

INSTRUCTIONS:

Please review these instructions before completing the CDS Visit Maintenance Unlock Request form.

***Important Information:** Member Medicaid and payer information can only be updated by the Financial Management Services Agency (FMSA). If the request is submitted by the CDS employer, the CDS employer must notify their FMSA in writing. For example, copying the FMSA on the VMUR request email.

VMUR Field	Instructions
CDS Employers Must Complete the Following:	
Member Name*	Enter the name of the Member who received services.
Member Date of Birth*	Enter the Member's date of birth (mm/dd/yyyy).
Medicaid Member ID*	Enter the Member's nine digit Medicaid ID.
Financial Management Services Agency (FMSA) Name	Enter the name of the FMSA.
Payer (Listed on the visit)*	Select the payer listed on the visit from the drop-down list.
EVV Vendor System	Select the EVV vendor system from the drop-down list, if applicable.
Proprietary System Name	Enter the EVV proprietary system's name, if applicable.
Correction Request Information	
EVV Visit ID	Enter the EVV Visit ID.
EVV Visit Date	Enter the date of service.
Incorrect Data Element	Select from the approved data element options allowed for corrections from the drop-down list. Multiple corrections for one visit will require multiple line submissions. Note: "N/A – Export Only" may be selected for situations when a visit has been corrected but not exported to the EVV Aggregator because the visit is locked.
Incorrect Data Element Information	Enter the incorrect data currently showing in the EVV system.
Correct Data Element Information	Enter the data element that will show in the EVV system after the correction has been made.
Reason for Data Element Correction	Enter the reason for the data element correction.
*Important Information: Member Medicaid and payer information can only be updated by the Financial Management Services Agency (FMSA). If the request is submitted by the CDS employer, the CDS employer must notify their FMSA in writing. For example, copying the FMSA on the VMUR request email.	
Do not enter any information in fields that payers must complete (Yellow fields).	
<p>More Information</p> <ul style="list-style-type: none"> • Requests that are not sent securely could result in a Health Insurance Portability and Accountability Act (HIPAA) violation and the payer will deny the request. • VMUR request emails must include a contact name, email address, and phone number. • EVV system support staff cannot provide specific information or direction on updates to data elements. • Review Section 8000 of the EVV Policy Handbook for more information about Visit Maintenance. 	

