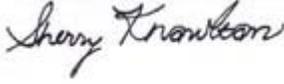


	MEDICAL ASSISTANCE BULLETIN COMMONWEALTH OF PENNSYLVANIA * DEPARTMENT OF PUBLIC WELFARE	
	SUBJECT Procedures to Expedite Newborn Eligibility for Medical Assistance	BY  Sherry Knowlton Acting Deputy Secretary for Medical Assistance Programs
NUMBER:	09-93-01, 11-93-11, 31-93-01	
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PURPOSE

This bulletin outlines new procedures for hospitals, birth centers, and midwives to follow in order to comply with federal law which requires immediate Medical Assistance (M.A.) eligibility for the newborn of a woman eligible for or receiving M.A. at the time of birth. Also, this bulletin includes information about the Newborn Eligibility Form, discharge planning, and procedures for submitting invoices to M.A. Services provided to the newborn of a woman enrolled in an HMO or HIO at the time of the child's birth must be provided by and billed through the managed care plan.

SCOPE

This bulletin applies to all general inpatient hospitals, birth centers, and nurse midwives enrolled in the Medical Assistance Program.

BACKGROUND

The Office of Medical Assistance Programs (OMAP) has used the Newborn Eligibility Form (MA112) as the vehicle to obtain M.A. coverage for newborns. Currently, when a woman who is eligible for M.A. gives birth to a child in the hospital, the hospital initiates an M.A. application for the child by completing the MA112. The hospital submits the MA112 to the appropriate county assistance office (CAO) and the CAO authorizes eligibility for the newborn under the mother's record, enters the newborn's identifying information on the MA112 and returns it to the hospital. While this process has provided hospitals with the information needed to bill M.A. before the newborn's identification card was issued, other providers did not have access to this information and medical care for the newborn may have been delayed until a new M.A. identification card for the child was issued. To address this problem, the Department has developed the following procedures to be implemented immediately.

PROCEDURE

I. CAO Notification

Effective with the receipt of this bulletin, hospitals, birth centers, and midwives must immediately notify the CAO of a child's birth when the mother was eligible for M.A. at the time of delivery. This contact must be done by telephone or fax to the appropriate CAO. A listing of each CAO is attached for your reference. Providers that have a high volume of M.A. births may wish to make arrangements with the local County Assistance Office.

In addition, within three (3) working days of the baby's birth, hospitals, birth centers, and midwives must submit an MA112 to the appropriate CAO. The MA112 forms may be obtained by completing the Medical Assistance Provider Order Form (MA300X) and submitting it to the Department of Public Welfare, MA Forms Contractor, P.O. Box 717, Mechanicsburg, Pennsylvania 17055.

PLEASE NOTE: If the birth occurs on a weekday or holiday, contact the CAO by telephone or fax on the next workday. The MA112 must be submitted to the appropriate CAO within three (3) workdays of the baby's birth.

Completion of the MA112

This form must be completed with the assistance of the newborn's mother or the mother's authorized representative

before the mother leaves the hospital or is discharged from the provider's care. Instructions for completion are located on the back of the form. However, in addition to those instructions, the following information must be entered on the form:

Item 12, Mother's Name

Enter the Mother's Name (Last, First, M.I.) as shown on her identification (MAID or ACCESS) card. Allow enough space after the Mother's Name to enter the Mother's Recipient Number as shown on either her paper MAID card or her plastic ACCESS card, or through accessing the Eligibility Verification System (EVS).

Item 16, Newborn Name

Enter the Newborn's Name, if available. If the newborn has not been named, enter "Baby Girl" or "Baby Boy", and the mother's last name.

Please allow enough space in this field for the County Assistance Office to enter the Newborn's Recipient Number.

Item 28, For Notary Use

It is no longer necessary to complete this item.

Item 30, Applicant's Signature

This is now the mother's or her authorized representative's signature.

Item 31, Date

Enter the date the application was signed.

