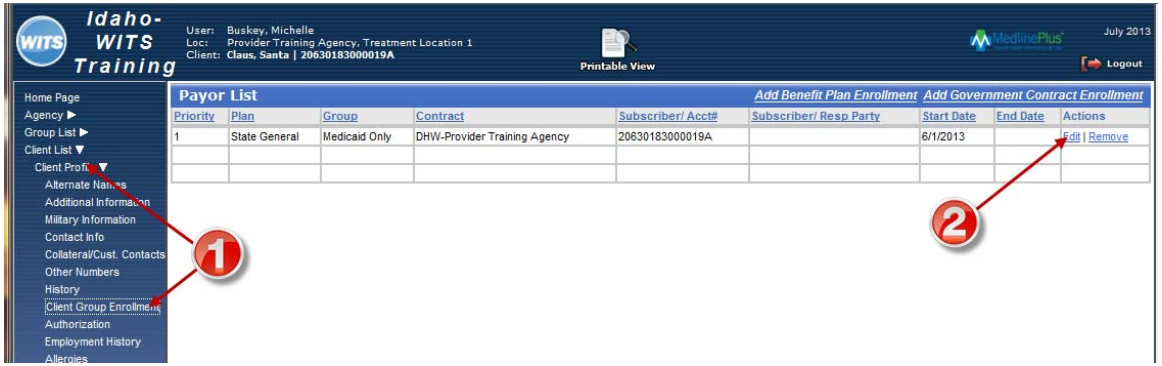
Client Group Enrollment Process for Medicaid Clients

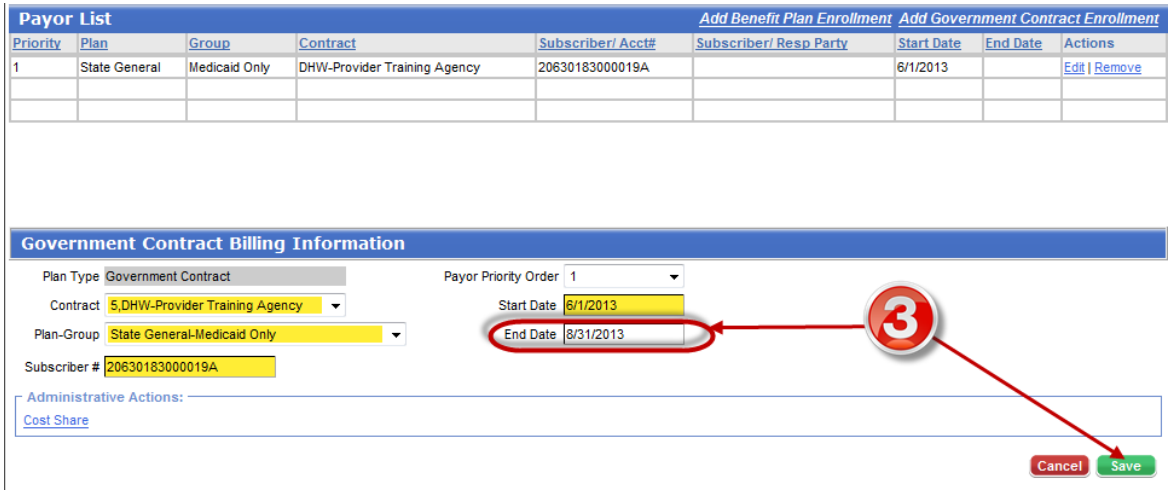
Close IDHW Medicaid Client Group Enrollment

1. **Getting here:** Login, select **Client List** from navigation menu to generate the Client Search Screen, find client, select **Client Profile** and click **Client Group Enrollment**.

2. Click **Edit for the DHW Medicaid-Only** Client Group Enrollment.

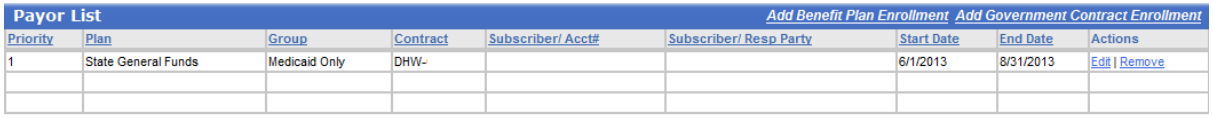
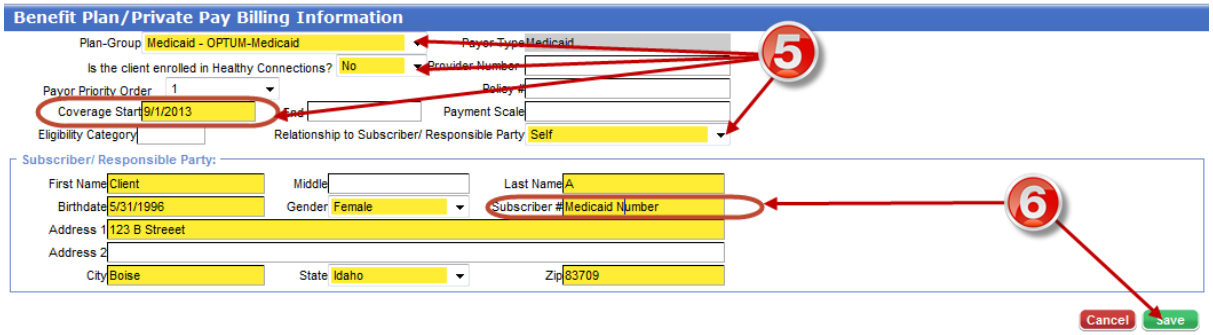
3. Enter **8/31/2013 as the End Date** and click **Save**.





Add Medicaid-OPTUM Benefit Plan Enrollment

4. Click **Add Benefit Plan Enrollment.**

5. Select the Plan-Group of **Medicaid OPTUM-Medicaid**, select **Is the client enrolled in Health Connections as No**. Enter the **Coverage Start Date** and select the **Relationship to Subscriber/ Responsible Party of Self**.

6. Enter the clients **Medicaid Number in the Subscriber #** and click **Save**.