

Newborn Enrollment Process

- Newborn children born to an eligible Medicaid mother may be enrolled into the Medicaid Program using Form 1716 – Request for Medicaid ID Number – Infant
- Form 1716 may be obtained from the SCDHHS website as follows:
 - <https://scdhhs.gov/>
 - Select “Getting Medicaid”
 - Select “Getting Started”
 - Scroll to the bottom of the Getting Started page and Select “For additional forms, please click here”
 - Select “Request for Medicaid ID Number – Infant”
- Hospitals should submit a single completed Form 1716 for each eligible newborn as soon as possible after the birth occurs. The address for submission is on the form.
 - Note: If faxing the form to SCDHHS, each form **MUST** be faxed separately.
 - The Mother’s Medicaid ID# is critical to getting the newborn enrolled in the correct Managed Care Plan (MCO)
- Not completing the form will cause:
 - Enrollment delays
 - Coverage issues
 - Payment delays

Newborn Enrollment Process (cont'd)

- SCDHHS prioritizes the entry of newborn enrollments
- Newborn enrollments are processed as follows:
 - Applications are entered in the SCDHHS Eligibility System (CURAM)
 - Approved applications are sent to SCDHHS' MMIS system nightly
 - SCDHHS sends demographic information, including the Mother's Medicaid ID# to our Enrollment Broker, Maximus, nightly
 - Maximus determines if the mother indicated on the 1716 form is enrolled in an MCO at the time of birth and if the child is less than four months of age
 - If the above is true, the child will be enrolled into the listed mother's MCO as of the first day of the birth month
 - Maximus passes back a managed care enrollment to MMIS on the same night to complete the enrollment process for MCOs
- If the newborn is not born to a Medicaid mother enrolled in an MCO at the time of birth, or if the newborn is older than four months of age, the head of household for the child will be sent a letter informing them of the need to select an MCO within the next two months
- If the head of household fails to enroll the child, in most cases, the child will be assigned to an MCO.
 - Statute and SCDHHS policy govern assignability

NPI Numbers

- Enrolling with SCDHHS and Managed Care Organizations
 - Enroll with the same NPIs for all MCOs
 - Use the same NPIs when billing MCOs and FFS
 - When changing NPIs make sure the same information is shared with all MCOs
- Don't create additional NPIs to utilize with a particular MCO
 - Hospitals that try to use one unique NPI with a single payor (MCO) may end up with claims issues
 - Hospitals attempting this arrangement will absolutely cause encounter issues for the MCO and SCDHHS
 - SCDHHS uses the MCO encounters to set premiums on an annual basis.
 - Missing encounters make rate setting more difficult
 - Missing encounters could potentially affect provider rates