Expedite

Nursing Home User Training

Welcome To Expedite

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Expedite is Alabama Medicaid's new Medicaid Application Web Portal. Expedite is designed to provide a simple interface for users to complete and submit an electronic application for Medicaid benefits online.

Using Expedite ensures immediate receipt of Medicaid applications by the Medicaid Agency which in turn benefits eligible applicants by securing their accrual date. Uploading supplemental forms and trailing documents within the Expedite System also guarantees that these items are received in a timely manner and will remain associated to the correct online application.

Getting Started

Access the Expedite web portal
1. Open your Web Browser (Internet Explorer, Mozilla, Firefox, Safari, Opera, Google Chrome, etc.) to the Medicaid.Alabama.gov site.
2. Click **Apply for Medicaid**.
3. Click **Expedite Application**.
4. Select **Expedite**
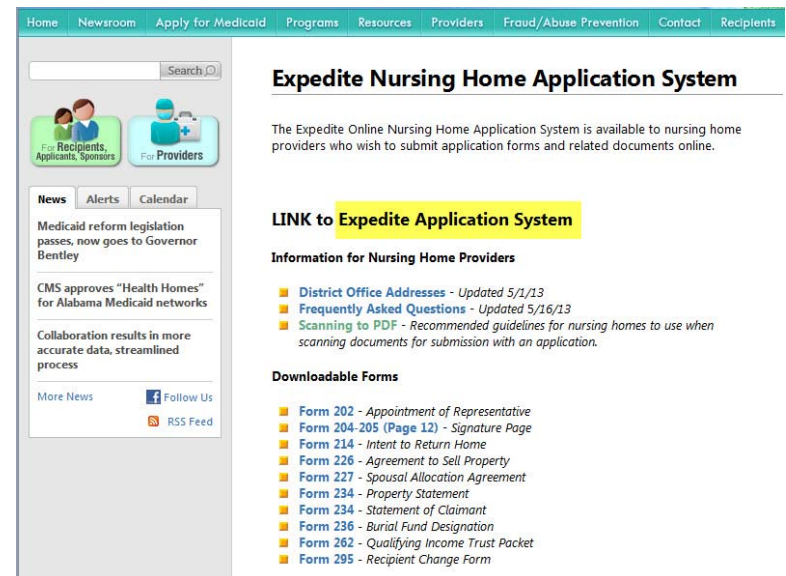
Register

Users new to the Expedite System must Register prior to using the site. Once the user registration has been approved, the Expedite System will generate a confirmation email.

1. Click Sign Up Now.
2. Completing the registration form.
   - Complete all registration fields.
   - An accessible, valid, and unique email address is required.
   - Enter the name of the Nursing Home Facility in the Company field.
   - Password must be at least 8 characters in length.
3. Read and check the box indicating you accept and agree to the statements and policies of this site.
4. Click Submit Registration.

NOTE: Keep in mind records are displayed according to the **Registered User**. Only those applications submitted by the **current user** are visible and/or searchable.

Sign in

User Name

Password

Forgot your password?

☐ Keep me signed in

Sign in

Sign up now, if you don't have an account.

Registration

To continue, you must be registered to use this site. Complete and submit the requested information.

Your name	First	Last
✉ Email Address	someone@example.com	
Company	Enter facilty name	
Telephone	(555) 555-5555	

How would you like to sign in?

👤 User Name	8-character minimum
Create Password	8-character minimum
Confirm Password	

☐ I accept and agree to the statements and policies of this site

Submit Registration

Sign In

Once new users have registered and received a registration confirmation email, they can begin to use the Expedite System.

1. Navigate to the Expedite home page.
2. Enter User Name.
3. Enter Password.
4. Click Sign in.

Eligibility and Enrollment Services
Elderly and Disabled Programs

Sign in

User Name

Password

Forgot your password?

☐ Keep me signed in

Sign in

Sign up now, if you don't have an account.

Manage Your Account

Expedite users can manage their own user accounts (i.e. name change, phone change, etc.). Account management options are located beneath the user profile menu. Click the drop down arrow and select a task to perform.

