



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



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Governor

## **Attention Medi-Cal Provider**

**Purpose:** The purpose of this flyer is to notify Medi-Cal providers of a **change in practice regarding the return of attachments with paper TARs that are deferred** by the Medi-Cal Field Offices or Pharmacy Sections.

**Effective Date: November 15, 2006**

**New Practice:** The California Department of Health Services' (CDHS) Medi-Cal Field Offices and Pharmacy Sections will no longer return **attachments** that were submitted by the provider with the paper TAR back to the provider if the TAR was deferred. The Medi-Cal Field Offices and Pharmacy Sections will retain and archive all attachments for reference. When responding to a deferred TAR, providers will have to return the paper deferred TAR and any new attachment(s) requested by the Medi-Cal Field Offices and Pharmacy Sections. *(The paper deferred TAR will continue to be returned to the provider, pending a further subsequent change in practice which will eliminate return of the paper TAR. An alternative method of notifying providers of TAR information will be instituted. This additional change in practice will be phased in, starting February 1, 2007. Additional detail will be provided shortly via issuance of a Provider Bulletin.)*

**Rationale:** The reason for this change is to reduce the volume of paper documents that are sent via U.S. mail, courier, etc., which contain Protected Health Information (PHI) in order to minimize the potential for inappropriate disclosure of PHI, particularly Social Security Numbers (SSN). *(Beneficiary PHI will be further protected when CDHS implements the practice of not returning the paper TARs.)*

**SSN on TARs:** In accordance with *Provider Bulletins issued August 2006 and September 2006*, providers are encouraged to use the beneficiary's Benefits Identification Card Number on the TAR, rather than the SSN. If a TAR is submitted with an SSN, the Medi-Cal Field Offices and Pharmacy Sections will continue the practice of removing the SSN from the TAR prior to mailing the TAR back to the provider.

**Questions:** If you have any questions regarding this information, please contact your local Medi-Cal Field Office or Pharmacy Section.