August 28, 2018
IHS/Tribal Monthly Meeting

Enrolling with Medicaid

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Objectives

- Overview of Medicaid Enrollment
- What is an NPI and PID
- Enrollment for Individual Attending Provider Types
- Enrollment Types:
  - Full Enrollment (Organization)
  - Rendering Only (Attendings working for Facility)
    - This now includes Licensed Addiction Counselors
  - Ordering, Referring, Prescribing
Medicaid Enrollment

Providers must be enrolled and approved to be a Medicaid Provider

Medicaid Payment is made only to enrolled providers.

- General Manual Pg 2.1: Healthcare Providers must have an NPI or Atypical identifier.
- The facility and the Individual Servicing Provider provider must be enrolled under the appropriate NPI number

Eligible for Enrollment

- Provide proof of licensure, certification, accreditation, registration according to MT state laws and regulations
- Meet the conditions and program instructions regulating specific type of provider, program, and/or service.

To Enroll

- Complete an enrollment application and supplemental materials
- Welcome Letter will be sent upon approval
- Medicaid-related forms are available but providers are responsible for claim forms and/or submission software
Enrollment Guidelines

• Enrollment includes Application and receipt of Supplemental Material -- Incomplete applications will not be processed.

• Requirements may vary depending on Provider Type, or response to questions Required fields are noted in the application with a red asterisk *

• Supplemental forms can be mailed, emailed, or fax. Be mindful of sending sensitive information through unsecured means

• The 4-digit ZIP code extension is required on all addresses.

• Rendering/Attending and Ordering, Referring, Prescribing providers are required to be enrolled. Use appropriate form.

• Individual Providers only need to enroll one time, regardless of the number of locations in which they practice. Exception: Participation in waiver programs requires separate enrollments.
Supplemental Forms

- Enrollment Checklist
- Disclosures, Screening and Enrollment Requirements
- Enrollment Agreement and Signature Page
- License, CLIA, and Certification
  - Montana Medicaid does not require IHS physicians to hold a Montana physician license; however, they must meet the substantive licensure requirement -- A current license from another state
- Passport and Team Care Agreement
- Additional forms may be required based on Provider Type
Before You Begin:

- NPPES (National Plan and Provider Enumeration System), confirmation with NPI (National Provider ID)
- Photocopy Medical License including effective and expiration dates – only needed for individual providers
- Photocopy of board certification including type and number if applicable
- Tax Reporting Data: Current copy of your completed, signed and dated W9. (not needed for Rendering or ORP enrollment)
- Previous Montana Healthcare Provider number/s.
- Banking Data: Completed and signed Montana Medicaid Electronic Funds Transfer (EFT) & Electronic Remittance Advice (ERA) Authorization Agreement. (not needed for Rendering or ORP enrollment)
- Ownership: Identifying information (not needed for Rendering or ORP enrollment)
- Submitter number for the entity that will retrieve your 835 remittance advice.
What is an NPI: Standard unique identifier for health care providers. National Plan and Provider Enumeration System (NPPES) assigns these unique identifiers.

Who needs an NPI: All healthcare providers. Montana is still one state that allows non-medical service providers (Personal Care and HCBS) to use an Atypical Identifier.

How do I get an NPI: The NPI Enumerator may be contacted at the following:

Customer Service: 800.465.3203 or customerservice@npienumerator.com

- The NPI Enumerator team can assist with applying for an NPI, and maintaining NPI records in NPPES, including taxonomies. *NPI is not supplied or administered by Conduent or DPHHS*

- The NPI Enumerator cannot supply advice on billing, subpart structuring, or legislation.
NPPES
https://npiregistry.cms.hhs.gov -- Publicly Accessible

Provider Information for

Search  |  Back to Results  |  NPI View

Details

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<thead>
<tr>
<th>Name</th>
<th>Value</th>
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<td>NPI Type</td>
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Must be appropriate NPI type (individual or organization) for desired provider type
Individual vs Organization

