

Maternal Infant Health Program

Instructions to Delete or Correct Risk Identifiers and Discharges

Risk Identifiers (RI)—Maternal Risk Identifier (MRI) and Infant Risk Identifier (IRI)

COMPLETE RI:

1. A complete MRI or IRI is listed as Y (for Yes) under the status column in the MIHP database.
2. A complete RI may be updated by the originating agency within 30 days of completion.
3. A complete RI can only be deleted by the MDHHS MIHP staff. In this case, the agency must fax a record revision request form to the state.

INCOMPLETE RI:

1. An incomplete RI is listed as N (for No) under the status column in the MIHP database.
2. The MIHP agency may delete or update an incomplete record if the record is listed as incomplete. The Medicaid ID number may be added to an incomplete RI.
3. If an incomplete RI was created by an agency that has since closed, the incomplete record must be deleted by MDHHS MIHP staff. In this case, the agency must fax a record revision request form to the state.

DUPLICATE DEMOGRAPHIC ERROR MESSAGE:

Occasionally a local MIHP agency will receive a “Duplicate demographic” error message. This occurs when the record being entered “links” to a previously entered document and there “appears” to be a duplicate of the information “behind the scenes” in the MIHP application. The MDHHS MIHP IT team can remedy this error so that the new document can be entered without difficulty.

Discharge Summaries (DS)—Maternal Discharge Summary (MDS) and Infant Discharge Summary (IDS)

The Discharge Summary must be entered into the MDHHS database within 30 days after:

- ✓ The pregnant woman’s MIHP eligibility period ends
- ✓ Infant reaches eighteen months of age

COMPLETE DS:

1. A complete Discharge Summary is listed with a Y (for Yes) under the status column in the database.
2. To complete a Discharge Summary, the Risk Identifier must be complete (including the Medicaid number), showing a Y (for Yes) under the status column.
3. A complete DS may be updated within 30 days of completion by the agency who entered the document.
4. MDHHS MIHP staff must delete completed Discharge Summaries. The agency must fax a record revision request form to the state in this situation.

INCOMPLETE DS:

1. An incomplete Discharge Summary is listed as N (for No) under the status column in the MIHP database.
2. The MIHP agency may revise the DS if it is incomplete. If an incomplete DS must be deleted, this is done by the agency who started the DS in the MIHP data base.
3. If an incomplete RI was created by an agency that has since closed, the incomplete record must be deleted by MDHHS MIHP staff. In this case, the agency must fax a record revision request form to the state.