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**MEPD Policy Bulletin Number: 12-01**

**To:** Eligibility Services – Regional Director for MEPD  
Regional Attorneys  
Hearings Officers

**From:** Lynn W. Blackmore  
Associate Commissioner  
Family Services  
State Office 2073

**Subject:** Vendor Imaging Forms H1263-A and H1263-B

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The information in this bulletin is for **MEPD**. If you have any questions regarding the policy, follow regional procedures. The information in this bulletin is available at the following websites:

- Family Services - <http://ofs.hhsc.state.tx.us/mepd/mepd-bulletins.aspx> , and
- MEPD Handbook - [http://www.dads.state.tx.us/handbooks/mepd\\_policy/index.htm](http://www.dads.state.tx.us/handbooks/mepd_policy/index.htm).

### **Policy/Procedure Update**

This bulletin is not a change in policy. This is an update to processes for incurred medical expense (IME) policy to support the Texas Integrated Eligibility Redesign System (TIERS) rollout for MEPD and reduce workload for MEPD specialists.

Policy requires that Form H1263-A and Form H1263-B contain original signatures and dates of the attending physician and client/authorized representative. Because MEPD staff cannot tell when viewing a scanned image of a form whether the signature/date is an original or a copy, HHSC has developed vendor instructions to verify original signatures/dates on these forms to meet the policy requirement.

### **Terms**

The following defines terms used in this bulletin:

- Authenticate – to verify as a person’s actual signature.
- Ink signature – not a copied signature. This is used interchangeably with original signature. This includes dates.
- Original signature – not a copied signature. This is used interchangeably with ink signature. This includes dates.

### **Forms H1263-A/B Received in Document Processing Center**

When Form H1263-A and/or Form H1263-B is received in the Document Processing Center (DPC) in Midland, the vendor will check these forms for ink signature/dates and copied signatures/dates. If the form contains a copied signature/date, the vendor will stamp “**Not original signature**” on the form. This will meet the policy requirement of original signatures/dates.

The vendor will not:

- Authenticate the signatures as the actual physician’s or client/authorized representative’s signatures
- Review for or note any missing signature(s) on the form
- Verify the form is completed properly
- Identify which signature (e.g. physician’s or client/authorized representative’s) is not ink/original
- Identify whether it is a signature or a date that is not ink/original

MEPD specialist must still do the following:

- Review the form for any missing signatures/dates on form.
- Review the form to ensure it is completed properly.
- Obtain any needed original signatures/dates.

All H1263A/Bs received will be scanned regardless of whether DPC staff is able to verify the signatures/dates or not.

When viewing images of Form H1263-A and/or H1263-B:

- If the MEPD specialist sees a stamped message on the form that says “**Not original signature**” this means the vendor found a copied signature/date on the form. The MEPD specialist must take action to obtain original signatures/dates.
- If the MEPD specialist does not see a stamped message on the form, this means the vendor has verified the signature(s)/date(s) on the form as ink/original signatures/dates. The MEPD specialist will need to check and ensure that all signatures/dates required by policy are present.

### **Effective Date**

The vendor instructions are updated and the vendor began the new processes on September 5, 2011.