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**APPLICATION AND REDETERMINATION PROCESSING**

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**AUTHORIZING CHANGES**

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**E. PROCEDURAL  
CHANGES**

The types of changes discussed below are considered procedural since Medicaid benefits are continued at the same level. Procedural changes are reported via MEDS and include the following:

- Change of address (Notice to the client is not required.)
- Change in name due to:
  - error made in the original listing of the name
  - change in marital status
  - change or appointment of guardian/conservator

Changes in name should also be posted on all other permanent records which carry the client's name, such as master card(s), case record, etc. (Notice to the client is not required.)

- Transfer between programs. MEDS should be corrected to change category when a disabled or blind client turns 65 years of age and becomes an aged client. (Notice to the client is not required.)
- Transfer between Regional Office. (Notice to the client is required).