



STATE OF WASHINGTON  
HEALTH CARE AUTHORITY


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Medicaid Administrative Claiming  
Memo: A 02 13

October 14, 2013

**TO:** Medicaid Administrative Claiming Contract

- Business Managers
- Coordinators

**FROM:** Alan Himsl, Section Supervisor   
Health Care Services, Community Services, Medicaid Outreach

**SUBJECT:** UPDATE – Medicaid Application Process Effective October 1, 2013

The Health Care Authority (HCA) is providing this update to the Medicaid Administrative Claiming Memo: A 01 13, sent on October 7, 2013. Although applying for Medicaid coverage online or by telephone are the preferred methods, **paper applications can still be accepted**. A link to several forms including the Application for Health Care Coverage (HCA 18-001P) is provided in #4 below. As you follow this link, the web page will allow you to either print the application or place an order for the form, which is available in several languages.

As mentioned above, while paper applications are still accepted, the preferred methods for enrolling are online or by telephone because it is much quicker. Enrollment by paper application can take up to 10 days.

Options for applying for health care coverage available today include:

- 1) **ONLINE:** Apply online 24 hours/day at the new WA Healthplanfinder at [www.wahealthplanfinder.org](http://www.wahealthplanfinder.org)
- 2) **TELEPHONE:** Apply via telephone by contacting the WA Healthplanfinder Customer Support Center at 1-855-923-4633 (M-F, 7:30 a.m. – 8:00 p.m.)
- 3) **IN-PERSON ASSISTER:** Locate an in-person assister in your county to help you complete an application by calling the WA Healthplanfinder Customer Support Center at 1-855-923-4633 (M-F, 7:30 a.m. – 8:00 p.m.)
- 4) **PAPER APPLICATION:** Either order a small supply or download and print a paper application to complete and mail to the Health Benefit Exchange from the HCA Forms Website: <http://www.hca.wa.gov/medicaid/forms/Pages/index.aspx>
  - **Application for Health Care Coverage (HCA 18-001P)**

Again, as a reminder it is important to have the following information available when providing application assistance:

- Name
- Date of Birth
- Social Security Number, or if a lawfully present alien, Passport Number

- Information about other health insurance information the family may have
- Income information

If you have any questions about this new process, please contact the HCA staff member assigned to your agency. The contact information is provided below. Thank you.

**Federally Recognized Washington State Tribes**

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