

September 21, 2009

**IMPORTANT INFORMATION: Second Notice**

Notification of Birth Form and Process – M.A.D. 313 Form for Salud eligible newborns

Dear Healthcare Professional:

Presbyterian Health Plan (PHP) is committed to ensuring that our practitioners and providers are kept aware of changes that affect the way health care is administered. We're also dedicated to ensuring that you have the information you need for correct claims submission and payment for the excellent care you provide to our members.

In February, 2008, we notified you that the Medical Assistance Division (MAD) and Income Support Division (ISD) developed a Notification of Birth (NOB) Form for Medicaid that serves as an official notice of the birth of a newborn to a Medicaid enrolled mother. Upon receipt of the NOB Form, PHP entered the newborn's information into our system, pending receipt of the Medicaid number. This letter serves to advise you that we have instituted a change in our practice related to newborns as a result of recent discussions with MAD. Effective July 1, 2009, Presbyterian Salud will pend claims for newborns born to enrolled mothers, until we have been advised by MAD that the newborn has been officially enrolled in Medicaid. If, by the end of the second month following birth, we have not received notice that the newborn has been officially enrolled in Medicaid, the pended claims will be denied as Presbyterian Salud is not financially responsible for expenses for newborns not enrolled in Medicaid. Providers may bill the parent/guardian for claims for newborns who are not enrolled in Medicaid.

Facilities or Medical Providers are still required to submit the NOB to the ISD office to initiate the Medicaid application for the newborn and to Presbyterian Salud to enable us to enter a record of birth into our system. If the NOB Form process is not followed, your claims will be affected, including your claims being denied. The form is an important procedural document as it is intended to facilitate enrollment of the newborn into Medicaid by the ISD caseworker. The process for use of the form is as follows:

When a child is born to a Presbyterian Salud enrolled mother:

- 1) The Hospital or Medical Provider completes the NOB Form (sections I through IV) (attached).
- 2) The Hospital or Medical Provider faxes the completed NOB Form to the County ISD office where the mother resides, and fax to Presbyterian Salud at (505) 923-6020, attention Medicaid Enrollment Team.

Upon receipt of the form, the ISD caseworker determines the child's eligibility, completes Section V, and files in the case record.

*Services are funded in part under contract with the State of New Mexico  
Presbyterian serves to improve the health of individuals, families and communities.*

The form (MAD 313 Notification of Birth form) and instructions are posted on the HSD/MAD website at the link below.

[http://www.hsd.state.nm.us/mad/pdf\\_files/Registers/Registers09/MAD313-NotificationofBirth.pdf](http://www.hsd.state.nm.us/mad/pdf_files/Registers/Registers09/MAD313-NotificationofBirth.pdf)

If you have any questions regarding this notification, please contact your Provider Services Coordinator or me by e-mail or by telephone, Monday through Friday, 8:00 a.m. to 5:00 p.m. We appreciate your commitment to providing excellent care and service to our members. As always, thank you for partnering with us to improve the health of individuals, families, and communities.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Sanchez". The signature is fluid and cursive, written in a professional style.

Mark Sanchez  
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msanchez@phs.org