State of New Mexico
Medical Assistance Program Manual
Supplement

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TO: **ACUTE CARE HOSPITALS, BORDER HOSPITALS, BIRTHING CENTERS, IHS FACILITIES AND HOSPITALS AND MIDWIVES**

FROM: **NICOLE COMEAUX, J.D., M.P.H., MEDICAL ASSISTANCE DIVISION DIRECTOR**

THROUGH: **KATHY SLATER-HUFF, BUREAU CHIEF, COMMUNICATION & EDUCATION BUREAU**

SUBJECT: **NEWBORN MEDICAID PROGRAM**

The Human Services Department (HSD) Medical Assistance Division (MAD) is making it easier for New Mexico providers to assist HSD with adding newborns onto their mother's active Medicaid case. The new functionality is an electronic process called Ava the "Baby Bot".

AVA the "Baby Bot" is accessed through a chat link in YESNM-PE (Your Eligibility System New Mexico for Presumptive Eligibility). The link allows certified Presumptive Eligibility Determiners (PEDs) to electronically add a newborn to the mother's active Medicaid case. The Baby Bot link is located on the PED's home page in YESNM-PE. The PED simply types in the mother's case number or Medicaid ID using the bot functionality and then proceeds to add the newborn's demographic information. The Baby Bot platform will serve as a webservice and electronically send the information to HSD's eligibility system, the Automated System Program and Eligibility Network (ASPEN). ASPEN will automatically add the newborn to the mother's case, which initiates immediate Medicaid eligibility, enrollment and access to benefits for the newborn.

In accordance with the New Mexico Administrative Code, newborns born to a mother with current Medicaid eligibility are automatically eligible for Medicaid coverage and enrollment. Eligibility and enrollment for the newborn is initiated when a MAD 313, Notification of Birth (NOB) form, is completed by a hospital staff person or midwife. The information that the PED enters into AVA automatically populates the MAD 313 NOB and eliminates the manual process of completing the form. Prior to entering information in AVA, the PED must confirm the mother's current Medicaid eligibility and verify that the newborn has not already been added to the mother's case. This confirmation will minimize errors and ensure that duplicate entry of newborns does not occur. The PED may utilize YESNM-PE and/or the New Mexico Medicaid Portal to check and confirm eligibility for both the mother and child.

HSD requests that all providers who submit the MAD 313 Notification of Birth forms notify HSD of the birth of the child utilizing the Baby Bot process. It is HSD's hope that the manual process is only utilized in instances

where internet availability is lacking. When the manual process is used, the PEDs will continue to manually complete the MAD 313 form and submit it via fax to 1-855-804-8960 or by mail to CASA, PO Box 830, Bernalillo, NM 87004, as is the current process.

To access the Baby Bot, individuals must be trained and certified as PEDs. Therefore, all staff that currently submit MAD 313 forms are eligible to become PEDs. Staff must submit a request to be trained as a PED. The request must be submitted via email to HSD.PEDeterminers@state.nm.us. PED certification trainings are offered once a month. The virtual training takes place over two days. Once completed, the participant must take and pass a comprehension test with a score of 90% or higher to become certified as a PED.

Please contact the Medical Assistance Division's Communication and Education Bureau's PE Program Manager, Jeanelle Romero at (505) 490-1689 or by email at jeanellec.romero@state.nm.us if you have any questions regarding this guidance.