



State of California—Health and Human Services Agency  
Department of Health Care Services



GAVIN NEWSOM  
GOVERNOR

December 7, 2020

TO: ALL COUNTY WELFARE DIRECTORS Letter No.: 20 -26  
ALL COUNTY WELFARE ADMINISTRATIVE OFFICERS  
ALL COUNTY MEDI-CAL PROGRAM SPECIALISTS/LIAISONS  
ALL COUNTY HEALTH EXECUTIVES  
ALL COUNTY MENTAL HEALTH DIRECTORS  
ALL COUNTY MEDS LIAISONS

SUBJECT: Discontinuation of State Medicare Buy-In Problem Report, Form DHS 6166 (Reference: All County Welfare Directors Letter [09-24](#), [09-24E](#))

Title 42, United States Code, Section 1395v, authorizes the states to participate in Medicare Buy-In programs giving the Department of Health Care Services (DHCS) the ability to pay for Medicare Part A and/or Part B premiums for qualified Medi-Cal recipients.

Effective 30 days after the issuance of this All County Welfare Directors Letter (ACWDL), DHCS will discontinue the use and acceptance of a paper copy of the DHCS *State Medicare Buy-In Problem Report* (form DHS 6166), as a way for the counties to report Medicare buy-in problems to DHCS' Buy-In Cost Avoidance Unit (BICAU)<sup>1</sup>.

**Do not mail or fax a paper copy of form DHS 6166 to DHCS - IT WILL NO LONGER BE PROCESSED.**

Instead, counties must electronically report Medicare buy-in problems to BICAU using the online State Medicare Buy-In Problem Report form located on the DHCS website at <http://dhcs.ca.gov/buyin>. This online fillable form should be submitted for buy-in problems including, but not limited to, when:

- The member's Medicare Part A and/or Part B coverage has not been appropriately added to the State's buy-in account.
- The member was erroneously discontinued from a Medicare Savings Program (MSP): Qualified Medicare Beneficiary (QMB), Specified Low-Income Beneficiary

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<sup>1</sup> Formerly Known as the Medicare Operations Unit

(SLMB), Qualifying Individual (QI), and Qualified Disabled Working Individual (QDWI).

- The member's MSP eligibility had been restored in the Medi-Cal Eligibility Data System (MEDS).
- The member's Medicare/Medi-Cal eligibility was terminated due to an erroneous death transaction code in MEDS.
- The member applied for conditional Medicare Part A during this year's general enrollment period.
- The member's Health Insurance Claim (HIC) number is incorrect in MEDS.
- The member's Medicare Part B premiums are being deducted from their Social Security check.
- The member is no longer residing in California.
- The member has a Social Security Disability Cessation (annulled buy-in).
- The member's personal information is incorrect in the MEDS Primary Medi-Cal/CMSP Information (INQM) or Buy-In and Bendex Information screen (INQB).
  - Personal information includes but is not limited to: name, HIC number, date of birth, or date of death.

In order to resolve a buy-in problem, the following information must be completed on the designated sections of the online State Medicare Buy-In Problem Report form (<http://dhcs.ca.gov/buyin>):

#### **SECTION A - COUNTY OR AGENCY REPRESENTATIVE INFORMATION**

- Representative's Name (LAST, FIRST)
- Name of County Department or Agency
- Telephone Number (including area code)
- Extension (if applicable)
- Email Address
- Agency or County Code
- If "Other" selected, please specify.
- County District Number (if applicable)
- Eligibility Worker Number

#### **SECTION B - MEMBER INFORMATION**

- Member's Last Name
- Member's First Name
- Date of Birth (mm/dd/yyyy)
- Client Index Number (CIN)

- Medicare or Railroad Retirement Board HIC Number
- Medicare Beneficiary Identifier (MBI)
- Program(s) member is enrolled in: Medi-Cal, QMB, SLMB, QI, QDWI, 250% Working Disabled Program, Long Term Care, SSI/SSP, ESRD, other
- If "Other" selected, please enter specialty program name

### **SECTION C - MEDICARE BUY-IN PROBLEM**

Using the drop down menu, select the buy-in problem you are reporting.

Under remarks - Explain the Buy-In problem. If the problem is due to an administrative error, please indicate "ADMIN ERROR" and the months requiring a correction (200 character limit).

For attachments - When submitting the on-line State Medicare Buy-In Problem Reports form, the submitter may upload any documents related to the member's case. The documents may include: conditional entitlement, entitlement verification, residency verification, etc. Do not upload MEDS screenshots.

BICAU processes electronically submitted State Medicare Buy-In Problem Reports forms Monday through Friday from 8 a.m. to 4:30 p.m. Please allow up to 24 business hours for your request to be processed. More complex issues may take additional time to resolve. If counties need additional assistance, please call (916) 750-3563 or send an email to [buyin@dhcs.ca.gov](mailto:buyin@dhcs.ca.gov).

If you have any questions regarding this ACWDL, please contact D'Andria Lewis, Unit Chief, of the DHCS Buy-In Cost Avoidance Unit at [D'Andria.Lewis@dhcs.ca.gov](mailto:D'Andria.Lewis@dhcs.ca.gov) or by phone at (916) 750-3563.

Original Signed By

Sandra Williams, Chief  
Medi-Cal Eligibility Division