Item 32, ID Verification

This item should not be completed.

Item 33-37, Hospital Information

This is now Provider Information and should be completed by either the hospital, birth center, or nurse midwife.

II. Discharge Planning

To allow the newborn immediate access to medical care and services upon discharge, as part of your discharge planning, you must provide information on EPSDT services. You must also complete the Temporary Newborn Eligibility Card and give it to the mother or caretaker with instructions on its use.

EPSDT Services

Provide the mother or caretaker with the EPSDT brochure and assist her, if necessary, in calling the 1-800-KIDS MED hotline. An outreach worker at the hotline will assist her in scheduling periodic examinations or EPSDT screens and, if necessary, help her to locate a primary care provider. EPSDT brochures can be obtained by calling 1-800-892-1028. If the mother is enrolled in an HMO or HealthPass, remind her to schedule an appointment with a pediatrician for the baby's first EPSDT check-up.

Temporary Newborn Eligibility Card (MA467)

This card was developed to provide the mother or caretaker with evidence of M.A. eligibility. Providers must render medically necessary care and services to newborns before the identification card or number is issued for the newborn. Mothers or caretakers must be instructed to present this completed card to providers until the newborn's M.A. identification card is received.

This card must be completed and given to the mother prior to the baby's discharge from the hospital or birth center, or if appropriate, immediately after the home birth. You must complete the newborn's name, sex, date of birth, and the mother's name, date of birth, social security number, and recipient number. The mother's recipient number can be obtained from her paper MAID card, plastic ACCESS card, or by accessing EVS. The mother or an authorized

representative must sign and date the card. Instruct the mother or caretaker to contact the County Assistance Office. This Temporary Newborn Eligibility Card is valid and entitles the newborn to medically necessary care and services until the mother receives the baby's M.A. identification card. Instruct her to present this card to providers when her newborn requires medical services before receiving the newborn's M.A. identification card.

A copy of the MA467 is attached to this bulletin for you reference. An initial supply of cards was sent to you under separate cover and additional cards can be ordered by using the Provider Order Form (MA300X). They are available in packs of 50.

III. Instructions for Billing

Billing Without the Newborn's Recipient Number

You may bill Medical Assistance immediately after contacting the CAO by phone or fax and after submitting the MA112 to the CAO. It is no longer necessary to wait for the MA112 to be returned to you before submitting your invoice. However, in order for M.A. to process your claim, the newborn invoice must be completed with the following modifications:

1. Use the newborn's identifying information (i.e., name, birthdate, sex, etc.).
2. Use the mother's 10 digit recipient number which is found on her paper MAID card or her plastic ACCESS card, or by accessing EVS.
3. Use Attachment Type 26 (which indicates that you are billing for a newborn using the mother's Recipient Number).
4. In the Remarks Section, enter the mother's name, social security number and date of birth.

The above information is found on each invoice type as follows:

1. Inpatient Invoice (MA310C)
 - Newborn's name, birthdate, sex – Items 6, 10, 9
 - Mother's recipient number – Item 28
 - Attachment type 26 – Item 121, 122, 123 or 124
 - Remarks Section – Item 105A
2. Physician's Invoice or Medical Services/Supplies Invoice (MA319, MA319C)
 - Newborn's name, birthdate, sex – Items 4, 5, 6
 - Mother's recipient number – Item 1
 - Attachment type 26 – Item 41 or 42
 - Remarks Section – Item 44A

Multiple Births

Complete a separate invoice for each child.

Remittance Advice Statement

When the invoice appears on your remittance advice, it will be listed with the correct recipient information for the newborn. Please keep the newborn's recipient number in your records for subsequent billings.

Billing With the Newborn's Recipient Number

If you have the newborn's recipient number at the time of billing, complete the M.A. invoice in the usual manner using the recipient number designated by the CAO for the newborn. You will not use the mother's ID number nor will you need attachment code 26.

