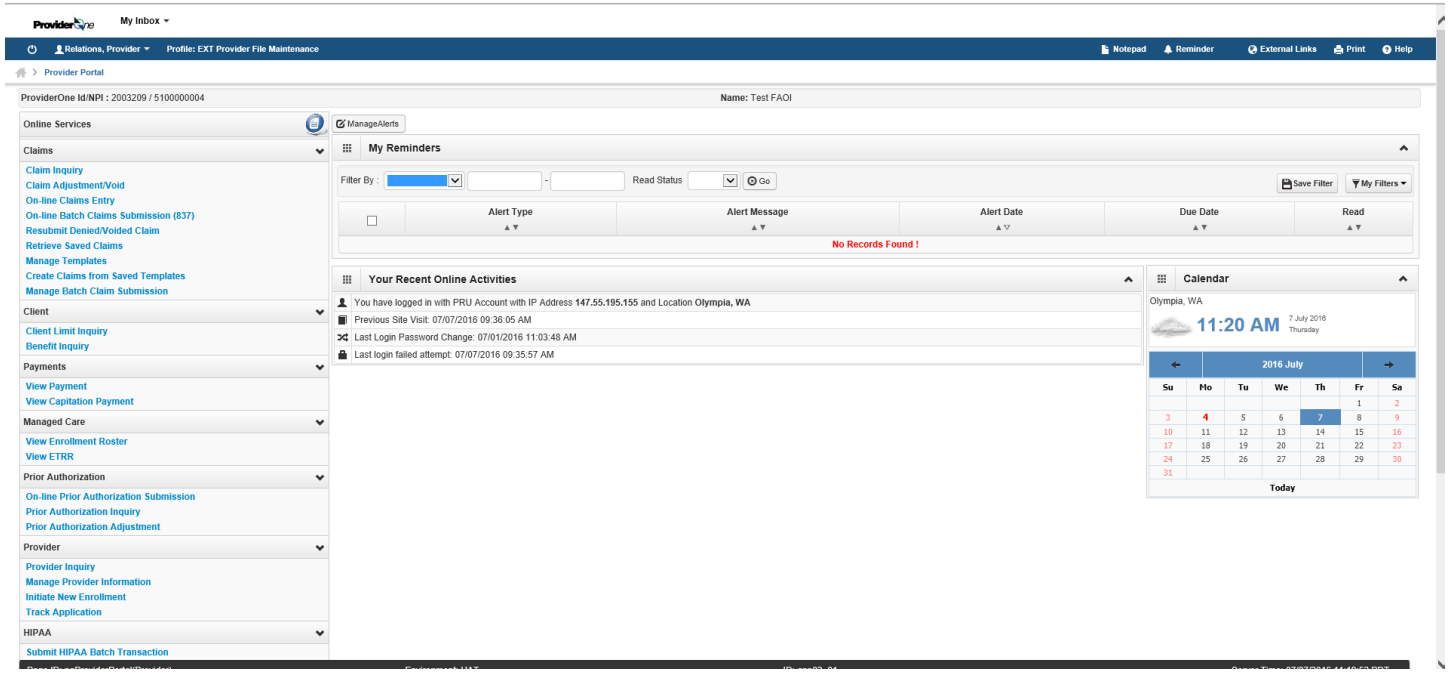
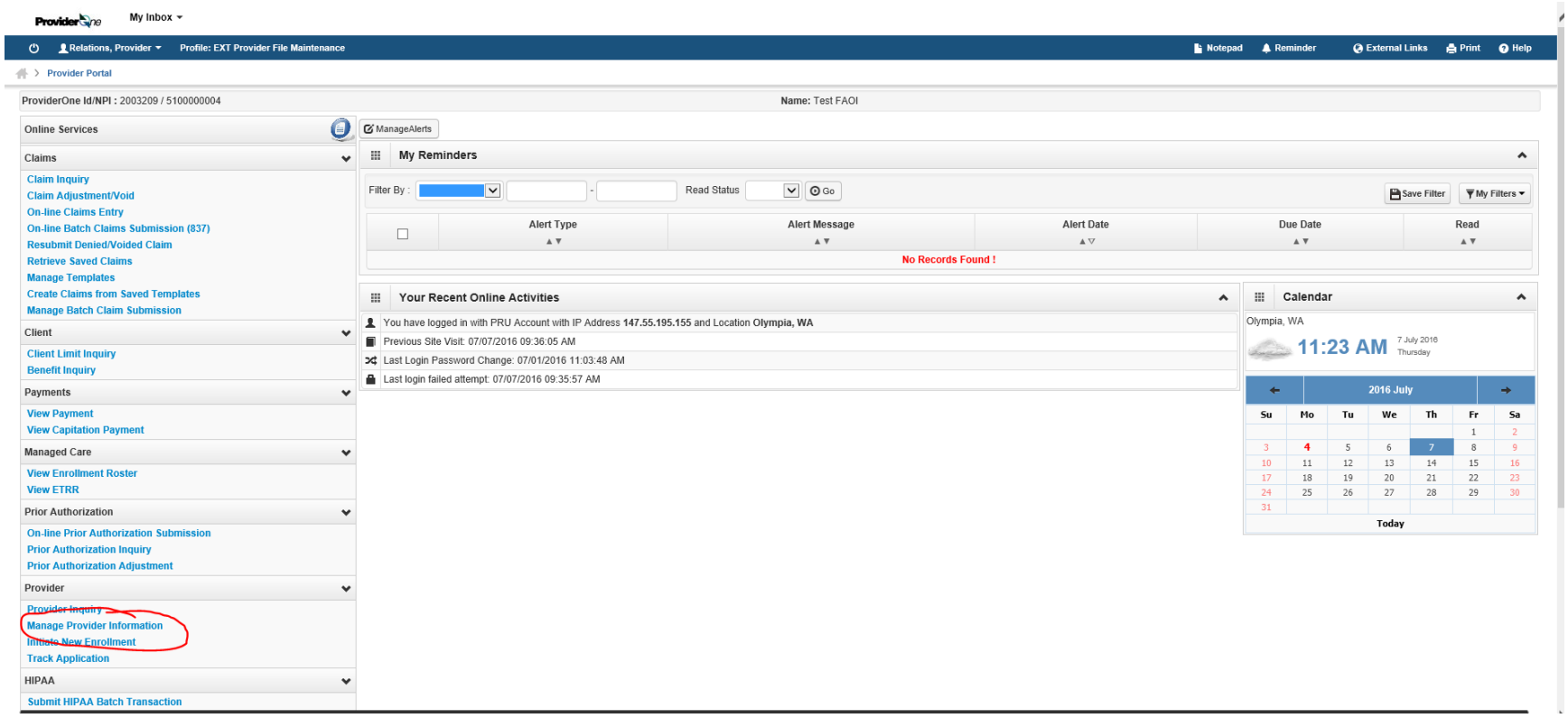
Adding a servicing provider to your group

