

## **Process for Deceased Beneficiaries – Removal from Caseload**

- PCP will write a letter on clinic letterhead including patient name, Medicaid number, DOB and the date of death.
- PCP will send this information to their local DHS office and fax a copy to their AFMC Outreach Specialist at 501.375.0705 (Attention: Provider Relations).
- The Outreach Specialist will give the information to ConnectCare for removal of the beneficiary from the PCP caseload.

It has been confirmed with ConnectCare that a death certificate is not required but the information listed above is needed for the update.

Also, a 30 day notice to the beneficiary is not necessary in this situation.