The Commonwealth of Kentucky

kynect
benefits

Quick Reference Guide
Qualified Entity (QE) Hospital and Pregnancy Roles

This Quick Reference Guide is designed to help users with the Qualified Entity (QE) Hospital or Qualified Entity (QE) Pregnancy roles navigate the QE Dashboard and apply for Presumptive Eligibility (PE) and the Breast and Cervical Cancer Treatment Program (BCCTP).

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> **Please Note**: Users with the QE Hospital or QE Pregnancy role who still need help after referencing this Quick Reference Guide can call **(855) 459-6328** for additional assistance.

Qualified Entity (QE) Hospital and Pregnancy Roles Overview

The Qualified Entity (QE) Hospital and Qualified Entity (QE) Pregnancy roles are roles within kynect benefits that allow users with to complete a short application for Presumptive Eligibility (PE) or the Breast and Cervical Cancer Treatment Program (BCCTP) on behalf of a Kentucky Resident. If the Resident is approved, they are granted temporary Medicaid benefits.

Qualified Entity (QE) Dashboard

kynect benefits provides users with the QE Hospital and QE Pregnancy roles with a QE Dashboard that allows them to apply for PE or BCCTP on a Resident's behalf, search for Resident Applications created by the user, and download the Qualified Entity User Manual.

Follow the steps below to navigate the QE Dashboard.

Navigating the QE Dashboard

1. Log into kynect benefits with your Kentucky Online Gateway email address and password.

2. kynect benefits users with **ONLY** the QE Hospital and QE Pregnancy roles are taken directly to the QE dashboard.

   kynect benefits users who have **OTHER** roles in addition to their QE Hospital or QE Pregnancy roles can navigate to the QE dashboard by clicking the profile link and selecting either the QE Hospital or QE Pregnancy role from the profile dropdown.

3. At the **TOP** of the QE Dashboard: QE Hospital and QE Pregnancy users can click "Start Benefits Application" to complete the short Presumptive Eligibility (PE) or Breast or Cervical Cancer Treatment Program (BCCTP) application follow.

4. In the **MIDDLE** of the QE Dashboard is the QE Search Tool that allows QE Hospital Users to search for the Kentucky Resident applications created by the QE Hospital or QE Pregnancy user.

    QE users should enter a Resident's information to search for a specific application created by the user **OR** click "Search" to view all Resident applications created by the user.

> **Please Note**: Advanced Search Fields are available if needed while using the QE Search Tool.

5. At the **BOTTOM** of the QE Dashboard is the "I want to…" section that displays a link for QE users to Download the Qualified Entity User Manual.
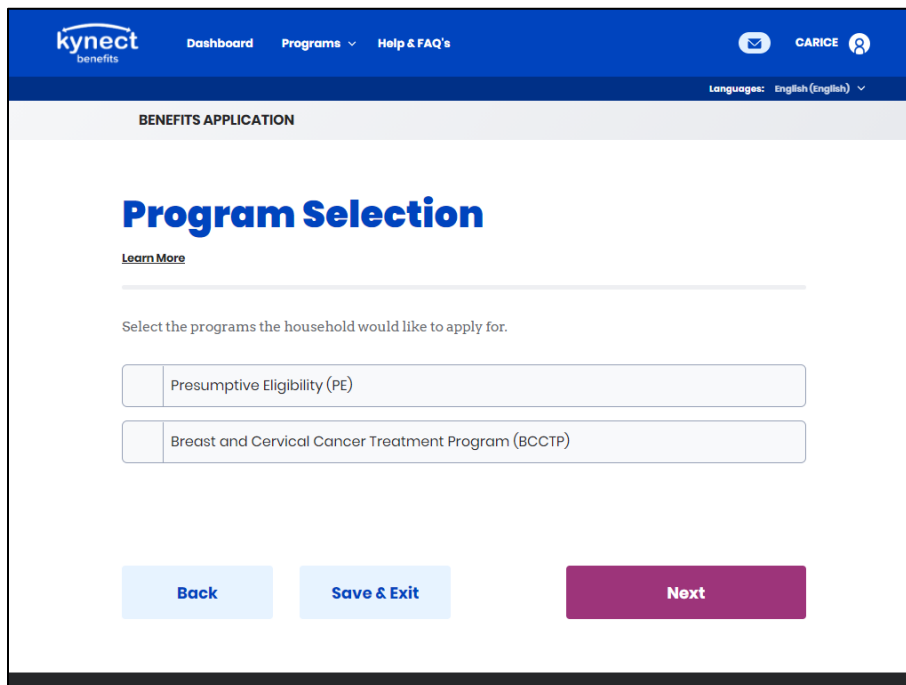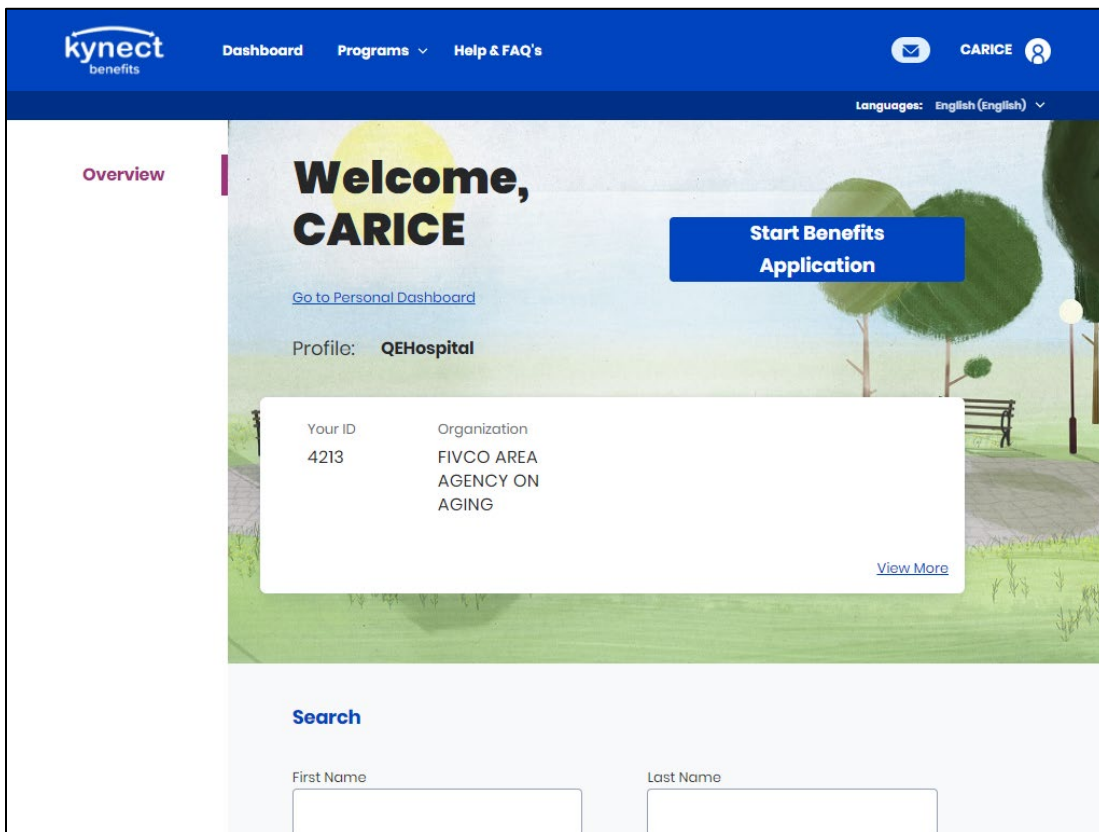
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Presumptive Eligibility (PE) and Breast and Cervical Cancer Treatment Program (BCCTP) Applications

