GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health Care Finance

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Office of the Senior Deputy Director   **Transmittal # 15-16**

TO: DC Hospital Providers

FROM: Claudia Schlosberg, JD
     Senior Deputy Director and State Medicaid Director

DATE: **JUN 0 4 2015**

SUBJECT: New Process to Submit Notification of Newborns to Enroll in DC Medicaid

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The purpose of this transmittal is to inform DC Hospital Providers that the Department of Health Care Finance (DHCF) will only accept and process enrollment of babies born to Medicaid mothers via Citrix. DHCF will no longer accept mail or fax notifications.

On a daily basis the Economic Security Agency (ESA) receives notification of the birth of deemed newborns from a host of different sources which include mail, fax, and email. Effective July 1, 2015, all birth notifications must be submitted to ESA electronically, via Citrix, from hospitals and birthing centers. It is imperative to have a unified reporting process to minimize any delays in processing and for prompt enrollment of these children into DC Medicaid by ESA.

All hospitals and facilities should have access to the Citrix server. If this is not the case, please contact Ms. Anita Lanford at anita.lanford@dc.gov to gain access to the server. All logs must be scanned and uploaded to the folder entitled "Birth Notifications" in the Citrix server. From there ESA will receive notification of the upload and will process the birth verifications as usual. Only birth notifications submitted through Citrix will be reviewed and processed by ESA.

If you have any questions about this transmittal please contact Krysta' Lynn Ricard at Krysta-lynn.Ricard@dc.gov or at (202) 442-9475. You can also contact Danielle Lewis at Danielle.Lewis@dc.gov or at 202.442.9052.