

# Adding Your Newborn to Insurance

You may need:

- Baby's Full Legal Name
- Baby's Time and Date of Birth
- Sponsor's information
- Signed Verification of Birth from your provider
- Copy of the Birth Certificate
- Baby's Social Security Number

## Medicaid

Alaska Medicaid requires recipients to call, email or visit a local assistance office to initiate the application process to obtain coverage for your baby and extend your coverage into the postpartum period (up to 60 days after delivery).

You can contact the Medicaid office by contacting Recipient Services.

Member Hotline: 800-780-9972 or email [memberhelp@conduent.com](mailto:memberhelp@conduent.com)

## Private, Federal or Commercial Insurance Plans

Please call the member number listed on the back of your insurance card to initiate coverage.

Your insurance or union representative will be able to answer any questions you may have about adding your little one and starting coverage.

Most plans require your baby be added within 30 days from the date of birth or wait until the next open enrollment period for your plan.

We ask that you notify us once you have finished adding your baby to your insurance.

To notify us of any insurance changes and updates, please contact Emily by email at [emily@myakbillingllc.com](mailto:emily@myakbillingllc.com)

