



# **Medical Assistance Application Guide**

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**For Providers**

June 2016

## Medical Assistance Application through COMPASS

Although there are three ways to submit a Medical Assistance application (online, paper, and in person), providers are highly encouraged to submit applications through COMPASS (<https://www.compass.state.pa.us/Compass.Web/public/cmphome>). In order to accomplish this task, providers must first register in COMPASS as a Community Partner (CP).

The following link provides a step by step guide to register in COMPASS as a CP:

[Online Self-Registration Guide](#)

Once registered in COMPASS as a CP, utilize the following link for a step-by-step tutorial on applying for medical assistance:

<https://www.compass.state.pa.us/Compass.Web/MenuItems/CompassHelpTool.aspx?language=EN>

## Health Care Coverage Application Process in COMPASS

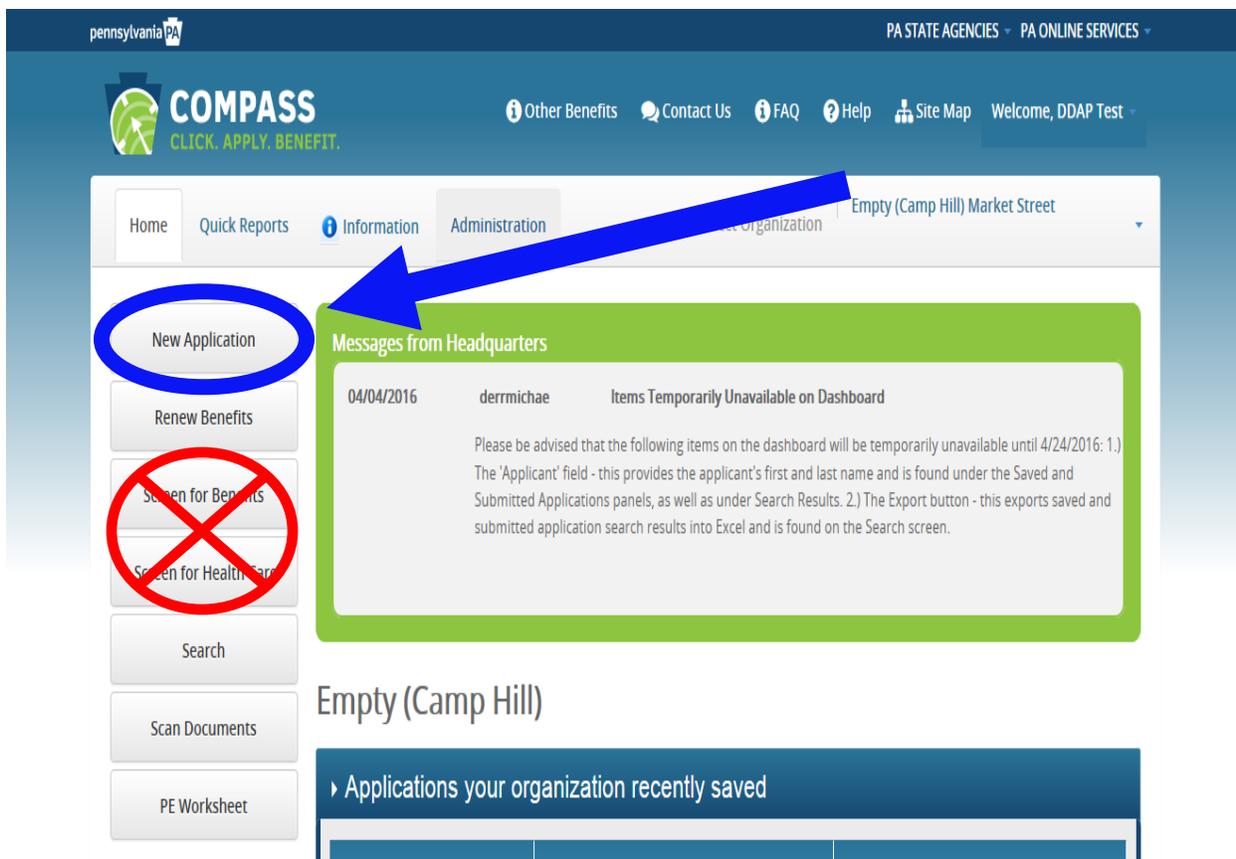
***\*Note: The CP should ONLY apply for Health Care Coverage if this is the primary objective. Applying for additional services (cash assistance, food stamps, etc.) may significantly delay the Health Care Coverage approval process.***

Health Care Coverage through Medical Assistance has numerous criteria variables that may affect an individual's eligibility status. It is difficult to outline an individual's eligibility status in a comprehensive manner. Therefore, we urge providers to complete the *New Application* process and follow the prompts within COMPASS to fully determine eligibility status.

The following items are *generally* required for most individuals applying for Medicaid:

- Proof of Income (paystubs, etc.)
- Proof of Residency (electric bill, etc.)
- Photo ID
- Social Security Card for any minors

We recommend to only utilize the *New Application* function (see screen shot below). Utilizing the *Screen for Benefits* and *Screen for Health Care* functions may cause unexpected misinformation or complications.



## Other Helpful Information

The following link provides further information on Health Care/Medical Assistance:

<http://www.dhs.pa.gov/citizens/healthcaremedicalassistance>

It is helpful if the provider establishes a positive working relationship with the local County Assistance Office (CAO). A positive relationship between the provider and the CAO will help ensure the provider can obtain the necessary tools and information it needs in order to fully and successfully complete COMPASS applications.

## Other Medical Assistance Application Methods

**Paper Application** - Download the paper application ([English Version](#) or [Version Espanola](#)) and mail it to your local county assistance office.

**In Person** – An individual can visit their local CAO and apply in person. A comprehensive list of CAOs can be located at:

<http://www.dhs.pa.gov/citizens/findfacilsandlocs/countyassistanceofficecontactinformation>