



STATE OF MARYLAND

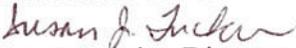
DHMH

Office of Health Services  
Medical Care ProgramsMaryland Department of Health and Mental Hygiene  
201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary

**MARYLAND MEDICAL ASSISTANCE PROGRAM**  
**Hospital Transmittal No. 215**  
**November 14, 2011**

**TO:** Hospital Administrators and ESRD Facilities

**FROM:**   
Susan J. Tucker, Executive Director  
Office of Health Services

**NOTE:** Please ensure that appropriate staff members in your organization are informed of the contents of this transmittal.

**SUBJECT:** Utilization Control Agent Conducting Reviews of Undocumented or Unqualified Aliens for Emergency Services

Effective November 1, 2011, the Delmarva Foundation for Medical Care, Inc. (Delmarva) will assume the responsibility of reviewing hospital medical records to determine the existence and duration of an emergency condition that supports Medicaid eligibility for Undocumented or Unqualified Aliens. Federal Medicaid rules require the Medicaid program to pay for emergency services only for aliens who would not otherwise qualify for Medicaid.

The Local Departments will forward the DES 401 and the necessary medical record documentation supplied by the hospital (the discharge summary with admission and discharge dates, ER admission documentation and ER documentation showing the medical services that were rendered were of an emergency nature) to Delmarva so that they can initiate the medical necessity review for emergency services as specified in the Code of Maryland Regulations. In some cases, Delmarva may need additional medical documentation from the hospital before they can make a determination. Delmarva will contact you via telephone or fax if additional information is needed and you may submit this additional information in the following ways:

**To submit records via Delmarva's website:**

Go to: <http://dhmh.dfmc.org/>

On the lower right side there is a link that says "Upload Medical Records". Facilities will need to enter a user name and password. All hospitals currently have this information.



If you do not know this information, please call Delmarva's provider services at 1-866-571-3629. After entering the user name and password, a form will come up for completion of demographics relative to the record being uploaded and a button to "submit".

**To submit via Fax:**

Fax with a cover page to 1-888-513-1995

The cover page should include:

Facility Name, patient name, Patient DOB, Admission/Discharge Dates, Undocumented Alien Review (or XO2)

**To submit by mail:**

Delmarva Foundation

Attn: MDMA Acute

6940 Columbia Gateway Drive, Suite 420

Columbia, MD 21046-2788

Please note: This review of emergency services by Delmarva for the purpose of establishing eligibility does not negate the need for the retrospective review (3808) process for admissions.

For questions concerning submission of records, providers should call Delmarva's provider services number, which is 1-866-571-3629. For questions regarding the eligibility determination for the undocumented or unqualified alien, contact Ms. Rose Harris at 410-767-1594.

Thank you for your attention to this matter.