kynect benefits users with the QE Hospital and QE Pregnancy roles can use kynect benefits to complete a Presumptive Eligibility (PE) application or a Breast and Cervical Treatment Program (BCCTP) application. The PE and BCCTP applications are shorted application that if approved grants a Resident temporary Medicaid benefits.

Follow the steps below to complete a PE or BCCTP application.
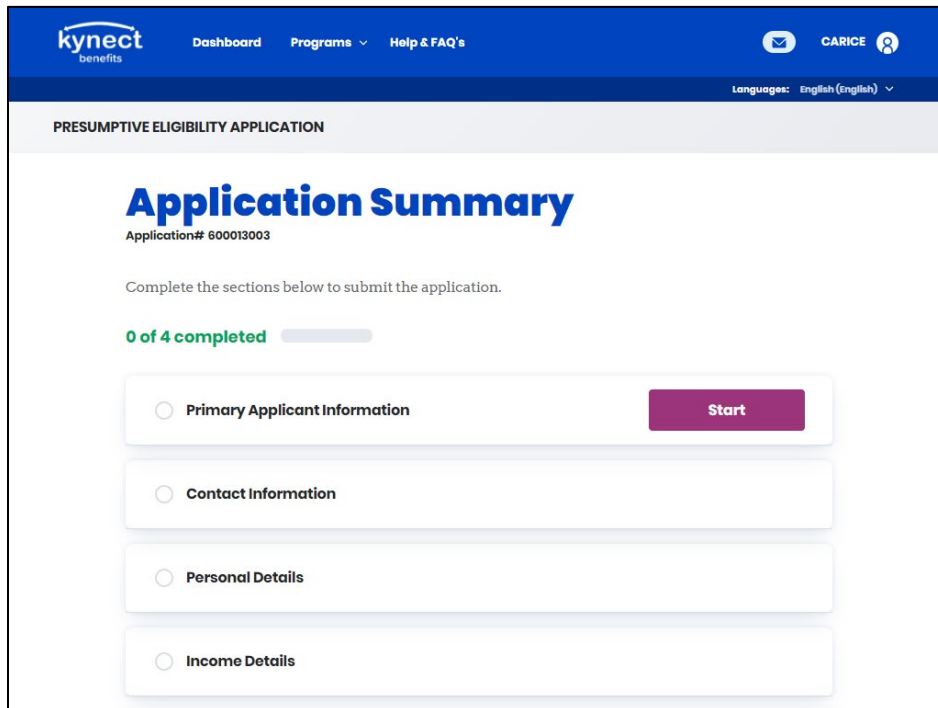
Completing a PE or BCCTP Application

