**MEMORANDUM**

**TO: All Staff**

**FROM:**

**RE: Burial Claims Inquiries**

 **DATE: 11/14/16**

Funeral homes and/or cemeteries may try to contact Local Offices or Regional Administrative Assistants for information or to submit documents. It is important to refer the funeral home or cemetery representative to the proper process. The Burial Claims unit assumed all burial claims processing statewide effective July 2016. Previously burial claims were processed in the Local Office by Regional Administrative Assistants.

It is also good to note that documents will not be considered received until accepted at the correct location for burial claims processing. Funeral homes should be directed to submit paperwork directly to the Burial Claims Unit. We want to ensure consistency for the funeral homes or cemeteries.

Please refer calls or emails about Burial Claims to

**Email**- Indianaburialclaims.fssa@fssa.in.gov

**Fax**-317-234-5075

**Phone-** 317-234-1412

**Address-**

Medicaid Medical Review Team/Burial Claims

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