

Adding a New Baby to Your Health Insurance Plan

Thank you for choosing the DMC for your maternity care! On behalf of our hospital staff, congratulations on the newest addition to your family.

While there are many essential forms to be completed, one of the most important steps is adding your baby to your health insurance plan. Below you will find helpful information to complete this important step.



When to Get Coverage

Your insurance company requires you to add your newborn to your policy **within the first 30 days after birth** in order to be covered under your plan. The sooner the better!

How to Get Coverage

Start by calling the customer service number on your insurance card or contact the Human Resources department of your employer to see what information they require to have the baby added.

The hospital will provide you with a hard copy or email you a **verification of birth letter** when you're discharged. Some insurance companies require your newborn's birth certificate and Social Security number in order to enroll. The hospital's medical records department should have assisted you with completing and submitting these forms.

- If for any reason the **Social Security number form** was not submitted, please go to [SSA.gov/Forms/SS-5.pdf](https://www.ssa.gov/Forms/SS-5.pdf). Download the form and mail or deliver it to your local Social Security office.
- To order a copy of the **birth certificate** in the state of Michigan:
 1. VitalChek is the only Michigan Vital Records authorized online service provider. Michigan Vital Records orders placed online through VitalChek are considered rush requests. Go to [VitalChek.com](https://www.vitalchek.com) or call **866-443-9897**
 2. Another good resource is the State of Michigan Vital Records Office. Go to [Michigan.gov/VitalRecords](https://www.michigan.gov/VitalRecords) or call **517-335-8666**
- If your baby needs to be enrolled in **Medicaid** or you would like to be screened for Medicaid, please call the number below for your hospital.
 1. DMC Huron Valley-Sinai Hospital: **248-937-5689**
 2. DMC Sinai-Grace Hospital: **313-966-8392**
 3. DMC Hutzel Women's Hospital: **313-966-8392**

Where to Get Care

The physician who cares for your baby during your hospital stay may only see newborns within the hospital. Before you're discharged, you will need to **find a pediatrician** to care for your baby. Follow-up visits come quickly after birth (from two days to two weeks after discharge) so we recommend you pick your baby's pediatrician very soon.

To stay within the DMC family, call **888-DMC-2500** to find a DMC pediatrician that's right for you. Once you make a selection, **please call and make arrangements with the pediatrician.**



A COMMUNITY BUILT ON CARE