1. Navigate to the QE Dashboard

2. Click "Start Benefits Application" from the top of the QE Dashboard

3. Click "Start Application from the Get Started screen to be taken to the Program selection screen.

4. Select either "Presumptive Eligibility" or "Breast and Cervical Cancer Treatment Program".

5. Click "Next" to be taken to the Application Summary screen. The Application Summary screen for the PE and BCCTP application contains the following sections:

-   Primary Applicant Information

-   Contact Details

-   Personal Details

-   Income

6. Click "Start" next to Primary Applicant Information to begin completing the PE or CBBTP application.
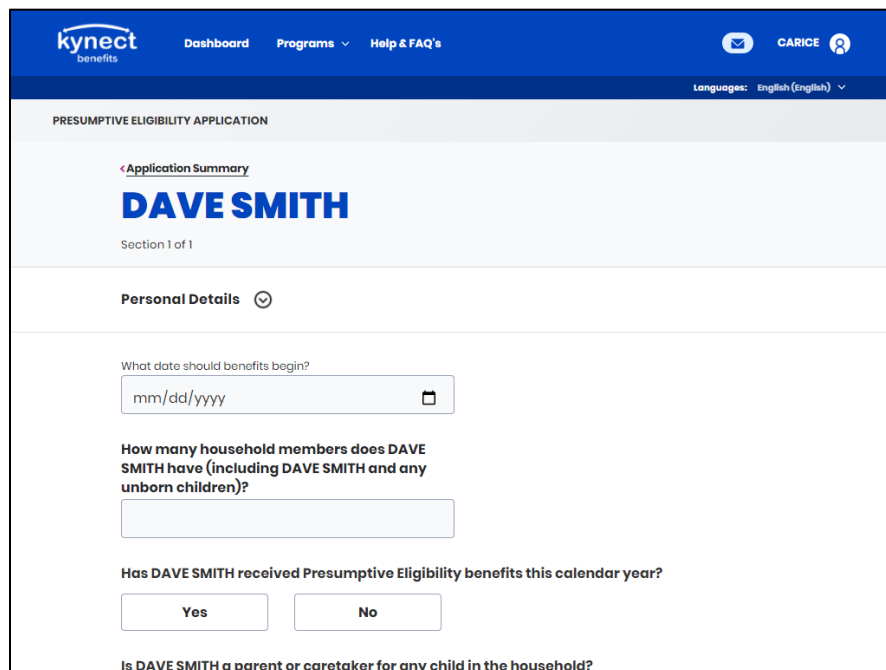
7. Enter the Resident's basic information in the required fields and click "Next".

> **Please Note**: Once "Next" is clicked kynect benefits searches for other Residents with the same information. If there is a match and the Resident is already approved for Medicaid to QE User is taken to the Next Steps for Applicants with Medicaid section.

8. Click "Start" next to the Contact Details section.

9. Enter the Resident's Contact information in the required fields by entering their email address, phone number, communication preferences, and preferred language.

10. Click "Next" to return to the Application Summary screen where the application progress bar is updated showing the sections completed.

11. Click "Start" next to the Personal Details section to answer questions about the Resident's personal details. The Personal Details section contacts questions specific to program the QE user is applying for and serves as a gatepost for additional application sections.

- **PE Applications:** If QE users answer "Yes" to the question topics below they are prompted to complete application screens to provide additional information.
  - Current Pregnancy
  - Living in Foster Care
  - Current insurance

- **BCCTP Applications:** If QE users answer "Yes" to the question topic below they are prompted to complete an application screen to provide additional information.
  - Current Insurance

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Languages: English (English) ⌄

PRESUMPTIVE ELIGIBILITY APPLICATION

‹ Application Summary

DAVE SMITH

Section 1 of 1

Personal Details ⌄

What date should benefits begin?

`mm/dd/yyyy` 📅

How many household members does DAVE SMITH have (including DAVE SMITH and any unborn children)?

Has DAVE SMITH received Presumptive Eligibility benefits this calendar year?

| Yes | No |

Is DAVE SMITH a parent or caretaker for any child in the household?

12. Click "Next" once all required screens and questions.

13. QE users completing a BCCTP Application are taken back to the Application Summary screen. If completing a BCCTP Application skip to Step 17.

14. QE users completing a PE Application are taken to the Income Summary screen. This screen does not appear in the BCCTP Application.

15. If QE users should click "Add Income" if the Resident has income. Clicking "Yes" takes the user to the Income Details screen to enter the Resident's Income information.

16. Click the "Save" to return to the Application Summary screen.

17. Click "Submit Application" too be taken to the Eligibility Results screen where the QE user is notified if the Resident is approved for Medicaid benefits.

18. If approved:

- **Presumptive Eligibility:** QE users can then click "View PE Card" to view their PE Card.

- **Breast or Cervical Cancer Treatment Program (BCCTP):** QE users can select "View BCCTP Card" to view their BCCTP Card.

If denied:

o **Both PE & BCCTP:** QE users are presented with the option to "Return to Dashboard"