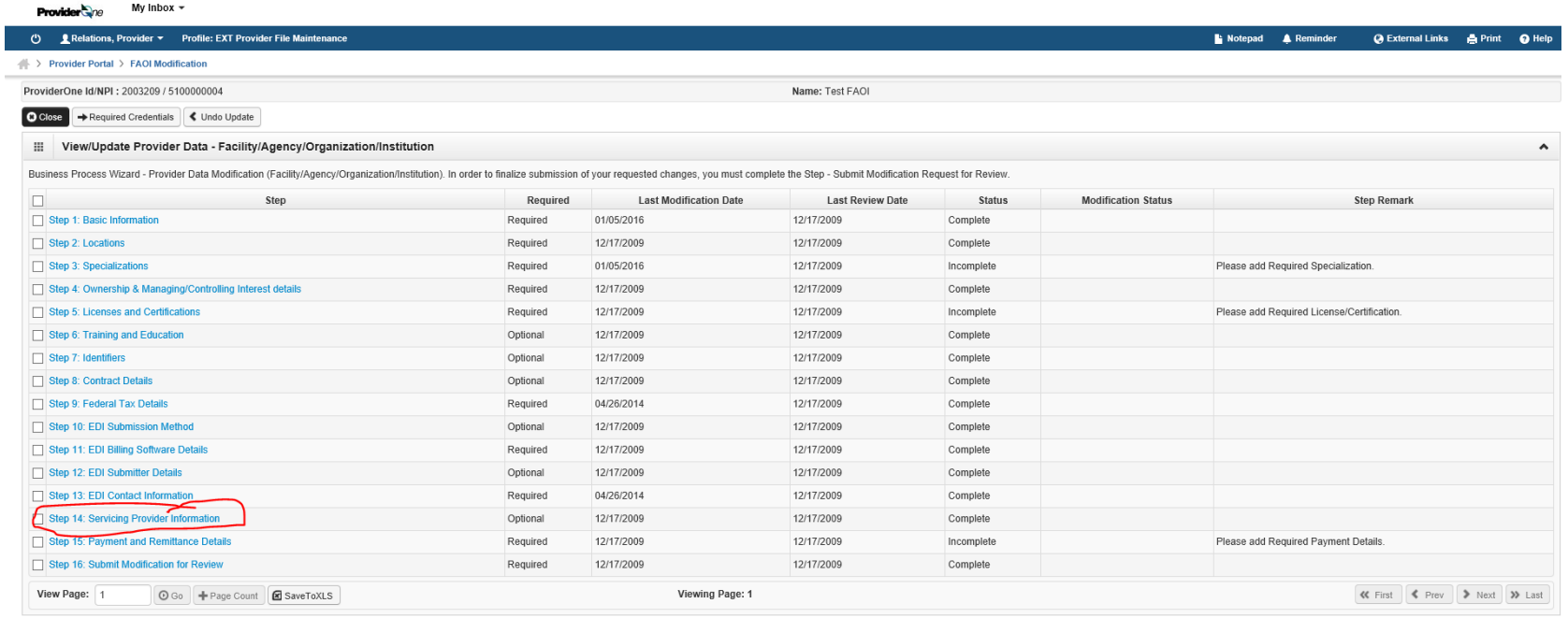
1. Log in to ProviderOne with one of the following profiles: Provider File Maintenance or Super User



