

WISCONSIN DEPARTMENT OF HEALTH SERVICES
Division of Health Care Access and Accountability
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To: ACCESS Handbook Users

From: Shawn Smith, Bureau Director
Bureau of Enrollment Policy and Systems

Re: **ACCESS Handbook Release 15-01**

Release Date: January 16, 2015

Effective Date: January 16, 2015

EFFECTIVE DATE
Changes

3.4 Registration Information

The Getting Started section asks the user for basic information about the applicant like address and contact information. It also provides the option to select online delivery for customer correspondence. Only the fields marked with an asterisk are required.

New screen shot inserted.

3.5 Registration Summary

New screen shot inserted.

4.8 My Letters

This section is new with this release.

5.1.2 Reporting Changes Page

Note: The user will not be able to change his or her delivery method using Report My Changes. He or she will be directed to MyACCESS to change his or her preferred delivery method.

5.1.3.1 Change in Address and/or Phone Number Detail Page

If the user changes his or her email address while reporting changes, a banner will display indicating the email address change has been received and will result in a change to where his or her online notification will be sent. This change will not take effect until the change report has been processed by the agency.

New screen shot inserted.

6.4.2.1 Household Members

New screen shot inserted.

6.4.2.3 Reporting Household Changes

The Reporting Household Changes page displays after the user has indicated which household changes have occurred. On this page, the user can provide more detailed information about the type of change that he or she indicated on the previous page. For example, the user can indicate whether the household's contact information has changed, update his or her email address or report that someone is now pregnant.

New screen shot inserted.

If the user needs to make changes to the household address, phone number, change his or her e-mail information or delivery method, select "Change." The user will be able to update his information on the Household Members page.

New screen shot inserted.

**9 HMO Selection
Tool**

This chapter has been marked as reserved.

**12 ACCESS for
Partners and
Providers**

Large portions of text have been edited. The text changes are too numerous to list.