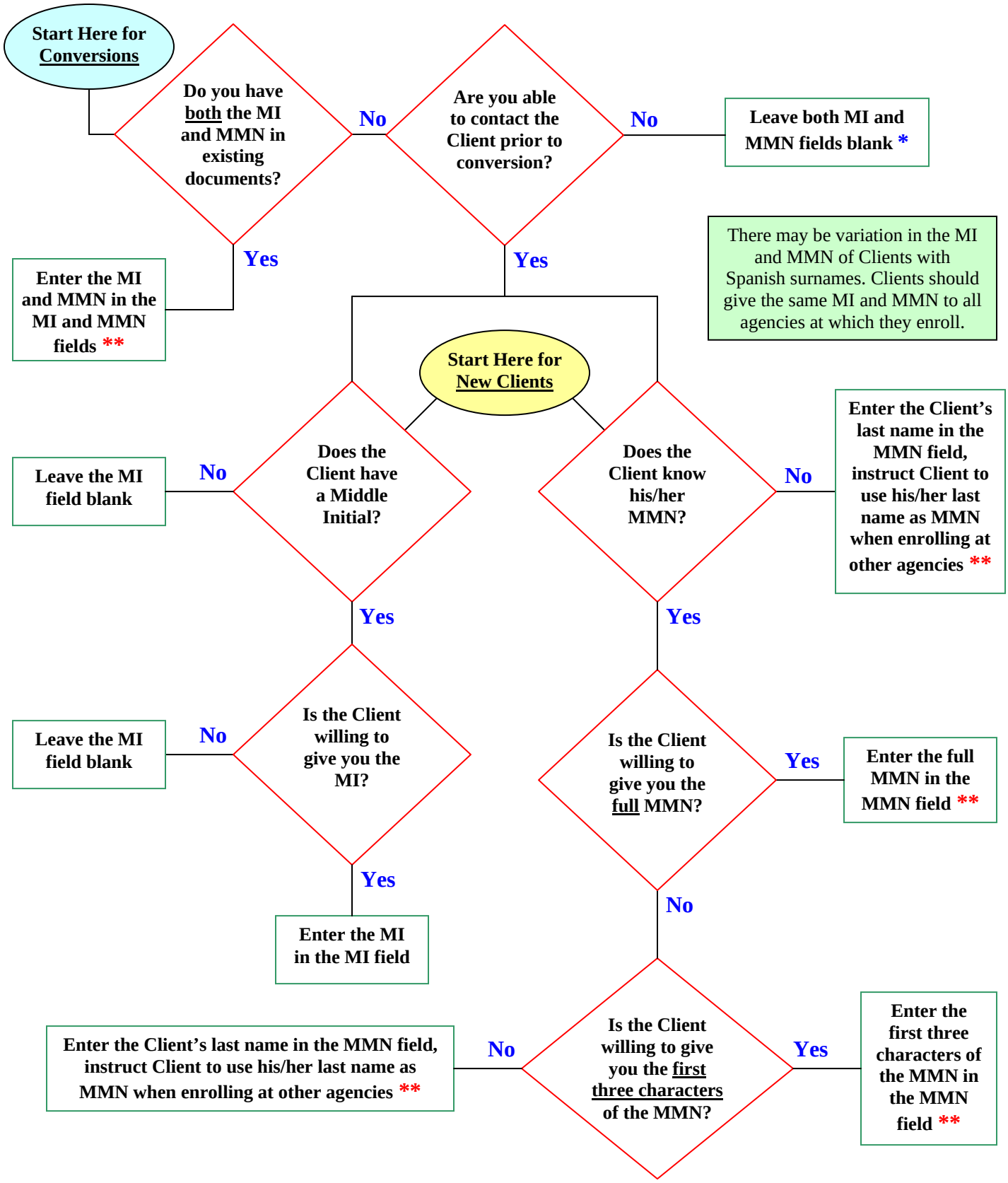
Decision Tree for Collecting Middle Initial (MI) and Mother's Maiden Name (MMN)



* During conversion, if the MMN field is blank, the conversion program will substitute 999 and create a Client Alert indicating that the MMN is missing and should be collected. Users should not enter 999 in the MMN field if they cannot obtain the MMN.

** If the MMN (or Client's last name) is less than three characters long (such as Le, Ng, O, Wu), providers should enter the name and leave the remaining characters blank.