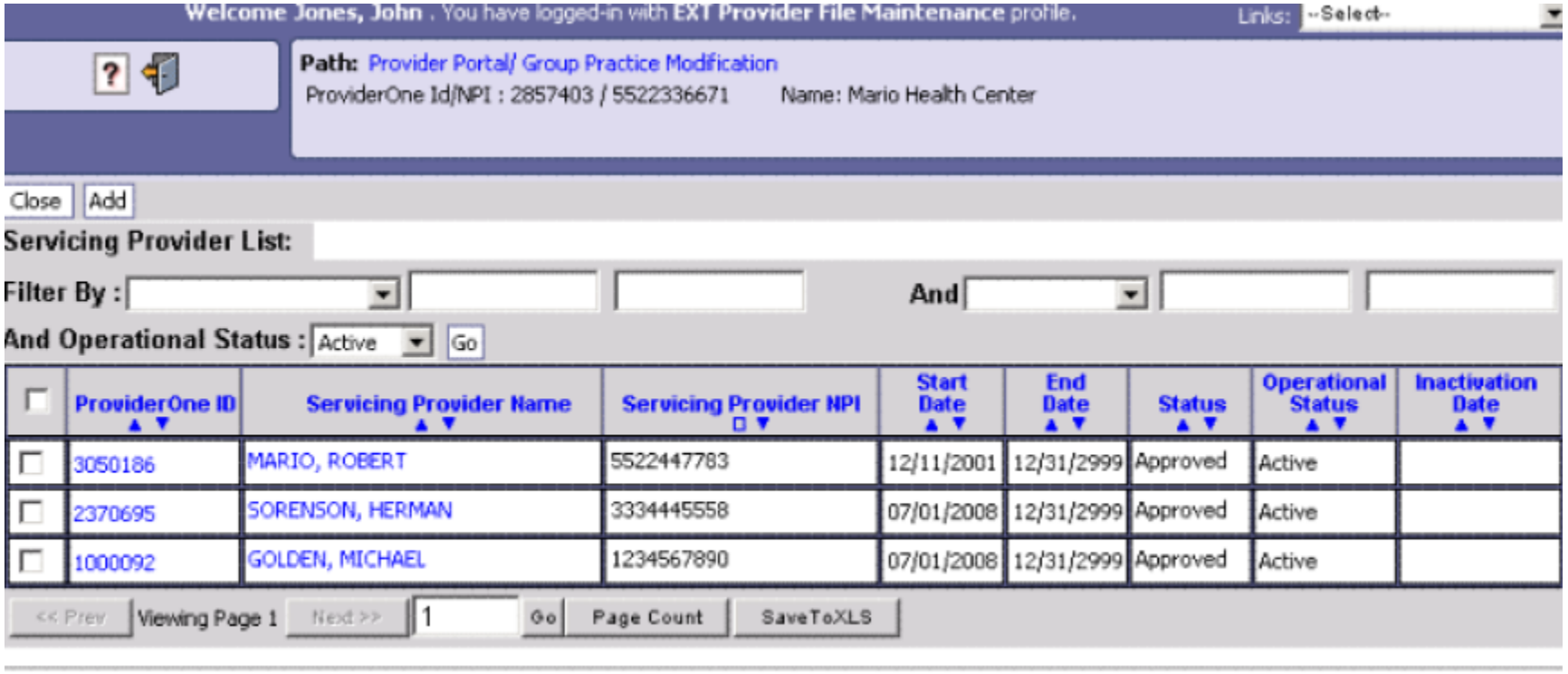
2. Click on “Manage Provider Information”



