

**Affected Programs:** BadgerCare Plus, Medicaid

**To:** Family Planning Clinics, Federally Qualified Health Centers, Hospital Providers, Nurse Midwives, Nurse Practitioners, Physician Assistants, Physician Clinics, Physicians, Prenatal Care Coordination Providers, Rural Health Clinics, HMOs and Other Managed Care Organizations

## Changes to Newborn Reporting

This *ForwardHealth Update* describes changes to the process for reporting the birth of a baby.

ForwardHealth is changing how it processes newborn reports. Effective on and after February 1, 2011, ForwardHealth will no longer accept newborn reports from providers that list multiple babies. Instead, one Newborn Report form, F-1165 (01/11), must be completed and submitted to ForwardHealth for each baby born to a woman enrolled in BadgerCare Plus or Medicaid. Providers may refer to the Attachment of this *ForwardHealth Update* for the revised Newborn Report form.

Providers are encouraged to submit a Newborn Report form soon after a baby is born to avoid a delay in establishing the baby's enrollment in BadgerCare Plus or into the mother's BadgerCare Plus HMO. Reporting newborns is not mandatory; however, providers are required to complete the Newborn Report form if newborns are reported to ForwardHealth.

Newborn Report forms may be submitted by fax to (608) 224-6318 or by mail to the following address:

ForwardHealth  
PO Box 6470  
Madison WI 53716

ForwardHealth is working to develop additional options by which completed Newborn Reports may be submitted electronically.

For privacy and security purposes, Newborn Report forms *cannot* be submitted via e-mail.

Newborn Report forms should be submitted only for babies born to women enrolled in BadgerCare Plus or Medicaid. Newborns may be enrolled through the Express Enrollment (EE) process only if the mother is *not* enrolled in BadgerCare Plus or Medicaid at the time of birth. The mother may also apply for eligibility for her baby through her local county or tribal social services agency.

### Indicate a Name on Newborn Reports

ForwardHealth has revised the Newborn Report form. Effective on and after February 1, 2011, providers are required to submit the revised Newborn Report form and indicate the baby's name on the form. The baby's name is required to prevent delays in establishing member enrollment and to avoid assigning multiple ID numbers for the baby. Other versions of the Newborn Report form or forms submitted with a name other than the baby's name (e.g., Boy Smith) will be returned to providers unprocessed, with the following exceptions:

- If a baby is being adopted or entering foster care and has not received a name yet.
- If the baby has not received a name due to religious or cultural reasons.

Forms will be returned in the manner in which they were submitted and to the contact person indicated on the Newborn Report form.

Providers are required to check the box on the revised Newborn Report form that indicates why the baby has not received a name.

*Note:* Providers should indicate a note saying, “Actual Name” in the Name — Newborn field on the form when a baby’s name is actually “Baby,” “Boy,” “Girl,” or a similar type of permanent name.

### **Reporting the Birth of a Newborn**

Hospitals, physicians, nurse practitioners, nurse midwives, and BadgerCare Plus or Medicaid HMOs may submit Newborn Report forms to report babies born to BadgerCare Plus and Medicaid members.

Physicians, nurse practitioners, and nurse midwives should submit a Newborn Report *only* if the mother is *not* enrolled in a BadgerCare Plus HMO and the birth occurs *outside* a hospital setting. Otherwise, the hospital *or* BadgerCare Plus HMO completes the form. If a mother is enrolled in a BadgerCare Plus HMO but has her baby outside the HMO network, the hospital provider or HMO is responsible for reporting the birth to ForwardHealth.

Hospital providers or HMOs should complete and submit *one* Newborn Report form for a newborn, depending on the enrollment status of the mother. For example, if the mother is enrolled in an HMO, the HMO *or* the hospital should submit the form. Providers should not submit duplicate forms.

The Newborn Report form should be submitted to ForwardHealth even in instances in which the baby is born alive but does not survive or if the baby is not staying with the mom after birth.

The *ForwardHealth Update* is the first source of program policy and billing information for providers.

Wisconsin Medicaid, BadgerCare Plus, SeniorCare, and Wisconsin Chronic Disease Program are administered by the Division of Health Care Access and Accountability, Wisconsin Department of Health Services (DHS). The Wisconsin Well Woman Program is administered by the Division of Public Health, Wisconsin DHS.

For questions, call Provider Services at (800) 947-9627 or visit our Web site at [www.forwardhealth.wi.gov/](http://www.forwardhealth.wi.gov/).

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# **ATTACHMENT**

## **Newborn Report**

(A copy of the “Newborn Report” is located on the following page.)

## FORWARDHEALTH NEWBORN REPORT

ForwardHealth requires certain information to enable the programs to authorize and pay for medical services provided to eligible members.

Members are required to give providers full, correct, and truthful information for the submission of correct and complete claims for reimbursement. This information should include, but is not limited to, information concerning enrollment status, accurate name, address, and member identification number (DHS 104.02[4], Wis. Admin. Code).

Under s. 49.45(4), Wis. Stats., personally identifiable information about program applicants and members is confidential and is used for purposes directly related to ForwardHealth administration such as determining eligibility of the applicant, processing prior authorization (PA) requests, or processing provider claims for reimbursement. Failure to supply the information requested by the form may result in denial of PA or payment for the service.

The use of this form is mandatory when notifying ForwardHealth of a newborn born to a Medicaid or BadgerCare Plus member.

### INSTRUCTIONS

Type or print clearly. All requested information must be provided.

In multiple birth situations, a separate Newborn Report must be filled out for each birth. For more information on newborn reporting, contact Provider Services at (800) 947-9627. Submit completed forms via fax at (608) 224-6318 or by mail to the following address:

ForwardHealth  
PO Box 6470  
Madison WI 53716

### SECTION I — HOSPITAL (OR OTHER PROVIDER) INFORMATION

Name — Hospital (or Other Provider)

Hospital's National Provider Identifier	Taxonomy Code	Practice Location ZIP+4 Code
Name and Telephone Number — Contact Person (Required)		Fax Number — Contact Number (If form is to be returned.)

### SECTION II — NEWBORN INFORMATION

Name — Newborn (First, Middle Initial, Last)	No first name available due to: <input type="checkbox"/> Baby going into foster care/adoption. <input type="checkbox"/> Cultural/religious reasons.	Gender
Date of Birth (MM/DD/CCYY)	Date of Death, If Applicable (MM/DD/CCYY)	
Multiple Births (If yes, complete a form for each birth.) <input type="checkbox"/> Yes <input type="checkbox"/> No	Newborn Weight Is Less Than 1200 Grams <input type="checkbox"/> Yes <input type="checkbox"/> No	

### SECTION III — MOTHER INFORMATION

Name — Mother (First, Last)	Member ID — Mother
Address (Street, City, State, and ZIP Code)	

### SECTION IV — AUTHORIZATION

This information is accurate to the best of my knowledge.

<b>SIGNATURE</b> — Hospital (or Other Provider) Representative	Date Signed
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