

**SAMPLE LETTER TO MCOS FROM DHMH  
UNABLE TO PROCESS TRANSACTION**

MCO

Attention:

Recipient:

Dear

Enclosed is a copy of a very low birth weight form that your MCO submitted in order to receive the enhanced capitation rate for this newborn. We are unable to process this transaction for the following reason(s):

- \_\_\_\_\_ DHMH did not receive notification of the low birth weight within the nine-month time frame required under COMAR 10.09.65.19.A.(7).
- \_\_\_\_\_ DHMH has not been notified of the birth of this newborn; therefore, no eligibility has been established in MMIS. Please submit an 1184 to report the birth.
- \_\_\_\_\_ The Division of Vital Records has established that the birth weight of the baby exceeds 1500 grams. If the recorded birth weight is in error, please have the hospital contact the Division of Vital Records to get the birth record corrected.

If you have any further questions or concerns, please contact Ms. Robin Rowell at 410-767-5318 or Ms. Angela Powell at 410-767-5321.

Enclosures

cc: Mr. Mark Barnstorf  
Ms. Shirley Maas