- Medicaid allows and requires both Individual and Organizations to be providers.
- Identified/Verified by NPI Registry
- IHS/683 programs will be Organizations.
- Organizations will use Full Enrollment form as they will receive payment.
- Attending providers will use the Rendering Application
  - See the new Provider Enrollment tab at medicaidprovider.mt.gov for a questionnaire to decide which form is appropriate
- Revalidation: required every 3 to 5 years depending on provider type and original enrollment date.
Taxonomy Code

Identifies the provider type and area of specialization for health care providers. Each taxonomy code is a unique ten character alphanumeric code that enables providers to identify their specialty at the claim level.

<table>
<thead>
<tr>
<th>Taxonomy</th>
<th>Primary Taxonomy</th>
<th>Selected Taxonomy</th>
<th>State</th>
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There are a long list of choices, both on NPPES and on the Medicaid Enrollment, pick the one the best describes the services you’ll be providing.

Need to specify taxonomy code on claim forms.
ORP Enrollment

The Patient Protection and Affordable Care Act and 42 CFR 455.440 mandates that all State Medicaid Programs require the National Provider Identifier (NPI) of any ordering or referring physician or other professional to be specified on any claim for payment that is based on an order or referral of the physician or other health professional.

- Enrollment is designed Individuals only, specific provider types, that will only Order, Refer or Prescribe services.
- Will not receive payment directly from Montana Healthcare Programs
- Does not require bank or tax information,
Rendering Only Enrollment

Medicaid requires the enrollment of the Servicing Provider – Rendering, Attending, Treating

• Enrollment is designed for individuals only, specific provider types, that perform the hands on treatment of the patient.

• Will not receive payment directly from Montana Healthcare Programs

• Does not require bank or tax information.

• IHS/Tribal Attending Physicians should use this form as of April 1, 2018.
Montana Healthcare Programs Provider Enrollment

Thank you for your interest in becoming a Montana Healthcare Programs provider.

Montana Healthcare Programs enrolls providers who may be “Pay-to/Billing”, “Rendering”, and “

Depending on your desired role, providers will select the Full, Rendering Only, or the Abbreviated Montana Provider Relations encourages a Group/Clinic as the Pay-To with an individual Rendering your enrollment type.

Providers are encouraged to enroll using the online application which will streamline the enrollment process. Effective February 26, 2018 a provider enrollment application will be available for Rendering Only. For more information on Rendering Only, please visit the website. You will NOT be listed as the Pay To Provider, this is the application enrollment will be available.

Three types of provider enrollment applications will now be available:

1. Full Enrollment: Provider will bill Montana Healthcare Programs directly for the services provided. This includes all facilities and Group Clinics. Applicable for all types.

2. Rendering Only Enrollment: An Individual Provider is performing the service being subcontracted to another provider. Will not receive payment directly from Montana Healthcare Programs. Applicable for all types.
MATH Web Portal: Enrollment

Provider Enrollment

This is the menu page for Provider Enrollment and Re-Enrollment in the Medicaid, Children’s Health Insurance Plan (CHIP)-Dental Services Only, and Mental Health Services Plan (MHSP). Links to forms, enrollment, status of enrollment, and web portal registration are provided below.

- Rendering Enrollment Online
- Enroll Rendering Provider via Web
- Enroll or Re-Enroll as a Provider Online
- Enroll Prescribing, Ordering, and Referring Provider via Web
- Abbreviated Enrollment Online
- Link to a page which displays all enrollment forms
- Download Enrollment Forms
- Check Status of your Enrollment
- Check Status of your Enrollment
- Web Portal Registration
- Link to a page through which a new Web user can register for Web Portal Access
Contact for Enrollment

Questions about Enrollment?

Contact Provider Relations

1-800-624-3958, Option 2,

mtprhelpdesk@Conduent.com