Manage Your Account
Users can update the following fields:

Name   Email
Company   Telephone

Change Your Password
Expedite passwords must be at least 8 characters in length.

Nursing Home Main Page

Alabama Medicaid Agency   Home   About   Contact   Dashboard   👤 administrator ▾

New Application Button

← Simplify Inc. (9)

Search Field: Name, SSN, Medicaid #, or Medicare #

Enter name, SSN, medicaid, or medicare number to search   [Search] [New Application]

Application Status Indicators

Betty Casey
25 Green Cowley Street, Los Angeles, MD 09057
I am rejecting this because we need your income statements.
incomplete
id XXX-XX-1042   created date 02 Sep 1989
dob 16 Mar 1989   reviewed today

Chadwick Sweeney
423 Clarendon Blvd., Honolulu, NC 73485
linguens bono manifestum et Pro quoque nomen vobis et fecit, non non rarendum quad si venit. eggredior. Multum et fecit, nomen
incomplete
id XXX-XX-7279   created date 18 Jan 1988
dob 20 May 1953   reviewed 29 Oct 1960

Kimberly Moody
67 North Green Hague Way, Tampa, AR 56283
saved
id XXX-XX-6595   created date 22 Jun 1959
dob 24 Feb 1997   modified 5 days ago

Neil Riddle
812 Green Old Drive, Columbus, NC 12345
processing
id XXX-XX-6248   created date 22 Oct 1995
dob 02 Dec 1994   processed 27 Mar 1999

Ricky Barton
329 West Hague Parkway, Oklahoma, AL 24486
pars pladior vobis bono nomen gravis gravis linguens et nomen quo Longam, pladior in gravis non linguens
rejected
id XXX-XX-1428   created date 14 Apr 1990
dob 15 Sep 1987   rejected 28 Aug 1995

Joyce Wood
20 North Rocky Fabien Way, Milwaukee, OH 26816
si linguens quad quo, pladior gravis linguens quantare eudis quad in nomen vobis et imaginator Multum
incomplete
id XXX-XX-3502   created date 19 Sep 1957
dob 03 Nov 1976   reviewed 12 Mar 1998

Joe Gonzales
83 New Way, Garland, LA 60611
accepted
id XXX-XX-0859   created date 24 Feb 1965
dob 15 May 1968   accepted 25 Apr 1959

Armando Harrington
37 Green New Parkway, Las Vegas, WA 32132
processing
id XXX-XX-5647   created date 02 Sep 2001
dob 06 Aug 1961   processed 21 Nov 1981

Joan Robles
329 West Hague Parkway, Oklahoma, PA 00104
processing
id XXX-XX-4214   created date 02 Oct 1990
dob 12 Mar 1992   processed 03 Mar 1956

Application Process

The Expedite system is an online version of the Alabama Medicaid Application. The online application is designed in sections imitating to a great degree the printed application.

Users may select to be "guided" through the application using the Continue button at the bottom of a page OR navigate directly to a specific page using the Navigational Menu at the top of page. It's important that applicants complete the entire application. Validation and conditional coding is in place within Expedite prohibiting the submission of an incomplete application.

Applicant	Sponsor, Legal, & Veteran Status	Living Arrangement	Residence
Sponsor	Spouse / Former Spouse	Veteran	Household Members
Income, Property, & Resources Sta...	Income	Property	Resources
Insurance & Personal Property Sta...	Insurance	Personal Property	Attachments

Save and Continue

Skip This Section

The Online Medicaid Application process provides the ability to save an application for completion at a later date. Saving an application does not submit it to the Alabama Medicaid Agency. Once an application has been saved, the applicant (or sponsor) may return at any time to finish the application and submit it for processing.

Attachments

Some sections of the online Medicaid Application require the attachment of documents and forms (e.g. bank statements, deeds to assets, etc.). In order to attach the required forms and documents you must first scan the hard copies.

The Expedite system accepts only files that have been saved and/or scanned in PDF format. PDF files are secure and because of their smaller size, efficient for use with the Expedite System. The maximum file size for Expedite attachments is 2 MB.

Select Attachment...

