



## **New process for submission of newborn enrollment information**

We communicated in the [August Network Bulletin](#) that admission notification fax number 844-268-0565, will be retired effective Dec. 1, 2020. This fax number has also been used to submit newborn enrollment information with associated maternity or neonatal intensive care unit (NICU) admission notifications for UnitedHealthcare Community Plan of Rhode Island.

The replacement process we shared in the [September Network Bulletin](#) can be used immediately:

### **Step 1: Maternity and NICU admission notifications**

Please submit admission notifications using the [Prior Authorization and Notification](#) tool on Link or the Electronic Data Interchange ([EDI](#)) [278N transaction](#). If you're unable to use these tools, you can call Provider Services at **877-842-3210**.

### **Step 2: Newborn enrollment information**

After receiving the Service/Notification Reference Number for the mother's admission, use the new electronic Newborn Enrollment Notification form in [Provider Forms and References](#) to submit baby's enrollment information.

If you have questions about this process, please visit [UHCprovider.com/admit](https://UHCprovider.com/admit) or contact Provider Services at **877-842-3210**.