

SMMC Plan Newborn Activation Spreadsheet Completion Guide

This guide contains instructions for completing the Newborn Activation Spreadsheet intended to be used by SMMC plans for MMA enrollees.

I. Establish a Password

Prior to submitting the first spreadsheet, plans must establish a generic password that will be used for protecting all spreadsheet submissions. This password will need to be shared by separate e-mail with HP Enterprise Services staff in order for them to open and process each submitted spreadsheet. Once the password is submitted to HP Enterprise Services, you will not need to send it again.

- Select a password.
- Identify the plan's e-mail address from which all submissions will be sent. E-mail the password to the HP Enterprise Services address: FLMMISNewbornActivation@hpe.com (Click on the e-mail address in the top right corner of the spreadsheet and a pre-addressed e-mail will be displayed for your use).

II. Complete the Excel Spreadsheet for Newborn Activation

On the top of each spreadsheet (top row), complete the following fields:

- Plan Medicaid ID Number: Enter the 9-digit Medicaid provider identification number of the plan submitting the newborn activation.
- Plan Name: Enter the name of the plan submitting the newborn activation.
- Provider Address & Contact Info: Enter the full address & contact information including: address, city, state, zip code, contact name, phone number, and e-mail address.

On the individual spreadsheet columns, complete the following fields when requesting to activate a newborn record:

- Mother's Recipient Number: Enter the mother's 10-digit Medicaid identification number.
- Mother's Name: Enter the mother's first and last name.
- Mother's SSN: Enter the mother's 9-digit social security number.
- Newborn's Recipient Number: Enter the newborn's 10-digit Medicaid identification number received from DCF.
- Newborn's Name: Enter the newborn's first and last name.
- Newborn's Date of Birth: Enter the newborn's date of birth.
- Gender: Enter the gender of the newborn (M or F).
- Plan Comments: Please use provided space to enter additional information in reference to newborn activation.

- HP Comments: This column will be used by HP Enterprise Services staff to enter additional information identified during processing.

III. Protect the Spreadsheet

When completed, the spreadsheet must be password protected prior to submission to comply with federal HIPAA requirements:

Using Microsoft Excel (Version 97-2003)

- Click the TOOLS menu. Select OPTIONS.
- Click the SECURITY tab.
- In the PASSWORD to OPEN field, type in the generic password which will be utilized on all of your spreadsheet submissions.
- Click OK.
- Save the document.

Using Microsoft Excel (Versions 2010 & 2013)

- Click the FILE tab.
- Under INFO, select PROTECT WORKBOOK.
- Select ENCRYPT WITH PASSWORD.
- In the ENCRYPT DOCUMENT field, type in the generic password which will be utilized on all of your spreadsheet submissions.
- Click OK.
- Re-type your generic password for confirmation.
- Click OK.
- Save the document.

IV. Submit the Spreadsheet

To submit the spreadsheet to the HP Enterprise Services e-mail address FLMMISNewbornActivation@hpe.com:

- Click the HP Enterprise Services e-mail address located in the top of the spreadsheet.
- On the pre-addressed e-mail, attach the saved and password protected spreadsheet. Send the e-mail.

HP Enterprise Services staff will review the spreadsheet, process the unborn activation request, or give a reason it could not be completed, and return it via e-mail, utilizing the same password protection. **Do not re-submit the same spreadsheet.** Duplicate submissions will cause processing delays.