1. Click Select Attachment.
2. Browse to locate PDF file.
3. Select the PDF File to attach.
   - It is preferable that common files be scanned as one document as size permits. For example, if you have 5 bank statements to attach, applicants may be able to scan the bank statements together and upload them as one document depending on file size outcome.
   - Verify all attached files are legible.
4. Select Insert.

Attachment Overview

Applicant	Sponsor, Legal, & Veteran Status	Living Arrangement	Residence
Sponsor	Spouse / Former Spouse	Veteran	Household Members
Income, Property, & Resources Status	Income	Property	Resources
Insurance & Personal Property Status	Insurance	Personal Property	Attachments

1. Navigate to the Attachments section of Expedite.
2. Preview to verify each document belongs to the selected record, is complete, and is legible.

NOTE: You may continue to attach documents in the attachment area even after an application has been submitted.

⬅ **Attachments**

Follow all instructions given throughout the form. Answer each question completely and accurately.

Review or manage all your existing attachments. If you have any additional documentation, please use this screen to attach those files.

Select Attachment...

| PDF | INS-130612.pdf Insurance 3 KB Delete | PDF | INS-130612.pdf Insurance 3 KB Delete | PDF | INS-130612.pdf Insurance 3 KB Delete | PDF | INS-130612.pdf Insurance 3 KB Delete |

Finish and Continue

Required Forms

Online Medicaid Applications must be accompanied by the following two forms:

1. Completed Form 202 Appointment of Representative Document assigning Appointment of Representative to the Nursing Home Facility submitting the online application.
2. Signed Agreement and Affirmation Signature Page.

Both of the required forms can be downloaded from the Expedite Site located on the Alabama Medicaid Website (Medicaid.Alabama.gov).

1. Download forms to desktop or other location.
2. Print forms.
3. Complete and sign forms.
4. Scan forms in PDF File Format.
5. Upload scanned forms by clicking the Select Attachment button located on the Expedite Sponsor, Legal, and Veteran Status page.

NOTE: Expedite will not allow applications to be submitted without the inclusion of these two documents.

Trailing Documents

Documents received after an online application has been submitted are referred to as **Trailing Documents** and must be uploaded within the Attachment Section.

1. Sign in to Expedite.
2. Navigate to the Attachment section of Expedite.
3. Click **Select Attachment**.
4. Locate and upload the trailing documents.
5. Preview to verify document belongs to selected record, is complete, and is legible.

Medicaid Action

Once an application has been submitted via the Expedite System, Medicaid Staff review the information and either Accept or Reject the submission.

- Accept

If **accepted**, the application remains coded as processing and is moved to the next step in the eligibility determination process.

District Office Use Only
Follow all instructions given throughout the form. Answer each question completely and accurately.

DISTRICT OFFICE REVIEW

I acknowledge that I have reviewed the contents of the application and the supporting documentation. Does this applicant and/or application meet the Agency's current application submission process for the Elderly and Disabled Program?

⦿ Yes ○ No

Please provide a brief explanation why this application is being rejected or incomplete.

Accept This Application

- Reject

If **rejected**, the application is coded as incomplete within Expedite and must be edited as indicated in the "explanation" and resubmitted.

District Office Use Only
Follow all instructions given throughout the form. Answer each question completely and accurately.

DISTRICT OFFICE REVIEW

I acknowledge that I have reviewed the contents of the application and the supporting documentation. Does this applicant and/or application meet the Agency's current application submission process for the Elderly and Disabled Program?

○ Yes ⦿ No

Please provide a brief explanation why this application is being rejected or incomplete.

Reject This Application

Status Codes

The status code reflects the step an application is currently in within the application process.

Saved	Application previously initiated but not submitted.
Submitted	Application submitted awaiting processing.
Processing	Application submitted and being processing.
Incomplete	Application returned following submission for updating and resubmission.
Accepted	Application accepted for eligibility consideration.
Rejected	Application rejected for eligibility consideration.

Editing an Application

Expedite Applications may only be edited by the submitting user. Submitting users may only edit an application when it is in either a "Saved" or "Incomplete" Status.

Edit View

Status Code =   **Saved**
                      Incomplete

Read Only View

              Status Code =   **Submitted**
                                    Processing
                                    Accepted
                                    Rejected