



State of New Jersey
DEPARTMENT OF HUMAN SERVICES
DIVISION OF MEDICAL ASSISTANCE AND HEALTH SERVICES

CHRISTINE TODD WHITMAN
Governor

MICHELE K. GUHL
Commissioner
MARGARET A. MURRAY
Director

MEDICAID COMMUNICATION NO. 00 - 22 DATE: November 17, 2000

TO: Statewide Determination Agencies
 County Welfare Agency Directors
 MACC Directors

SUBJECT: Medicaid Card Template

As a result of the implementation of the NJ FamilyCare Program, the Medicaid Card Template developed in Microsoft Access, which is used to produce initial and replacement Medicaid and NJ FamilyCare Identification cards, has been modified.

We will be e-mailing instructions and upgrades for the Medicaid Card Template. The template files we are e-mailing will not be able to be modified. If the Division of Medical Assistance and Health Services makes any future modifications, further instructions and upgrades of the template will be forwarded to each agency.

There will be four attachments included with the e-mail. Two attachments are MS Word 97 documents. "CardInst.doc" explains how to install the template or upgrade your current version of the template and "Instruct2000.doc" explains the data entry form of the template. The remaining two attachments are the actual template files in Access 97 and are called "Cards.mdb" and "Data.mdb".

The Medicaid Card Template is not linked to the Medicaid Eligibility File. Therefore, all information should be verified on the Eligibility File before entering it on the template. The Access database will not be protected or otherwise secured. Therefore, access to the template should be restricted to authorized personnel only and card stock should be secured at all times.

Please use the pink card stock supply for printing the NJ FamilyCare cards. Any questions regarding the card stock should be directed to Doug Eide, Technical Services at (609) 588-2897. Any questions regarding the template should be directed to Donna Picerno at the DMAHS Office of Information Systems (OIS) Help Desk at (609) 588-2971.

Sincerely,


Margaret A. Murray
Director

MAM:S

c: Christine Grant, Commissioner
William Conroy, Deputy Commissioner
Department of Health and Senior Services

David Heins, Director
Division of Family Development

Charles Venti, Director
Division of Youth and Family Services