COUNTY/ADDRESS/EXECUTIVE DIRECTOR/District Director/PHONE #

Richard Bonini
Executive Director
Adams County Assistance Office
225 South Franklin Street
P.O. Box 479
Gettysburg, PA 17325

(717) 334-6241

Claire B. Morrison
Executive Director
Allegheny County Assistance Office
Pittsburgh State Office Building
300 Liberty Avenue, Room 611
Pittsburgh, PA 15222
(412) 565-2151

Lawrence Hardick
Executive Director
Armstrong County Assistance Office
1280 North Water Street
P.O. Box 898
Kittanning, PA 16201
(412) 543-1651

Michael J. Durham
Executive Director
Beaver County Assistance Office
Jefferson and Rhode Island Ave.
Rochester, PA 15074
(412) 773-7373

E. Daniel Kerr
Executive Director
Bedford County Assistance Office
608 East Pitt Street
P.O. Box 163
Bedford, PA 15522
(814) 623-6127

Gary W. Rightmire
Executive Director
Berks County Assistance Office
Reading State Office Building
625 Cherry Street
Reading, PA 19602
(215) 378-4211

Robert Lena
Executive Director
Blair County Assistance Office
1106 16th Street
Altoona, PA 16601
(814) 946-7111

Germaine Donahue
Executive Director
Bradford County Assistance Office
220 Main Street
Towanda, PA 18848
(717) 265-9186

Jacquelyn J. Hall
Executive Director
Bucks County Assistance Office
Bucks County Office Center
1200 New Rodgers Road
Bristol, PA 19007-2593
(215) 785-6700

Timothy M. Cornell
Executive Director
Butler County Assistance Office
229 West Diamond Street
P.O. Box 1590
Butler, PA 16003-1590
(412) 284-8878

Harold Wilson
Executive Director
Cambria County Assistance Office
239 Main Street
Johnstown, PA 15901
(814) 533-2251

Leonard W. Bosworth
Executive Director
Cameron County Assistance Office
308-309 South Chestnut Street
P.O. Box 71
Emporium, PA 15834
(814) 486-3757

Theresa Blair – Acting
Executive Director
Carbon County Assistance Office
80 Susquehanna Street
P.O. Box 169
Jim Thorpe, PA 18229
(717) 325-3601

Terry L. Rodgers (Mr.)
Executive Director
Centre County Assistance Office
206 W. High Street
P.O. Box 477
Bellefonte, PA 16823
(814) 355-6000

Joseph F. Sheldon
Executive Director
Chester County Assistance Office
510 East Gay Street
West Chester, PA 19380
(215) 436-2005

Robert Bodenhorn
Executive Director
Clarion County Assistance Office
14 Grant Street
P.O. Box 629
Clarion, PA 16214
(814) 226-7480

Dennis C. Pannacci
Executive Director
Clearfield County Assistance Office
1121 Linden Street
Clearfield, PA 16830
(814) 765-7591

Joan Van Nest
Executive Director
Clinton County Assistance Office
220 Woodward Avenue
P.O. Box 450
Lock Haven, PA 17745
(717) 748-2971

Gary P. Landon
Executive Director
Columbia County Assistance Office
27 East Seventh Street
P.O. Box 628
Bloomsburg, PA 17815
(717) 387-4200

R. Keith Hough

Executive Director
Crawford County Assistance Office
1084 Water Street
P.O. Box 1187
Meadville, PA 16335
(814) 333-6810

Richard B. Johns, Jr.
Executive Director
Cumberland County Assistance Office
33 Westminster Drive
P.O. Box 599
Carlisle, PA 17013
(717) 249-2929

Patricia C. Graves
Executive Director
Dauphin County Assistance Office
2432 N. 7th Street
P.O. Box 5959
Harrisburg, PA 17110-0959
(717) 787-8026

Yvonne A. Norman
Executive Director
Delaware County Assistance Office
201 East 12th Street
Chester, PA 19013
(215) 447-3015

