Illinois Health and Hospital Association

June 20, 2019

ILLINOIS HEALTH AND HOSPITAL ASSOCIATION
M E M O R A N D U M

TO: Chief Financial Officers, Member Hospitals and Health Systems
                  Patient Financial Services Staff

FROM: Helena Lefkow, Senior Director, Revenue Cycle & Managed Care

SUBJECT: **Medicaid Newborn Case Add-ons: Corrections and Open Cases**

IHA member hospitals and health system have reported a significant backlog of unprocessed Records of Birth for newborns deemed eligible for Medical Assistance (i.e., case add-ons) and challenges resolving errors in newborn eligibility records, such as transposed dates of birth or incorrect gender, once cases are added to the Integrated Eligibility System. To help address these ongoing issues, IHA has worked with HFS to establish a **standard process for hospitals to notify the state when there is a clerical error in a newborn case add-on file that must be corrected before a claim can be processed** by traditional Medicaid or a Managed Care Organization. To give HFS a sense of the volume of open case add-ons, hospitals may also use this process to report Records of Birth that have been submitted to the Department of Human Services (DHS) Newborn Unit, but not yet added to the appropriate case.

Background: Newborn Case Add-ons
A newborn is deemed eligible for medical coverage under Moms & Babies if the mother was eligible for coverage at the time of delivery under one of the following medical programs: *Moms & Babies, FamilyCare, All Kids Assist, AABD, ACA Adult, or Former Foster Care*. The newborn is automatically eligible even if the mother was not covered at the time of delivery, but is later approved in a backdated request for medical coverage (see DHS MR #17.21, December 27, 2017). Hospitals notify the state of newborn case add-ons by submitting the Record of Birth (DHS Form 2636) to the DHS Newborn Unit for processing.

If the mother is not eligible for one of the programs listed above at the time of birth, the baby is not deemed eligible and a full Medical Assistance application (i.e., MANG) must be submitted for the newborn.

Data Submission Instructions
Please follow the instructions below to submit your hospital-specific data to HFS. **Only include data on newborn case add-ons submitted on the Record of Birth (DHS 2636) to the DHS Newborn Unit; please do not submit data on pending MANG applications.**

1. Complete the HFS-approved Excel template
   o *Tab 1_Newborn Corrections* – Input data on newborn case add-on records in need of correction before a claim can be processed. Applicable clerical error categories are listed on the "Category _COVERAGE ISSUES" Tab.

- *Tab 2_Newborn Open Cases* – Input data on <u>all</u> DHS 2636 forms that have not yet been processed and assigned a RIN

2. Save template with the following naming convention (use the system name if spreadsheet is inclusive of data from all hospitals in a system):
   - **HOSPITAL/SYSTEM NAME**_Newborn Error and Inventory Escalation Template_HFS.xls

3. Per HFS request, password protect the template since it contains PHI. **All providers should use the password: NewBorn2636HFS**

4. Email completed, password protected template to HFS.ACA@illinois.gov. **DO NOT COPY IHA STAFF ON YOUR EMAIL TO HFS. IHA STAFF CANNOT ACCEPT ANY IDENTIFIABLE HEALTH INFORMATION OR OTHER IDENTIFIABLE PERSONAL INFORMATION.** You may, however, inform PFS staff of the date the data was sent to HFS as an FYI.

We hope this process helps our members resolve some of these long-standing newborn enrollment issues. If you have any questions, please contact Helena Lefkow at 312-906-6008, hlefkow@team-iha.org.