STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

MARYLAND MEDICAL ASSISTANCE PROGRAM
Hospital Transmittal No. 220
Managed Care Organization Transmittal No. 92
August 10, 2012

TO: Hospitals
Managed Care Organizations
Local Health Departments

FROM: Susan J. Tucker, Executive Director
Office of Health Services

NOTE: Please ensure that appropriate staff members in your organization are informed of the contents of this transmittal.

RE: New Electronic 1184 Process
Hospital's Responsibility to Complete the Hospital Report of Newborns
(DHMH 1184)

The purpose of this transmittal is to inform you of a change to the newborn[1] enrollment process. The Hospital Report of Newborn (DHMH 1184) process is vital in initiating Medicaid enrollment of a newborn. Without timely enrollment, a newborn cannot easily access needed services and providers cannot be paid. A newborn is not enrolled in Medicaid until the DHMH 1184 is submitted and processed.

In May and June 2012, the Department of Health and Mental Hygiene (DHMH), Medical Assistance Program (the "*Program*") piloted an online enrollment of newborns through the DHMH 1184 accessed by the Program's e-Medicaid application on the Internet. The Program has developed a manual entitled "*1184 Newborn Processing on e-Medicaid*" that provides step by step instructions. The manual can be accessed on the DHMH website at the following link: http://mmcp.dhmh.maryland.gov/SitePages/Provider%20Information.aspx.

The Program is expanding online enrollment to all hospitals. Hospitals should begin newborn processing on e-Medicaid according to the dates listed on the **attached schedule**. Staggering the adoption of this new process will facilitate a smoother transition for every hospital.

In the electronic form, the following required fields must be completed. If any of the required fields are left blank, an error message will appear:

1. Mother's Name-Last Name and First Name
2. Mother's Medical Assistance number
3. Mother's Date of Birth
4. Mother's Address
5. Mother's Social Security Number
6. Newborn's Name-Last Name and First Name

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[1] The newborn does not need to go home with the mother in order to receive Medical Assistance coverage.

7. Newborn's Date of Birth
8. Newborn's Sex
9. Newborn's Weight
10. Newborn's Race
11. Phone Number of the Hospital
12. Fax Number of the Hospital
13. Indicate if newborn will be discharged to the Mother (Y/N)

*The pediatrician information should be completed if available; however, this is an optional field and completing the form should not be delayed in order to obtain this information.

The DHMH 1184 forms will be processed as follows:

- All hospitals should complete and submit the electronic DHMH 1184 within 24 hours after birth.
- DHMH will process the DHMH 1184 and send the newborn's Medicaid number back to the hospital electronically, in most cases within minutes of submission. In cases where the information on the 1184 needs to be reviewed, the hospital will be notified that the Medical Assistance number is "pending" and the reason why. These cases will be subjected to a manual review.
- When processed, the newborn will receive immediate fee-for-service (FFS) coverage with MCO coverage in 10 days or immediate MCO coverage depending on mother's status at time of delivery.
- On the day after the DHMH 1184 is processed, DHMH will fax the DHMH 1184 and the Daily MCO Newborn Enrollment Report to the MCO to confirm that the newborn has been enrolled in Medical Assistance. Also the newborn's eligibility information will be on the Eligibility Verification System (EVS) at DHMH.

The paper DHMH 1184 form can still be faxed until all hospitals are using e-Medicaid. For your convenience, the most recent revised copy is attached. Complete all required sections of the form and fax to the Division of Recipient Eligibility Programs (DREP). The fax number remains the same: 410-333-7012.

