



**MEDICAL CARE POLICY ADMINISTRATION  
DEPARTMENT OF HEALTH AND MENTAL HYGIENE**

201 WEST PRESTON STREET • BALTIMORE, MARYLAND 21201

Parris N. Glendening  
Governor

Martin P. Wasserman, M.D., J.D.  
Secretary

**MARYLAND MEDICAL ASSISTANCE PROGRAM**

Managed Care Organization Transmittal No. 11

March 29, 1999

Managed Care Organizations

Hospitals

Prenatal Care Providers

Pediatric Care Providers

FROM: Susan Tucker, Acting Director  
Medical Care Policy Administration

Procedures for Assuring Access to Care for Newborns of Women Enrolled in  
Managed Care Organization on the Date of Birth

\*\*\*\*\*

Newborns are one of the most vulnerable populations in the Medical Assistance Program. Most newborns with Medical Assistance coverage are born to women enrolled in Managed Care Organizations (MCOs) at the time of birth. This transmittal will explain the responsibilities of the Managed Care Organizations to ensure that newborns receive all necessary medical services in a timely manner. It will also help prenatal care providers, hospitals, and primary care providers to understand newborn enrollment procedures and other requirements under the HealthChoice Program in order to ensure payment for medically necessary services.

**Prenatal Care Providers**

COMAR 10.09.65.08.B(4) requires that an MCO is responsible for linking the pregnant women with a pediatric provider before delivery. The prenatal provider can assist in this process by informing pregnant women of this requirement. Since the newborn will be enrolled in the same MCO as the mother is enrolled in at the time of delivery, it would be helpful if the prenatal care provider would:

At registration, instruct pregnant women to notify the MCO of their pregnancy and their expected date of delivery;

2. Prior to the eight month of pregnancy instruct the pregnant woman to contact the MCO for assistance in choosing a provider for the newborn;
3. Document the pregnant woman's choice of pediatric provider in the medical record;
4. Advise pregnant women that they should be prepared to name the newborn at birth. The hospital needs the newborn's name to fill out the Medical Assistance form, "Hospital Report of Newborn," DHMH 1184. This will activate the newborn's MA number and, if the mother is in HealthChoice, enrollment of the newborn in the mother's MCO.

### **Hospital Providers** —

While COMAR 10.09.63.02.E (1) requires MCOs to report newborns, the Department understands that the MCOs have delegated this responsibility to their contracted hospitals. Therefore, hospitals should continue to notify the Department of all births to both regular Medical Assistance recipients and HealthChoice members. Hospitals and MCOs can assist in the enrollment of newborns by following the procedures set forth below:

Filling out the Hospital Report of Newborns, DHMH 1184 (see attachment 1). It is recommended that the hospital include DHMH 1184 in the admission packet along with birth certificate information. The hospital staff must fill out the DHMH 1184 form immediately after the baby is born.

2. The critical fields on the DHMH 1184 form which must be completed are:
  - 1) Mother's Medical Assistance number;
  - 2) Mother's name; - Last, First, M.I.;
  - 3) Mother's social security number;
  - 4) Mother's date of birth;
  - 5) Newborn's full name - Last, First, M.I.;
  - 6) Newborn's date of birth - Month/Day/Year;
  - 7) Newborns' sex;
  - 8) Complete name of hospital (be specific as there are several "Memorial" hospitals)
  - 9) Hospital address
  - 10) Printed name of person completing form
  - 11) Signature of person completing form
  - 11) Date form was completed
  - 12) Telephone number of person completing form
3. Faxing the form to the Department of Health and Mental Hygiene - Recipient Master File Unit at (410) 333-7012.

If the DHMH 1184 form is filled out correctly, the Department will place the baby on the Medicaid eligibility system within 1 to 2 days. The Department will mail to the hospital the newborn's temporary Medical Assistance number and, if applicable, the mother's MCO as listed on the date of delivery. The newborn will be enrolled in the same MCO that the mother is

enrolled in on the date of delivery. The hospital can use this information to bill the correct MCO or the Medical Assistance Program (if the mother was not in an MCO on the date of birth).

### **Professional care for newborns in the hospital**

MCOs are responsible for payment of in-patient hospital care and professional services rendered to newborns of HealthChoice enrollees. MCOs must assure that they have a sufficient network of providers to render newborn care in the hospital. Should an out-of-network provider render the initial newborn care, COMAR 10.09.65.20.A.1(f) requires that the MCO pay for an initial medical examination of the newborn when the: (i) examination is performed in the hospital by an on-call physician, and (ii) the MCO failed to provide for the service before the newborn's discharge from the hospital. Under these circumstances the out-of plan providers must bill the MCO for newborn care, history and examination using - CPT 99431. The MCO should pay the on-call provider the in-network rate but no less than \$25.00.