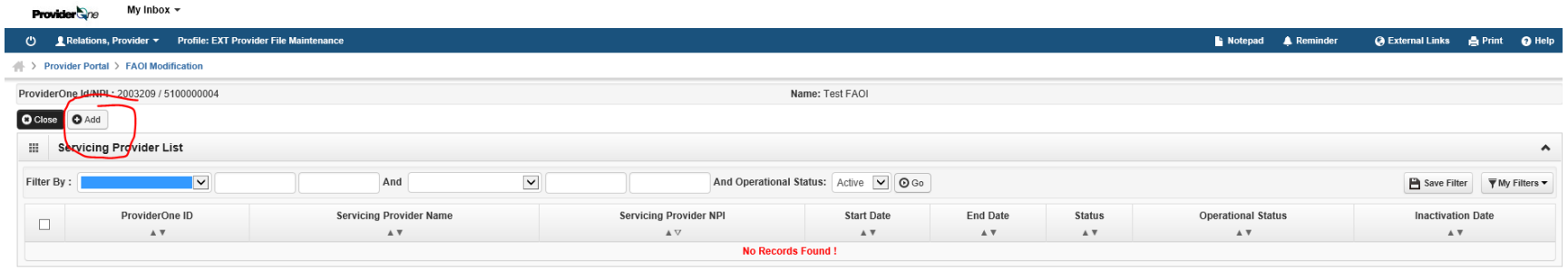
3. Click on “servicing Provider Information” (step numbers may change, currently #14)



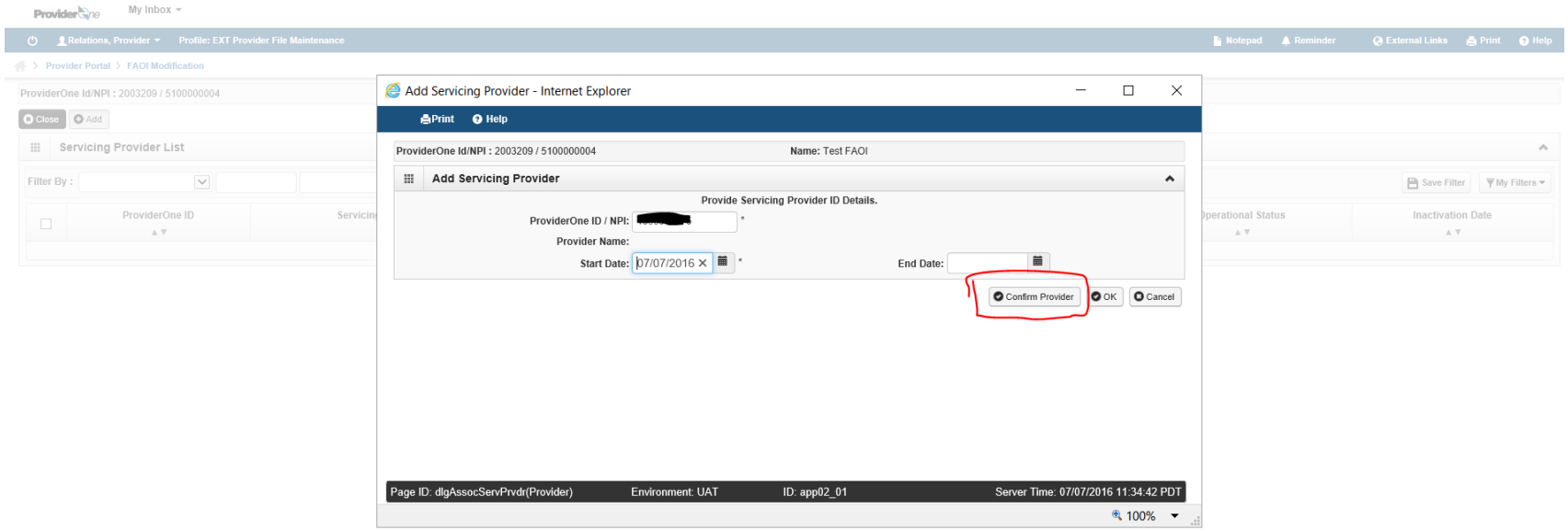
4. P1 will display a list of your current servicing providers (old screen shot)



