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Newborns: New Medicaid Eligibility Procedures and Reporting Requirements for Hospitals

This Update is intended primarily for hospitals, however, Wisconsin Medicaid is sharing this with other providers so they may advise or refer recipients as appropriate.

Establishing a newborn's eligibility for Medicaid results in better health outcomes and fewer delays in provider reimbursement. All Medicaid-certified hospitals are responsible for prompt reporting of newborns born to mothers receiving Medicaid to the fiscal agent. Wisconsin Medicaid recently sent out a letter and copy of the Newborn Report form to all hospitals.

Claims for services to infants cannot be billed under the mother's Medicaid identification number beyond the first 10 days of life.

This Update pertains to fee-for-service Medicaid providers. Under the Medicaid managed care contract, HMOs are required to report to the fiscal agent the birth of a newborn to a mother enrolled in an HMO. Hospitals and HMOs should coordinate the newborn reporting function to prevent duplicate reporting.

Newborn reporting procedures for hospitals

Hospitals should submit a Newborn Report, or another form developed by the hospital that contains all the same information, to the Medic-

aid fiscal agent as each child is born to a mother receiving Medicaid. A copy of the Newborn Report is included as Attachment 1 of this Update.

The following procedures should be followed when submitting the Newborn Report:

- Hospitals have the option of sending Newborn Reports in a summary format on a weekly basis to the Medicaid fiscal agent or individual reports for each newborn. The summary report must, however, contain all of the information provided in the Newborn Report.
- If possible, the Newborn Report should be submitted to the Medicaid fiscal agent with the child's given name (first and last name), rather than 'baby boy' or 'girl' as the first name.
- The four-digit year should be included when reporting the child's date of birth. (To report a child's date of death, the two- or four-digit year format can be used.)
- The Newborn Report should be submitted to the Medicaid fiscal agent even in instances in which the baby is born alive but does not survive.
- Submit the Newborn Report to the Medicaid fiscal agent by mail at the following address or by fax:

Recipient Services
EDS
P.O. Box 6678
Madison, WI 53716
Fax: (608) 221-8815

New policies for establishing continuous eligibility of newborns

Wisconsin Medicaid recently implemented new policies for establishing Medicaid eligibility for newborns during the first year of life.

- According to federal law, an infant who remains in his or her mother's household may continue to receive Medicaid until the end of the month in which the child turns one year old, even if family size or income changes. Once the infant is one year old, eligibility will be based on income and family size. The family is responsible for reporting these changes.
- As of May 1998, Wisconsin Medicaid applies Medicaid eligibility for newborns from the date of birth through the month in which the child turns one year of age. These policies are for newborns born to mothers who *are eligible* for Medicaid, including Healthy Start, and whose birth is reported by hospitals.
- If the mother was *not on Medicaid* when the baby was born, she can apply for Medicaid retroactively. If her dates of eligibility include the date of the baby's birth, her baby can also receive retroactive and continuous eligibility for the first year of life.

Review of current procedure

The hospital is required to send a completed Newborn Report form to the Medicaid fiscal agent when a mother receiving Medicaid delivers a newborn. Once the completed Newborn Report is sent to the Medicaid fiscal agent, the following procedures take place:

- A pseudo (temporary) Medicaid identification number is assigned to the newborn (if no eligibility is already on file).
- A Medicaid card is created for the child and sent to the mother as soon as the child's eligibility is put on file.
- The Medicaid fiscal agent sends a letter to the mother, notifying her of this eligibility. The letter also contains a statement that the mother must sign, stating that the baby has continued to live with her since birth. She must send this statement to her county or tribal eligibility worker in the envelope provided and must tell her eligibility worker she has a new baby with a temporary Medicaid number.
- A copy of this letter is also sent to the county economic support agency.
- Once the mother notifies her worker, a permanent Medicaid number is assigned to the infant.
- The hospital receives a copy of the eligibility notification letter sent to the child's mother as confirmation.

Following these procedures will assure more timely reimbursement for services provided to infants.

Providers with questions regarding newborn eligibility may call Provider Services at (800) 947-9627 or (608) 221-9883.

The Wisconsin Medicaid Update is the first source for provider information including Medicaid policy and billing information.

Wisconsin Medicaid is administered by the Division of Health Care Financing, Wisconsin Department of Health and Family Services, P.O. Box 309, Madison, WI 53701-0309.

For provider questions, call the Medicaid fiscal agent at (800) 947-9627 or (608) 221-9883 or visit our web site at www.dhfs.state.wi.us/medicaid.

Attachment 1
Wisconsin Medicaid Newborn Report
(for photocopying)

Please type or print legibly.

1. Hospital Name _____

Hospital Wisconsin Medicaid Provider Number _____

Contact Person _____

Telephone Number of Contact Person (_____) _____

2. Newborn Name _____
(First) (Middle Initial) (Last)

Date of Birth ____/____/____ Sex _____
MM DD CCYY

Multiple Births Yes No If yes, complete a form for each birth.

Date of Death ____/____/____
MM DD CCYY

3. Mother's Name _____

Address _____
(Street)

(City) (State) (ZIP Code)

Mother's Wisconsin Medicaid Identification Number _____

This information is accurate to the best of my knowledge.

Signature of Hospital Representative Date

Mail or fax completed forms to:

Recipient Services
EDS
P.O. Box 6678
Madison, WI 53716

Fax: (608) 221-8815