



**To:** CBAS Centers  
**From:** IEHP – Provider Relations  
**Date:** June 15, 2017  
**Subject:** **CBAS Center Monthly Member Reconciliation**

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Effective **July 1, 2017**, Inland Empire Health Plan (IEHP) will require that all CBAS Centers utilize the attached Member Reconciliation Report to account for their IEHP Member census. Please provide any pertinent information including but not limited to, Member relocations or changes in Member health.

The Member Reconciliation Report will allow IEHP to appropriately manage IEHP Members in attendance at each facility.

IEHP will distribute a Member Reconciliation Report to each facility on the first business day of each month. The completed Member Reconciliation Report should be faxed to the IEHP Transition of Care Team at (909) 890-4632 by the **10<sup>th</sup> of each month**.

This process will apply to all IEHP Members, regardless of IPA or Line of Business.

As a reminder, all communications sent by IEHP can also be found on our Provider portal at the following address: <https://ww3.iehp.org/en/providers/correspondence/>.

Should you have any comments and/or questions, please contact the Provider Relations Team at (909) 890-2054.

**Enclosure:** Sample Member Reconciliation Report



Inland Empire Health Plan

**Community Base Adult Services (CBAS)**

Facility Name: CBAS Facility Name
Report for month of: June 2017

* Date Submitted:
* Submitted by:
* Contact #:

**\* Required Fields**

Facility	Reference #	Member First Name	Member Last Name	Member ID #	LOB	Auth Approved From	Auth Approved Thru	* Last Date of Attendance	* Date Mbr was D/C'd from facility (MUST SEND D/C SUMMARY TO 909-890-4632)
CBAS Facility Name	H1234567	John	Doe	199901234***	CCI	05/01/17	10/31/17		
CBAS Facility Name	H1234567	Jane	Doe	199901234***	MED	04/01/17	09/30/17		
CBAS Facility Name	H1234567	John	Smith	199901234***	MED	02/01/17	07/31/17		
CBAS Facility Name	H1234567	Jane	Smith	199901234***	MED	05/25/17	06/25/17		
CBAS Facility Name	H1234567	First	Last	199901234***	MED	06/01/17	11/30/17		
CBAS Facility Name	H1234567	First	Last	199901234***	MED	01/01/17	06/30/17		
CBAS Facility Name	H1234567	First	Last	199901234***	CMC	05/01/17	10/31/17		
CBAS Facility Name	H1234567	First	Last	199901234***	MED	02/01/17	07/31/17		
CBAS Facility Name	H1234567	First	Last	199901234***	CMC	04/01/17	09/30/17		
CBAS Facility Name	H1234567	First	Last	199901234***	MED	03/01/17	08/31/17		
CBAS Facility Name	H1234567	First	Last	199901234***	MED	06/01/17	11/30/17		
CBAS Facility Name	H1234567	First	Last	199901234***	CMC	09/25/16	09/25/17		
CBAS Facility Name	H1234567	First	Last	199901234***	MED	05/23/17	06/23/17		
CBAS Facility Name	H1234567	First	Last	199901234***	CCI	01/01/17	06/30/17		
CBAS Facility Name	H1234567	First	Last	199901234***	MED	01/12/17	06/30/17		
CBAS Facility Name	H1234567	First	Last	199901234***	MED	01/20/17	06/30/17		
CBAS Facility Name	H1234567	First	Last	199901234***	MED	03/01/17	08/31/17		
CBAS Facility Name	H1234567	First	Last	199901234***	MED	06/01/17	11/30/17		
CBAS Facility Name	H1234567	First	Last	199901234***	MED	05/23/17	06/23/17		
CBAS Facility Name	H1234567	First	Last	199901234***	MED	01/01/17	06/30/17		
CBAS Facility Name	H1234567	First	Last	199901234***	MED	01/12/17	06/30/17		
CBAS Facility Name	H1234567	First	Last	199901234***	CMC	01/01/17	06/30/17		
CBAS Facility Name	H1234567	First	Last	199901234***	MED	04/19/17	09/30/17		
CBAS Facility Name	H1234567	First	Last	199901234***	MED	02/01/17	07/31/17		