Darvin R. Croyle
Executive Director
Elk County Assistance Office
301 North Broad Street
P.O. Box F
Ridgway, PA 15853
(814) 776-1101

Vernon D. Dobbs (Dr.)
Executive Director
Erie County Assistance Office
1002 Peach Street
P.O. Box 958
Erie, PA 16512
(814) 871-4560

Darrell L. Day
Executive Director
Fayette County Assistance Office
41 West Church Street
Uniontown, PA 15401
(412) 439-7000

George A. Comstock
Executive Director
Forest County Assistance Office
Tionesta Towne House, Rear
Elm Street, Box 367
Tionesta, PA 16353
(814) 755-3552

Karl L. Thompson
Executive Director
Franklin County Assistance Office
450 Cleveland Avenue
Chambersburg, PA 17201
(717) 264-6121

Lee F. Lashley
Executive Director

Fulton County Assistance Office
Route 16, P.O. Box 637
McConnellsburg, PA 17233
(717) 485-3151

Lyman Livengood
Executive Director
Greene County Assistance Office
35 South West Street
P.O. Box 950
Waynesburg, PA 15370
(412) 627-8171

George Baron
Executive Director
Huntingdon County Assistance Office
101 South Fifth Street
P.O. Box 398
Huntingdon, PA 16652
(814) 643-1170

Nicholas F. Kanyan
Executive Director
Indiana County Assistance Office
1822 Route 286 South
P.O. Box 728
Indiana, PA 15701
(412) 357-2900

Richard G. Feterman
Executive Director
Jefferson County Assistance Office
720 West Mahoning Street
Punxsutawney, PA 15767
(814) 938-2990

Fred Landau
Executive Director
Juniata County Assistance Office
2-4 Meadow Lane
P.O. Box 65
Mifflintown, PA 17059
(717) 436-2158

Richard T. Kucharski
Executive Director
Lackawanna County Assistance Office
200 Scranton State Office Building
100 Lackawanna Avenue
Scranton, PA 18503
(717) 931-4424

Samuel R. Martino
Executive Director
Lancaster County Assistance Office
832 Manor Street
P.O. Box 4967
Lancaster, PA 17604-4967
(717) 299-7425

Louis F. Palumbo
Executive Director
Lawrence County Assistance Office
108 East South Street
New Castle, PA 16101
(412) 656-3011

Francis E. Ulishney
Executive Director
Lebanon County Assistance Office

625 South Eighth Street
P.O. Box 870
Lebanon, PA 17042-0870
(717) 273-6721

Raymond E. Schlechter
Executive Director
Lehigh County Assistance Office
101 South Seventh Street
Allentown, PA 18101
(215) 821-6135

Nicholas D. Volpetti
Executive Director
Luzerne County Assistance Office
85 East Union Street
Wilkes-Barre, PA 18711
(717) 826-2148

John J. Gurzynski
Wilkes-Barre District Director
Luzerne County Assistance Office
85 East Union Street
Wilkes-Barre, PA 18711
(717) 826-2287

Charles L. Chamberlin
Executive Director
Lycoming County Assistance Office
400 Little League Blvd.
P.O. Box 127
Williamsport, PA 17703-0127
(717) 327-3379

John H. Hummel
Executive Director
McKean County Assistance Office
90 Boyleston Street
P.O. Box 16
Bradford, PA 16701
(814) 362-4671

Vivian M. Mahon
Executive Director
Mercer County Assistance Office
2236 Highland Road
Hermitage, PA 16148
(412) 983-5012

David N. Treaster
Executive Director
Mifflin County Assistance Office
1125 Riverside Drive
P.O. Box 1942
Lewistown, PA 17044
(717) 248-6746

Theresa A. Blair
Executive Director
Monroe County Assistance Office
730-A Phillips Street
P.O. Box 232
Stroudsburg, PA 18360
(717) 424-3030

Gudrun W. Arnold
Executive Director
Montgomery County Assistance Office
1950 Calamia Drive
Norristown, PA 19401-9987

