

Welcome To Expedite

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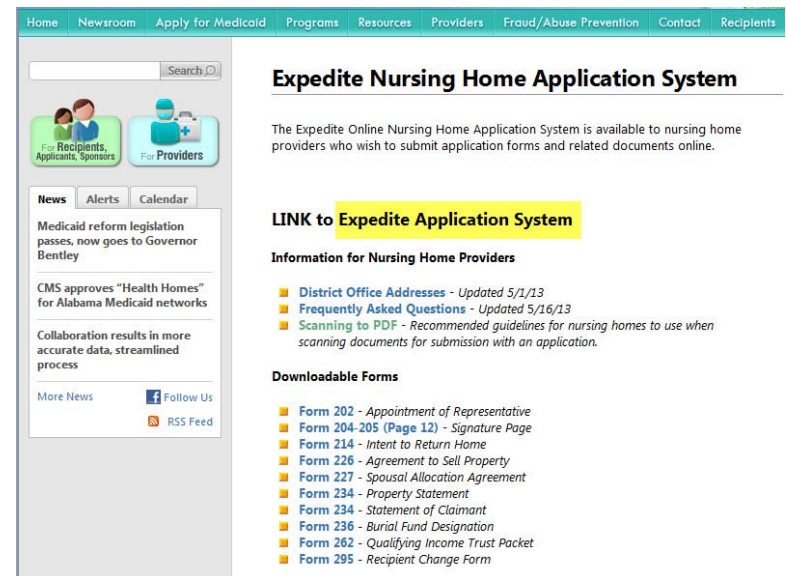
Expedite is Alabama Medicaid's new Medicaid Application Web Portal. Expedite is designed to provide a simple interface for users to complete and submit an electronic application for Medicaid benefits online.

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.
 - Username and 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

[Forgot your password?](#)

Keep me signed 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

Company

Telephone

How would you like to sign in?

8-character minimum

8-character minimum

I accept and agree to the [statements and policies](#) of this site

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.



Sign in

[Forgot your password?](#)

Keep me signed in

[Sign in](#)

[Sign up now, if you don't have an account.](#)

Manage Your Account

Alabama Medicaid Agency

Home About Contact Dashboard

administrator

Manage Your Account
Change Password
Sign out

Manage Your Account

Change your profile settings.

Your Name

Email Address

Company

Telephone

[Save Settings](#)

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

← Simplify Inc. (9)

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

Enter name, SSN, medicaid, or medicare number to search

**New Application
Button**

Search New Application

**Application Status
Indicators**

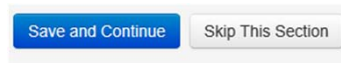
Betty Casey 25 Green Cowley Street, Los Angeles, MD 09057 I am rejecting this because we need your income statements. incomplete	id XXX-XX-1042 dob 16 Mar 1989	created date 02 Sep 1989 reviewed today
Chadwick Sweeney 423 Clarendon Blvd., Honolulu, NC 73485 linguens bono manifestum et Pro quoque nomen vobis et fecit, non non rarendum quad si venit. eggreior. Multum et fecit, nomen incomplete	id XXX-XX-7279 dob 20 May 1953	created date 18 Jan 1988 reviewed 29 Oct 1960
Kimberly Moody 67 North Green Hague Way, Tampa, AR 56283 saved	id XXX-XX-6595 dob 24 Feb 1997	created date 22 Jun 1959 modified 5 days ago
Neil Riddle 812 Green Old Drive, Columbus, NC 12345 processing	id XXX-XX-6248 dob 02 Dec 1994	created date 22 Oct 1995 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 dob 15 Sep 1987	created date 14 Apr 1990 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 dob 03 Nov 1976	created date 19 Sep 1957 reviewed 12 Mar 1998
Joe Gonzales 83 New Way, Garland, LA 60611 accepted	id XXX-XX-0859 dob 15 May 1968	created date 24 Feb 1965 accepted 25 Apr 1959
Armando Harrington 37 Green New Parkway, Las Vegas, WA 32132 processing	id XXX-XX-5647 dob 06 Aug 1961	created date 02 Sep 2001 processed 21 Nov 1981
Joan Robles 329 West Hague Parkway, Oklahoma, PA 00104 processing	id XXX-XX-4214 dob 12 Mar 1992	created date 02 Oct 1990 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	Applicant Status	Residence	Sponsor
Spouse / Former Spouse	Veteran	Living Arrangement	Household Members
Income Status	Income	Property	Resources
Insurance Status	Insurance	Personal Property	Attachments

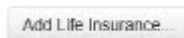
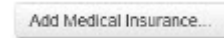


The Online Medicaid Application process provides the ability to save an application for completion at a later date. Saving an application does not submit it to the Alabama Medicaid Agency. Once an application has been saved, the applicant (or sponsor) may return at any time to finish the application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

Attachments

Some selections 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.

A rectangular button with a light gray background and a thin border, containing the text "Select Attachment..." in a small, dark font.A rectangular button with a light gray background and a thin border, containing the text "Add Life Insurance..." in a small, dark font.A rectangular button with a light gray background and a thin border, containing the text "Add Medical Insurance..." in a small, dark font.

1. Click Select Attachment.
2. Browse to locate PDF file.
3. Navigate to the location where you saved the PDF file to be uploaded.
4. 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.
5. Select Insert.

Attachment Overview

Applicant	Applicant Status	Residence	Sponsor
Spouse / Former Spouse	Veteran	Living Arrangement	Household Members
Income Status	Income	Property	Resources
Insurance 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 even after an application has been submitted.







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

← 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...

 PRO-130516.pdf Property 620 KB	 INC-130518.pdf Income 620 KB	 RES-130520.pdf Resource 620 KB
 SPO-130520.pdf Sponsor 620 KB	 LEG-130520.pdf Legal 620 KB	 INS-130520.pdf Insurance 620 KB

Next Section

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.

1. Download forms to desktop or other location.
2. Print forms to be completed and signed.
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.

← 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...



PRO-130516.pdf
Property
620 KB



INC-130518.pdf
Income
620 KB



RES-130520.pdf
Resource
620 KB



SPO-130520.pdf
Sponsor
620 KB



LEG-130520.pdf
Legal
620 KB



INS-130520.pdf
Insurance
620 KB

Next Section

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

← 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



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

- Reject

← 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



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

Status Codes

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

Saved

Application previously initiated but not submitted.

Processing

Application completed and submitted.

Incomplete

Application returned following submission for updating and resubmission.

Accepted

Application accepted for eligibility consideration.

Rejected

Application rejected for eligibility consideration.

Application In **Edit** View

Status Code = Saved
 Incomplete

Application In **Read Only** View

Status Code = Submitted
 Processing
 Accepted
 Rejected