



## Adding Your Newborn to Your Insurance

Adding your newborn child to your insurance policy after he/she is born is crucial. Please make sure you follow the steps below as soon as possible to avoid being ineligible to add your child to your insurance plan.

- 1) Ensure you apply or have applied for a Social Security Number for your child.
- 2) Inform your insurance company of your child's birth and request the forms necessary to add him/her to your insurance policy. While all insurance companies have different requirements, all require you to add your child to your policy within 30 days after the birth.
- 3) Make a copy of your child's birth certificate. Most insurance companies require this as proof of his/her birth.
- 4) Mail the forms and the copy of the child's birth certificate to your insurance company.
- 6) Call the insurance company after 10 days to ensure that they received the enrollment paperwork.

Once your insurance becomes active, Catholic Health Initiatives will resubmit your child's bills to them for processing. Until the insurance is active, please note you will receive a bill for the entire amount of your child's outstanding services.

If you have any questions, or need assistance, please call your local clinic.