**KyHealthNet Instructions for Medicaid Site**

* Enter https://www.kymmis.com
* Click KYHealthNet on left hand side
* Enter Username Transfor
* Enter Password Suite402! or Suite582! (Password is changed monthly by Renee)
* Click Sign In
* Click KYHealthNet on left hand side
* Click the Member at the top of the screen
* Click Eligibility Verification on left hand side
* Under Select Lookup Type, choose either Member ID Lookup or SSN Lookup in the dropdown box.

Enter either the Medicaid # or Social Security #

* Enter the From Date of Service and the To Date of Service you wish to check i.e. 04/01/2016 to 05/31/2016
* Service Type stays as Health Plan Coverage
* Click Search
* Verify you have the right person
* Scroll thru and review MCO and date spans for Active Eligibility, Expired Eligibility, Change of MCO, Warnings or possible Primary Insurance & Secondary Insurance Issue
* Log out and sign out when done