



Retro Assignment/Newborns Voice Response System (VRS)

Retro assignment of a PCP is not required for inpatient newborn charges (Section 170.100). When the newborn receives their Medicaid number and the practice is notified, the practice will file the charges for the inpatient newborn care as they have in the past. PCP referral requirements for routine newborn care, dental screens, visual screens, hearing screens and immunizations for childhood diseases are exempt from this referral requirement (Section 214.00).

With regards to the DMS 2609 form, according to policy (Section 173.200), it is a requirement that providers complete this form when selecting or changing a PCP. Once the form is completed, many providers make the assignments using the VRS. In the past, the practice has been able to retro the PCP assignment date if a PCP wasn't already assigned. Currently, with the new change, no retro assignment is allowed when using VRS. The provider must enter the assignment the day services are received. If a retro assignment date is needed, the PCP can fax the 2609 form to AFMC to assist with the assignment.

An example is provided below on what it will look like if the practice chooses to assist the family with the selection of their PCP.

Example:

When completing the DMS 2609 form, if the PCP effective date is the current day/date (form should be signed and dated as such), then the VRS system can be used to assign the PCP. If the effective date of the PCP is prior to "today's date," then the DMS 2609 form will need to be completed and dated with the retro date (a previous date of service). Once completed, the practice can then send to their local [DHS office](#) or if an escalated issue, can fax to AFMC (501-375-0705) to assist with the assignment of the PCP. **The date that the form is signed will be considered the "effective" date of the assignment.** The practice can also refer the patient to contact ConnectCare (800-275-1131), or go to the local DHS office to make the assignment.

Please reach out to your [AFMC Provider Relations Representative](#) if you have any questions. We are happy to assist you.