

Delete Transaction

Students placed on the Student Database (SDB) at CNYRIC are matched monthly against the DOH Medicaid Eligibility File to determine which students from a school district, §4201 school, or county are Medicaid eligible. In order to maintain this file at a reasonable size, students no longer eligible to generate Medicaid reimbursement under the SSHSP/PSHSP program should be removed from the file.

CNYRIC will clean up the SDB automatically by removing students who have not matched the DOH Eligibility file every month, consecutively, for a three-year period. They also automatically delete students 23 years or older and students matched and not billed for three to six years. School districts, §4201 schools and counties will be given the opportunity each year to revise the time period for deletions or bypass this process.

In addition, school districts, §4201 schools and counties should remove students from the SDB at CNYRIC that have left their school district, §4201 school or county, or have been declassified and for whom all possible claims have been submitted and paid. Any student for whom there is an active claim outstanding may not be deleted from the SDB at CNYRIC. Please contact your Regional Information Center (RIC) for assistance when deleting a student from the SDB at CNYRIC.

The processing of delete transactions can be achieved through the current software package you are using or the new MEDWEB Site. Please refer to your software manual or contact your software support person for any processing questions.