

MedCommunity Reference Guide:

Adding A Newborn

STEP 1 – Confirm Subscribing Parent Insurance Eligibility:

First, confirm that the Subscribing parent has active insurance coverage with Medical Mutual.

MedCommunity		🞧 Dashboard	🔓 Notices 🛛 🗮 Waiting Room 🏠 🕫 Recer	nt + New & Test1 Provider1
My Dashboard				
🖾 Tasks			Member Search	2
No Records found			* Modical Method ID Number	⊘ Clear Q Search
			Sield Remuired	
Submitted Drafts			* First Name	
All Last 30 Days			Field Required	
All Open Withdrawn Medicare Reopen Dismissed Closed			1 * Last Name	
			Field Required	
Auth Member Name Member ID Authorization Auth Category Number	Auth TPA/Carrier Status Detail Type	Received Admit/Effective Date Date	* Date Of Birth mm / dd / yyyyy	
2221770506 FN13302 LN137608 SMID12690479 Open Elective Medical	Inpatient MMO Initial Clinical Review	Aug 5. 2022 Aug 8. 2022	Field Required	
2221770495 FNAUTOAPP07 SMIDAUTOAPP07 Open Emergency	Inpatient MHS Initial Clinical Review	Aug 5, 2022 Aug 5, 2022	Subscriber Id	
2221770483 John Wick 13243452 Open Acute Rehab - Physica Med	l Initial Clinical Inpatient Review	Aug 5, 2022 Aug 5, 2022		

- Under Member Search, complete all fields with Subscribers information. (1)
 - Note: Medical Mutual ID Number, First Name, Last Name, DOB are all required fields to begin Member search.
 - > Note: All fields must be completed to begin Member search.
- Click Search. (2)

Total Members Found 1				3		← Refine Search
Member Name	Date Of Birth	Gender	Primary Member Address	Active	Phone Number	4
FN4980 LN27475	Feb 27, 1973	Male	ADDR15424413 CITY894415,	true	1 (440) 505-7951	

- Review Active column for Subscribers active eligibility: (3)
 - True = active eligibility
 - False = no active eligibility
 - Please contact Customer Care (located on Subscriber's Medical Mutual ID card) with question and to verify eligibility.
- Click Refine Search (4) to return to My Dashboard.

STEP 2 – Add New Member Information:

MedCommunity	Ω Dashboard 🛛 🖧 Notices 🛛 🗮 Waiting Room 🖄 🛛 <ा 🛨 Hew & Test Provider1
My Dashboard	+ Add New Member 2
Tasks	Member Search
No Records found	& Clear Q Search
盒 Service Authorizations	- Metocal Mutual ID Number SMID2757842

- Click +New icon (1) in the global navigation bar.
- Click +Add New Member. (2)

MedCommunity			යි Dashboard	A Notices	■ Waiting Room ☆	🗭 Recent	+ New	A Test1 Provi
Before adding a Member, user	rs must search for possible duplicates in • First Name	the database Search using First name and Last name, or SSN, or N	edicaid #. Users may complet	e all the fields if d	esired.			
SMID2757842	Воу	08 / 03 / 2022						
SSN								4
						A Clear	Cancel	Add New Meet

- Enter new Member's Last Name, First Name and Date of Birth. (3)
 - Note: For single births or multiple births of different genders, use Girl or Boy in the First Name field.
 - Note: For multiple births of the same sex, use A Girl and B Girl in the First Name field.
- Click Add New Member (4) to be directed to the Personal Details screen.

	MedCommunity	🛱 Dashboard	A Notices	■ Waiting Room ☆	C Recent	+ New	& Test1 Provider1
	Personal Details						Cancel Save
	* First Name * Last Name Boy SMID2757842						8
5	Gender SSN - Select -						-
	08 / 03 / 2022 C						
6	Medical Mutuil D Number SMID2757842						
	Special Needs Bind No I Yes						
7	Deaf No I Pes Mute						
	No Tres Aphasia No Tres						

- Use dropdown to select gender. (5)
- Enter the Subscribers Medical Mutual ID Number. (6)
- Special Needs radio buttons may be selected with known information. (7)
- Click Save (8) to be directed to the Profile Summary screen on the new members home screen.

STEP 3 – Verify New Member's Address Matches Subscribers:

MedCommunity						බ Dashboard	🖞 Notices 🛛 🔳	Waiting Room 🛛 🏠	C Recent	+ New 2 Test	I Provider1
Boy SMID2757842 BS → 440-505-7951 ID: SMID2757842	Demographics DOR: Aug 3, 2022 (2d) Eff Date: Jan 1, 2016 Gender: Male Line Of Business: Multiple Plan Term Date: N/A					3					
•	Profile Summary)							👩 Update Member Ir	mage 🥒 Edit	: 4
😻 Health 360	Name Row SMID2757842			DOB			Address	24412 CIT/204415 OH 700	10-7209		
Demographics •	BOY SHIDE/STOKE			Hog 3, 2022 (20)			ADDITION	24413, 0111034413, 0112170	01330	Show More	\odot
Profile	Proformed Contact T	mor									
Utilization Management		ines									
	Addresses (1)										
eine -	Address Apt/3	iuite City/Town	State/Province/Region	County	Zip/Postal Code	Source	Primary Address?	Preferred Mailing Add	dress? Start	Date End Date	
2	ADDR15424413	CITY894415	он	CNTY991749	ZIP88-7398	System Feed - CMS	Yes	Yes	10/2	8/21	
	Phone (1)									~	
	Emails (1)									~	

- Click down arrow (1) on the addresses tab.
- Confirm that address displayed (2) is a match to the Subscribing Member's (Parent's) address.
- Click Dashboard icon (3) to return to My Dashboard screen.

To add a Service Authorization request for the new Member, see: "MedCommunity Reference Guide: Submitting New Service Authorization"