




Susana Martinez, Governor
Sidonie Squier, Secretary
Julie B. Weinberg, Director

INTERDEPARTMENTAL MEMORANDUM
MAD-GI: 14-05
DATE: August 25, 2014

TO: ISD AND MAD STAFF

FROM:  JULIE B. WEINBERG, DIRECTOR, MEDICAL ASSISTANCE DIVISION

THROUGH:  ROY BURT, BUREAU CHIEF, ELIGIBILITY SERVICES BUREAU

BY:  RENAY MARTINEZ, ELIGIBILITY SERVICE BUREAU

**SUBJECT: PROCEDURE FOR HANDLING CORRESPONDENCE RECEIVED FOR
"NOTICE TO KNOWN CREDITORS"**

GENERAL INFORMATION

This GI is in reference to understanding the procedure and the importance of forwarding correspondence referencing "Notice to Known Creditors," to the appropriate Division of the Human Services Department. This type of correspondence is very important in the Estate Recovery process conducted by the State of New Mexico Human Services Department and Health Management Systems Inc. (HMS).

The "Notice to Known Creditors," has deadlines and if not acted on in a timely manner, the State would not be able to recover the funds that are due to the State from the estate of a Medicaid client.

When the ISD field office receives a "Notice to Known Creditors," the county office should forward the correspondence immediately to the following address:

Medical Assistance Division
Attention: Estate Recovery
PO Box 2348
Santa Fe, NM 87504-2348

Please direct questions regarding this material to Renay Martinez at Renee.Martinez12@state.nm or phone (505) 476-6867. Thank you for your cooperation.

Attachment

4B-301

STATE OF NEW MEXICO
IN THE PROBATE COURT
_____ COUNTY

No. _____

IN THE MATTER OF THE ESTATE OF
_____, DECEASED.

NOTICE TO KNOWN CREDITORS¹

NOTICE IS HEREBY GIVEN that the undersigned has been appointed personal representative of this estate. All persons having claims against this estate are required to present their claims within two (2) months after the date of the first publication of any published notice to creditors or the date of mailing or other delivery of this notice, whichever is later, or the claims will be forever barred. Claims must be presented either to the undersigned personal representative at the address listed below, or filed with the Probate Court of _____ County, New Mexico, located at the following address:

Dated: _____

Signature of personal representative

Printed name

Street address

City, state and zip code

Telephone number

USE NOTE

1. See Sections 45-3-801 to 45-3-803 NMSA 1978 for notice to creditors.