(215) 270-3500

Paul Ezdebski
Executive Director
Montour County Assistance Office
327 Church Street
P.O. Box 278
Danville, PA 17821
(717) 275-7430

Robert W. Kozlowski
Executive Director
Northampton County Assistance Office
201 Larry Holmes Drive
P.O. Box 10
Easton, PA 18042
(215) 250-1700

Mary Jo Borrelli
Executive Director
Northumberland County Assistance Office
5 South 5th Street
Shamokin, PA 17872-5705
(717) 644-0455

H. Scott Johnson
Executive Director
Perry County Assistance Office
South Church Street
P.O. Box 277
New Bloomfield, PA 17068
(717) 582-2127

Don Jose Stovall
Executive Director
Philadelphia County Assistance Office
Philadelphia Sate Office Building
1400 Spring Garden Street
Philadelphia, PA 19130
(215) 560-2900

William Stroup
Deputy Executive Director
Philadelphia County Assistance Office
Philadelphia State Office Building
1400 Spring Garden Street
Philadelphia, PA 19130
(215) 560-2150

Mary A. Johnson
Executive Director
Pike County Assistance Office
401 Broad Street, 2nd Floor
P.O. Box 27
Milford, PA 18337-0027
(717) 296-6611

Richard D. Lytle
Executive Director
Potter County Assistance Office
R. D. 3, Box 9A
Coudersport, PA 16915
(814) 274-9700

John J. McMurtrie
Executive Director
Schuylkill County Assistance Office
Second and Norwegian Streets
Pottsville, PA 17901
(717) 621-3000

Terry R. Kissinger
Executive Director
Snyder County Assistance Office
570 South High Street
P.O. Box 56
Selinsgrove, PA 17870
(717) 374-8126

Charles J. Smith
Executive Director
Somerset County Assistance Office
100 Maple Plaza Drive
Somerset, PA 15501-1799
(814) 443-3681

John A. Sileski
Executive Director
Sullivan County Assistance Office
224 South German Street
Dushore, PA 18614
(717) 928-7584

Michael J. Halesky
Executive Director
Susquehanna County Assistance Office
33 Spruce Street
P.O. Box 128
Montrose, PA 18801
(717) 278-3891

Bernice Superko
Executive Director
Tioga County Assistance Office
103 West Avenue, P.O. Box 838
Wellsboro, PA 16901
(717) 724-4051

Joseph Prab
Executive Director
Union County Assistance Office
P.O. Box 251
Lewisburg, PA 17837
(717) 524-2201

Barton F. Barnes
Executive Director
Venango County Assistance Office
1272 Elk Street, P.O. Box 391
Franklin, PA 16323-0391
(814) 437-4251

Anthony G. Gigliotti
Executive Director
Warren County Assistance Office
P.O. Box 397
Warren, PA 16365
(814) 723-6330

Mary A. Brugger
Executive Director
Washington County Assistance Office
P.O. Box 5004
19 North Main Street
Washington, PA 15301
(412) 223-4310

Robert E. Condel
Executive Director
Wayne County Assistance Office
8th & Main Streets, Second Floor

P.O. Box 229
Honesdale, PA 18431-0229
(717) 253-7100

Daniel C. Mensch
Executive Director
Westmoreland County Assistance Office
118-120 Harrison Avenue
Caller 670
Greensburg, PA 15601
(412) 832-5308

Leo C. Walsh
Executive Director
Wyoming County Assistance Office
P.O. Box 490, Route 6
Tunkhannock, PA 18657
(717) 836-5171

Jacob L. Miller
Executive Director
York County Assistance Office
130 North Duke Street
P.O. Box M-41
York, PA 17405
(717)771-1100

Attachment

- Temporary Newborn Eligibility Card (MA467)

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

The appropriate toll-free inquiry line for your provider type.

Visit the Office of Medical Assistance Programs website at www.dpw.state.pa.us/omap.