

## **MCO HEALTHCHOICE SPECIAL CAPITATION ENROLLEE FORM**

### **(HIV+ Exposed Newborns)**

### **INSTRUCTIONS FOR MCOS**

1. The MCO representative should complete this form when the MCO becomes aware that a baby is born to a recipient who has been identified as being HIV+.
2. All sections of the form must be completed by the MCO representative who will be the contact for DHMH.
3. Identify the mother. If the mother is HIV+, a 13 month temporary span, beginning on the date of birth, will be placed in the newborn's enrollment record in order to pay the enhanced capitation rate. The form, along with any attachments, will be forwarded to the Infectious Disease and Environmental Health Administration (IDEHA), Center for HIV Surveillance and Epidemiology (CHSE).
4. Upon receipt of an HIV+ Pediatric less than 13 yrs of age form, in addition to the Newborn Exposure form, with proof of a positive HIV test following CDC guidelines, the newborn will be given a permanent span in order to pay the enhanced capitation rate. MCOs will be notified by the Department when a newborn turns 10 months old so the newborn can be tested.
5. Laboratory reports supporting the pediatric HIV+ diagnosis must be mailed to:

IDEHA/CHSE  
500 North Calvert Street, 5<sup>th</sup> Floor  
Baltimore, Maryland 21202  
Attention: MCO Coordinator

6. Any questions related to HIV can be directed to the MCO Coordinator, IDEHA/CHSE, at 410-767-5812 or 410-767-5939.

Mail forms or hand carry to:

DHMH - HealthChoice Enrollment Unit  
201 W. Preston Street, Room L9  
Baltimore, Maryland 21201  
Attention: Rosemary Vranish  
Phone: 410-767-5321

HIV information is highly confidential and cannot be faxed or emailed.