
MEDICAID ELIGIBILITY
FORMS AND INSTRUCTIONS

DOM-367 - RECORD OF CONTACT

PURPOSE & USE

The Record of Contact is used to record the events that occur during the application process and during the remainder of the time the case remains active. All telephone contacts concerning the client and correspondence or forms issued to the client are recorded on DOM-367. Any action taken by the worker on the case is also recorded on the form.

INSTRUCTIONS

The Record of Contact is completed by the worker or supervisor handling the case and is filed in the case record. Only the original is required and when both sides are full, begin entries on a new form. Disposal of an application should be notated in red ink for easy reference.

