



# **How to Complete and Submit a CradleME Request**

Please offer CradleME to every birthing family as early as possible

**\*To send the request electronically, for best results download Adobe Reader [here](#) and then download the request form before filling out and sending.\***

## **1) Assist family to complete PAGE 1 of the CradleME request form**

- a. Mother, authorized parent or guardian completes and **signs page one** (or verbal permission as appropriate), with help as needed from referring provider.
- b. Patient ID stickers (mom and baby) can be applied to upper corner to ensure legibility of name & DOB.
- c. Parents keep the informational handout about CradleME referral services.

## **2) Complete PAGE 2 of the CradleME request form (Back side of request form).**

- a. *All families are eligible* for wellness support including well pregnancy, infant care, infant feeding, and parenting support and education. Please check the top box to request this type of service for the families.
- b. Please be sure to check the appropriate boxes for any health concerns that require follow-up.
  - For any health concerns, if you include a discharge summary or history and physical (H & P) please send a release of information when sending the CradleME request form.
- c. Please note who is making the referral on the bottom of page 1 or 2 under "Referring Organization" and provide a phone number to reach them in case more information is needed when processing the referral.

## **3) FAX or ELECTRONICALLY SEND the COMPLETED CradleME REQUEST FORM (FRONT AND BACK) TO (207) 287-4577 or email encrypted to [cradleme.mecdc@maine.gov](mailto:cradleme.mecdc@maine.gov)**

The CradleME office is staffed Monday-Friday during DHHS business hours of 8:00 am to 5:00 pm. Requests received during weekends and holidays will be processed on the next DHHS business day. If your patient has urgent health needs, please refer directly to the appropriate health care provider.

### **Talking Points on the CradleME Request Form**

To explain the benefits of CradleME to connect to supportive prenatal and parenting services

Filling out the CradleME Request form helps connect you to services that can help you during and after your pregnancy, depending on your needs.

Depending on the service you choose you can expect calls from representatives of those services. At that time there will be discussion around your family's needs and future appointments may be to set up via phone, virtually, or in a location of your choice.

The services offered through CradleME are free and are offered to all pregnant individuals and families with new babies. We can fill this form out together so I can help you answer any questions you have.

**Questions, concerns, or other feedback? We want to hear from you!**

Please contact CradleME Referral office at 1-888-644-1130