

ISANTI COUNTY HEALTH & HUMAN SERVICES DIVISION
PROCEDURE FOR OBTAINING A CERTIFICATE OF CLEARANCE
FOR MEDICAL/PUBLIC ASSISTANCE CLAIMS

An attorney, a title company representative, or a beneficiary of an estate may request clearance of Medical Assistance (MA) and public assistance claims.

The person requesting clearance must complete and provide to Isanti County an application for certificate of clearance containing the decedent's full name, Social Security number, and date of birth. In addition, they must provide the proposed partially-completed certificate of clearance with the requester's name and address in the "drafted by" portion of the document. The preferred method for requests is forwarding fillable forms via encrypted email to the agency's Collection Officer at lynette.guderian@co.isanti.mn.us.

There are several application and clearance certificate forms depending upon the estate's situation. Isanti County cannot provide forms or give advice as to which forms should be used. Forms include, but are NOT limited to, the following, which may be found on the Minnesota Department of Human Services website:

- DHS-5893 [Transfer on Death Deed Application for a Medical Assistance Clearance Certificate](#)
- DHS-5893A [Medical Assistance Clearance Certificate for a Transfer on Death Deed](#)
- DHS-5893B [Medical Assistance Clearance Certificate](#)
- DHS-6165A [Decree of Descent Application for a Medical Assistance Clearance Certificate](#)
- DHS-6165B [Medical Assistance Clearance Certificate for a Decree of Descent](#)

Some attorneys and title companies use forms that they have drafted on their own. These are acceptable.

By statute, Isanti County has 15 working days after receiving the application to research and process the clearance certificate. The requester is responsible for making a timely request in order to meet deadlines, such as court hearings or real estate closings.

The completed clearance certificate will be mailed to the requester, unless other arrangements are requested.