Hospitals can assist providers rendering newborn services in identifying which MCO should be billed for the professional services by informing them of which MCO the mother is enrolled, if applicable. If the mother is not in an MCO but has or is applying for Medical Assistance, the Medical Assistance Program should be billed for the care.

### **Pediatric care for newborns after hospital discharge**

It is the responsibility of the provider to determine if the mother of a newborn is enrolled in an MCO prior to rendering care. Upon receipt of the Hospital Report of Newborn report the Department enrolls the newborn in the same MCO as the mother is enrolled in at the time of delivery. Since MCOs are not required to reimburse out-of-network providers for unauthorized office visits, the pediatric provider can ensure payment for medically necessary services by following the procedures set forth below:

If the mother has chosen a primary care provider (PCP) for the newborn prior to birth, she will know who to call to arrange for the first pediatric appointment. The PCP's staff can contact the MCO prior to the appointment to ensure that they have been assigned as the PCP for the baby.

2. If the mother has not chosen a PCP for her baby and she calls to make an appointment or drops in for a visit, the PCP's staff can proceed as follows:

If the newborn has a Medical Assistance card but no MCO card, call the Maryland Medical Care Programs Eligibility Verification System (EVS). Telephone numbers for EVS are: (410) 333-3020 (Metropolitan Baltimore) or 1-800-492-2134. Enter the newborn's number and two-digit name code. If the newborn has been enrolled in HealthChoice, EVS will give you the MCO and phone number to contact. Call the MCO to request that you be assigned as the PCP for the newborn. If this

cannot be arranged, specifically request authorization for the services you want to render and direct the mother to contact the MCO regarding the PCP selection process.

- b** Even if the newborn does not have a Medical Assistance card, you can still call EVS to find out if the baby has been placed on Medical Assistance with a temporary number. Enter first nine digits of the **mother's** Medical Assistance number and for the last two digits use 01 (first child) or 02 (second child), etc. Use the newborn's two-digit name code. If the newborn is not on Medical Assistance, instruct the mother to call 1-800-456-8900 to ask for assistance.

If the newborn is not on EVS, you can find out what MCO the mother was enrolled in on the date the baby was born by calling EVS. Enter the mother's 11 digit Medical Assistance number or social security number, the mother's two-digit name code and the newborn's date of birth.

- d** Once you find out which MCO the mother was enrolled in at delivery, call that MCO regarding services for the newborn. The newborn will be enrolled in the same MCO the mother was enrolled in on the newborn's date of birth. Request that you be assigned as the PCP for the newborn. If this cannot be arranged specifically request authorization for the services you want to render and direct the mother to contact the MCO regarding the PCP selection process.
- e** If the mother has difficulty contacting her MCO she should call the HealthChoice Enrollee Action Line at 1-800-284-4510.

Your cooperation with these guidelines will help ensure that this vulnerable population has access to care. Please direct any questions on this transmittal to the Medical Care Policy Administration, Division of Outreach and Women's Services, at (410)767-6750.

DEPARTMENT OF HEALTH AND MENTAL HYGIENE  
MARYLAND MEDICAL ASSISTANCE PROGRAM

**HOSPITAL REPORT OF NEWBORNS**

**PLEASE PRINT AND ANSWER EACH QUESTION**

Mother's Medical Assistance Number

Mother's Name  Last  First  M.I.

Mother's Social Security #           Date of Birth     
M D Y

Mother's Address

Is mother enrolled in an HMO? Yes  No

If yes, mother's HMO  HMO Authorization No.

Last	Full Name of Newborn(s) First	M.I.	Birth Date Mo/Day/Yr	Sex	DHMH Use Only MA Number Assigned
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature of Mother

Name of Hospital  MA Provider No

Address

Printed Name of Person Completing Form

Signature of Person Completing Form

Date

Telephone Number

**MAIL FORM IMMEDIATELY TO:**  
**Recipient Master File Unit**  
Medical Care Operations Administration  
201 West Preston Street, Room # SS7C,  
Baltimore, Maryland 21201

**DHMH Use Only**

Date Received   
Date Processed

**NOTE** Since automatic eligibility for the newborn is dependent on the mother being eligible for and receiving Medical Assistance at the time of the child's birth, it is advisable to confirm, through the Eligibility Verification System (EVS), the mother's eligibility status on the date of delivery.