



## Medicaid Unwinding Report Directions

### When you receive the report, you will find the following information:

- a. **Member Name**- The member whose eligibility is scheduled for review.
- b. **Member's Medicaid ID**- The Medicaid ID that may be used as a reference in any subsequent conversations regarding the member's eligibility.
- c. **Date of Birth**- The member's Date of Birth
- d. **Service Count** - The number of services that have been billed for this member after the report date specified in the header, based on the last EOB cycle.
- e. **Last Service Date Billed** - The most recent Date of Service that has been billed to Optum and processed for the member in question, based on the last EOB cycle.
- f. **Review Date** – The date the member's Medicaid case will be closed. Paperwork should be completed and submitted for review 10 days prior to this date. If paperwork is not received by DWS 10 days in advance, and the case will be closed on the scheduled review date, the member may still be within the 90-day reconsideration period to restore their coverage.

### Directions for utilizing this report:

1. Review the members on the list.
2. For each member determine the date the member's Medicaid case is to be closed [Review date].
3. Reach out to identified members using the Medicaid member unwinding letter template located on the Optum SLCo website Network Provider page to remind them of the eligibility review date and avoid gaps in coverage.
4. If the member has not already submitted this paperwork or if they are no longer Medicaid eligible, please utilize the resources listed on the Optum SLCo website Network Provider page for assistance with the review process.

Resources can be accessed at [optumhealthslco.com/content/ops-optslcty/salt-lake-county/en/provider-county-staff.html](https://optumhealthslco.com/content/ops-optslcty/salt-lake-county/en/provider-county-staff.html) under the Medicaid Unwinding Toolkit.

If you are no longer in contact with the Optum SLCo members identified in the attached list or are unable to assist them in applying for benefits, feel free to reach out to Lisa Hancock on our care coordination team at: 801-982-3222 or via email at: [lisa.hancock@optum.com](mailto:lisa.hancock@optum.com).