Please direct any questions about the DHMH 1184 process to Ms. Janet Smith, Division of Recipient Eligibility Services at 410-767-5377 or jsmith@maryland.gov. For technical assistance or troubleshooting issues, please call 410-767-5503. For provider application and password support, please call 410-767-5340. Additional information can be viewed at:
https://encrypt.emdhealthchoice.org/emedicaid

IMPLEMENTATION SCHEDULE

Hospital Name	CITY, STATE	EMEDICAID START DATE
AAMC	ANNAPOLIS, MD	August 27 2012
ALEXANDRIA HOSPITAL	ALEXANDRIA, VA.	August 27 2012
CALVERT MEMORIAL HOSPITAL	PRINCE FREDERICK, MD	August 27 2012
CARROLL COUNTY HOSPITAL	WESTMINSTER,MD	August 27 2012
CHESTER RIVER HOSPITAL CTR.	CHESTERTOWN, MD	August 27 2012
CHILDREN'S HOSPITAL	WASHINGTON D.C.	August 27 2012
CHRISTIANA CARE	WILMINGTON, DE	August 27 2012
CIVISTA MEDICAL CTR	LAPLATA, MD	August 27 2012
FRANKLIN SQUARE HOSPITAL	BALTIMORE, MD	August 27 2012
GARRETT COUNTY HOSPITAL	OAKLAND, MD	September 3 2012
GBMC	BALTIMORE, MD	September 3 2012
GEORGE WASHINGTON HOSPITAL	WASHINGTON D.C.	September 3 2012
GEORGE WASHINGTON UNIV. HOSPITAL	WASHINGTON D.C.	September 3 2012
GETTYSBURG HOSPITAL	GETTYSBURG, PA	September 3 2012
GREATER SE COMM	WASHINGTON D.C.	September 3 2012
HARBOR HOSPITAL CTR	BALTIMORE, MD	September 3 2012
HARFORD MEMORIAL	HARVE DE GRACE, MD	September 3 2012
HOLY CROSS HOSPITAL	SILVER SPRING, MD	September 3 2012
HOWARD CO. GENERAL HOSPITAL	COLUMBIA, MD	September 3 2012
HOWARD UNIVERSITY HOSPITAL	WASHINGTON D.C.	September 10 2012
INOVA FAIRFAX HOSPITAL	FAIRFAX, VA	September 10 2012
JOHN HOPKINS BAYVIEW	BALTIMORE, MD	September 10 2012
JOHN HOPKINS HOSPITAL	BALTIMORE, MD	September 10 2012
LAUREL REGIONAL HOSPITAL	LAUREL, MD	September 10 2012
MALCOLM GROW MEDICAL CENTER	ANDREWS AIR FORCE BASE SUITLAND, MD	September 10 2012
MARYLAND GENERAL HOSPITAL	BALTIMORE, MD	September 10 2012
MEMORIAL HOSPITAL	CUMBERLAND, MD	September 10 2012
MEMORIAL HOSPITAL AT EASTON	EASTON, MD	September 10 2012
MONTGOMERY GENERAL HOSPITAL	OLNEY, MD	September 10 2012

PG HOSPITAL CENTER	CHEVERLY, MD	September 17 2012
PROVIDENCE HOSPITAL	WASHINGTON, D.C.	September 17 2012
SHADY GROVE ADV. HOSPITAL	ROCKVILLE, MD	September 17 2012
SIBLEY MEMORIAL HOSPITAL	WASHINGTON, D.C.	September 17 2012
SINAI HOSPITAL	BALTIMORE	September 17 2012
SOUTHERN MD HOSPITAL	CLINTON, MD	September 17 2012
ST. AGNES HOSPITAL	BALTIMORE, MD	September 17 2012
ST. JOSEPH'S HOSPITAL	BALTIMORE, MD	September 17 2012
ST. MARY'S HOSPITAL	LEONARDTOWN, MD	September 17 2012
UNION HOSPITAL OF CECIL COUNTY	ELKTON, MD	September 17 2012
UNIVERSITY OF MD MEDICAL CENTER	BALTIMORE, MD	September 24 2012
UPPER CHESAPEAKE MEDICAL CENTER	BELAIR, MD	September 24 2012
WASHINGTON ADVENTIST HOSPITAL	TAKOMA PARK, MD	September 24 2012
WASHINGTON COUNTY HOSPITAL	HAGERSTOWN, MD	September 24 2012
WASHINGTON HOSPITAL CENTER	WASHINGTON, D.C.	September 24 2012