



HOSPITAL PRESUMPTIVE ELIGIBILITY: FREQUENTLY ASKED QUESTIONS

Please note that FAQs about the application process and eligibility criteria are available after your hospital completes the required training. If you have completed the training, the Department will send those more substantive FAQs to the HPE Coordinator for your hospital to distribute.

Updated 10/9/14

HPE OVERVIEW FAQs

1. What is the purpose of Hospital Presumptive Eligibility?

Under Section 2202 of the Patient Protection and Affordable Care Act of 2010 and Federal regulations at 42 CFR 435.1110, qualified hospitals may determine certain individuals presumptively eligible for Medicaid on the basis of preliminary information, subject to federal and state requirements. By conducting presumptive eligibility determinations in accordance with Maryland Department of Health and Mental Hygiene's regulations, manuals and guidance, the hospital can assist individuals in securing temporary health coverage and provide them with a pathway to ongoing health coverage.

2. Is the HPE program now “active”? Can I start submitting applications?

Yes, HPE started on October 1, 2014. Before you can submit applications through the eMedicaid HPE portal, your hospital must:

- a. submit the HPE Agreement;
- b. all hospital HPE workers must attend a live or recorded training; and
- c. all hospital HPE workers must pass the HPE Knowledge Test.

You can find the hospital HPE Agreement on the HPE website: dhmh.maryland.gov/HPE.

If you are unsure if your hospital completed it's HPE Agreement, you can send an email to [dhmh.HPE@maryland.gov](mailto:HPE@maryland.gov) with your hospital name and location.

HOSPITAL HPE WORKERS AND HPE APPLICATION SITES FAQs

3. Who can be a hospital HPE worker?

Only staff directly employed by the hospital (on hospital payroll) can use the HPE eMedicaid portal. Federal rules prohibit third party contractors or employees of organizations funded by the hospital from making final HPE determinations. Therefore, only direct hospital employees may use the eMedicaid HPE portal to complete HPE determinations.

For example, if several hospitals have pooled resources to form a Management Service Organization (MSO), those MSO employees are not considered direct hospital employees. MSO employees may not use the eMedicaid HPE portal.

If you have questions about whether you are allowed to be an HPE worker, please email dhmh.HPE@maryland.gov.

If the Department finds that a hospital is allowing non-hospital employees to submit applications, the hospital will lose their HPE privileges.

4. Where can I conduct HPE determinations?

You may only conduct HPE determinations at the main acute hospital site, not at other campus locations. For example, a physician group practice at another location, which is not at the main hospital location, is not an eligible HPE determination site.

If you have questions about whether your site meets the criteria to be an HPE determination site, please email dhmh.HPE@maryland.gov.

5. Can I complete the HPE application over the phone during preregistration for a surgery happening the following day?

No. Hospital HPE workers may only complete HPE applications in person.

HPE TRAINING AND KNOWLEDGE TEST FAQs

6. Hospital staff making HPE determinations must be trained and pass an HPE knowledge test. How many hospital employees can be trained and take the test?

At this time, the Department has not placed a limit on how many hospital employees may complete the HPE Training. The hospital's eMedicaid administrator must assign HPE privileges to each hospital employee who intends to make HPE determinations.

7. How do I access the HPE Knowledge Test?

Following the required live or recorded HPE Training Webinar, you will receive a link for the SurveyMonkey HPE Knowledge Test from your hospital's HPE Coordinator.

8. When should I take the test?

You should only take the HPE Knowledge Test after attending either a live or recorded HPE Training Webinar. We recommend that hospital HPE workers complete the HPE Knowledge Test within 10 days of the HPE training.

9. Is the HPE Knowledge Test timed?

No, the HPE Knowledge Test is not timed. However, we recommend taking it in one sitting. If you get up

and leave your computer for lunch or overnight, you could lose the work you've done thus far on the HPE Knowledge Test and may have to start over.

10. How many attempts do you get to pass the test?

Each employee may only submit one HPE Knowledge Test per HPE Training Webinar attended and completed. Failure to pass the HPE Knowledge Test after the initial HPE Training Webinar requires the hospital employee to attend another HPE Training Webinar before taking the HPE Knowledge Test again.

Training dates are posted on the HPE website: dhmh.maryland.gov/HPE

11. How will the Department notify me regarding my test results?

In most cases, the Department will not send you your results. If you take and pass the HPE Knowledge Test before the end of the month (ex: December 31st), the Department will activate you in eMedicaid by the 15th of the following month (ex: January 15th). After the Department activates your User ID, you will be able to click "Presumptive Eligibility" in eMedicaid without getting an error message. Then you may begin entering HPE applications.

If you take and fail the HPE Knowledge Test before the end of the month, the Department will not activate you by the 15th of the following month. You will need to attend another HPE Training Webinar before taking the HPE Knowledge Test again. Until then, you will continue to see an error message in eMedicaid if you click "Presumptive Eligibility".

12. Can I appeal/protest the HPE Test Results?

No. The Department requires that each hospital employee pass the HPE Knowledge Test in order to make HPE determinations. See Question 4 regarding how many times you can take the HPE Knowledge Test.

13. How often will trainings be held?

The Department will develop a schedule to attend/re-take the HPE Training Webinar and the HPE Knowledge Test. The Department will post the training schedule on the HPE website before October 15th: dhmh.maryland.gov/HPE .

14. How will the Department notify me about changes to the HPE program?

The Department will send all information regarding the HPE program through your hospital's HPE coordinator. This is the person named on the official HPE Agreement that your hospital signed. If you don't know who your HPE coordinator is, please email dhmh.HPE@maryland.gov with your name, your hospital name and hospital address.