, and the third-party dollars as a percentage of the total claim.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health. Medical Assistance Program

**SERIES:** 7880

3

**TITLE:** Transmittal of collections

**DATES:** 1985-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

This form is used to transmit cash received by the bureau to the department's Bureau of Finance. It includes the dates covered by the transmittals and the range of the receipt numbers attached to the transmittals, the date of payment, the receipt number, the client's identification number, the name of the client, the name and address of the payer, the relationship of the payer to the client, the total amount paid, the name of the clinic submitting the transmittal, the date prepared, the names of the individuals preparing and approving the report, and the total amount of cash received by page total and by transmittal total.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

The copy kept in the clinics is a duplicate. The original is sent to the department's Bureau of Finance and they should have the responsibility for keeping their copy for any audit period.

**PRIMARY DESIGNATION:**

Private