

INSTRUCTIONS

Changing Your Medicaid Insurance Plan



Commonwealth Pediatrics
Boston Children's
Primary Care Alliance

commonwealthpediatrics.com
781-451-0072 | fax 781-435-0792

If you have a Medicaid (MassHealth) insurance plan, please be advised that we only accept **Tufts Health Together with Boston Children's ACO** as the primary insurance plan. You must be listed with this plan AND have one of our providers listed as your primary care provider (PCP) in order to be seen. If this insurance is listed incorrectly, you will be asked to call the insurance plan to correct the information and obtain a reference number before you will be seen.

Children who meet the following criteria can change their plan at any time:

- Children in the care or custody of the Department of Children and Families (DCF)
- Youth in the care or custody of the Department of Youth Services (DYS)
- Newborns and children who are younger than one year old
- Members enrolled in the Primary Care Clinician (PCC) plan

Children already enrolled with MassHealth can change their plan if:

- Their previously established primary care provider works at Commonwealth Pediatrics

OR

- They are in their 90-day plan selection period, as notified by MassHealth

Children already enrolled with MassHealth cannot change their plan if:

- They have never previously seen a provider that works at Commonwealth Pediatrics

AND

- They are in their fixed enrollment period
These children **CAN** change their plan during their annual 90-day plan selection period

It is very important to read all mail from MassHealth carefully, so your child does not experience a lapse in insurance or a change in either their plan or their primary care provider.

If your child needs to change their plan, follow these steps before your child's next visit:

- Call MassHealth at 800-841-2900, Monday through Friday from 8 a.m. to 5 p.m.
- Give your child's name, date of birth, and current MassHealth information
- Ask that your child be switched to the following plan:
Tufts Health Together with Boston Children's ACO
- Identify one of the following providers as their PCP:
Dr. Angelica Espinosa-Louissaint or Dr. Michelle Lock
- If your child is less than 4 months old, the coverage must be back-dated to their date of birth
You may need to call Tufts Health Together to correct this: 888-257-1985
- Request the name of the person you spoke to and a reference number
- Record that information on this sheet and call our office manager, Kim Peloquin

Name: _____

Reference number: _____

Date of call: _____