5. Click the “add” button (my dummy billing group has no providers yet)



6. Enter in the new servicing NPI and today's date and click the confirm provider button

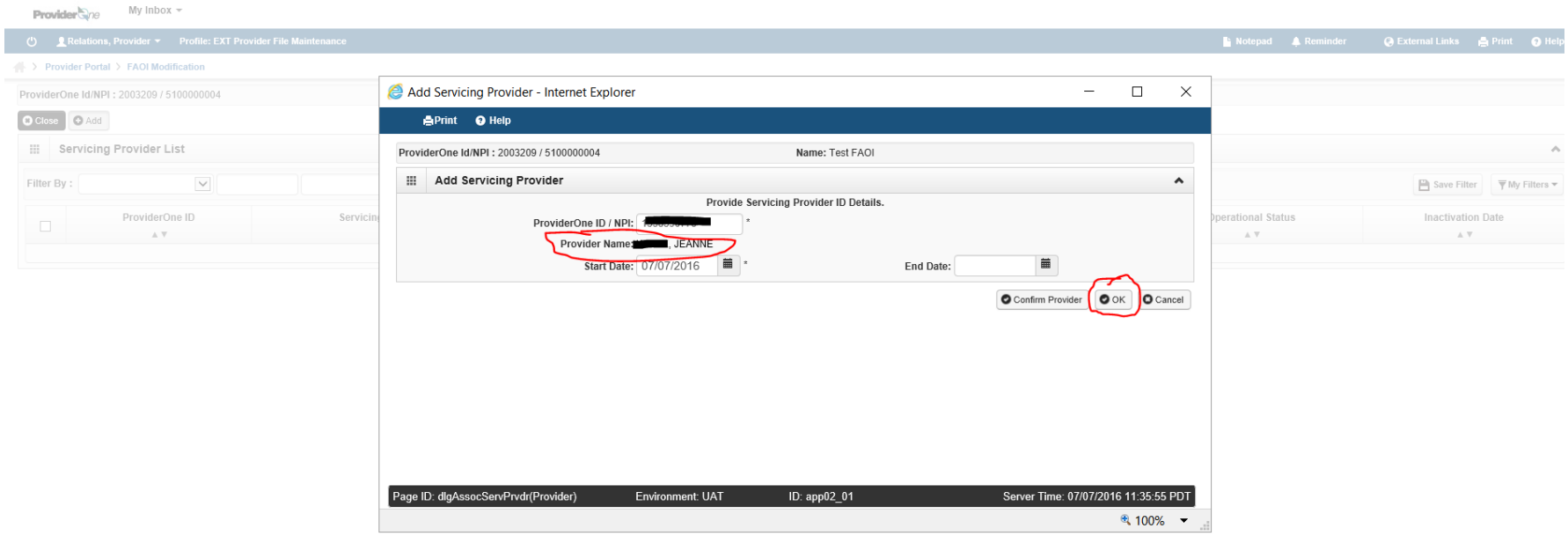


The rest of the slides are split

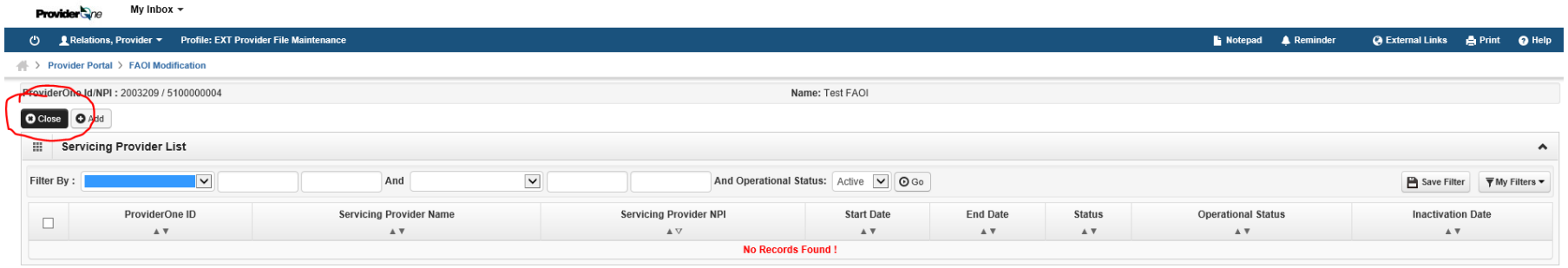
7A 8A 9A - used if provider is a pre-existing provider

7B 8B 9B 10B 11B and 12 is used if provider is a brand new provider in P1

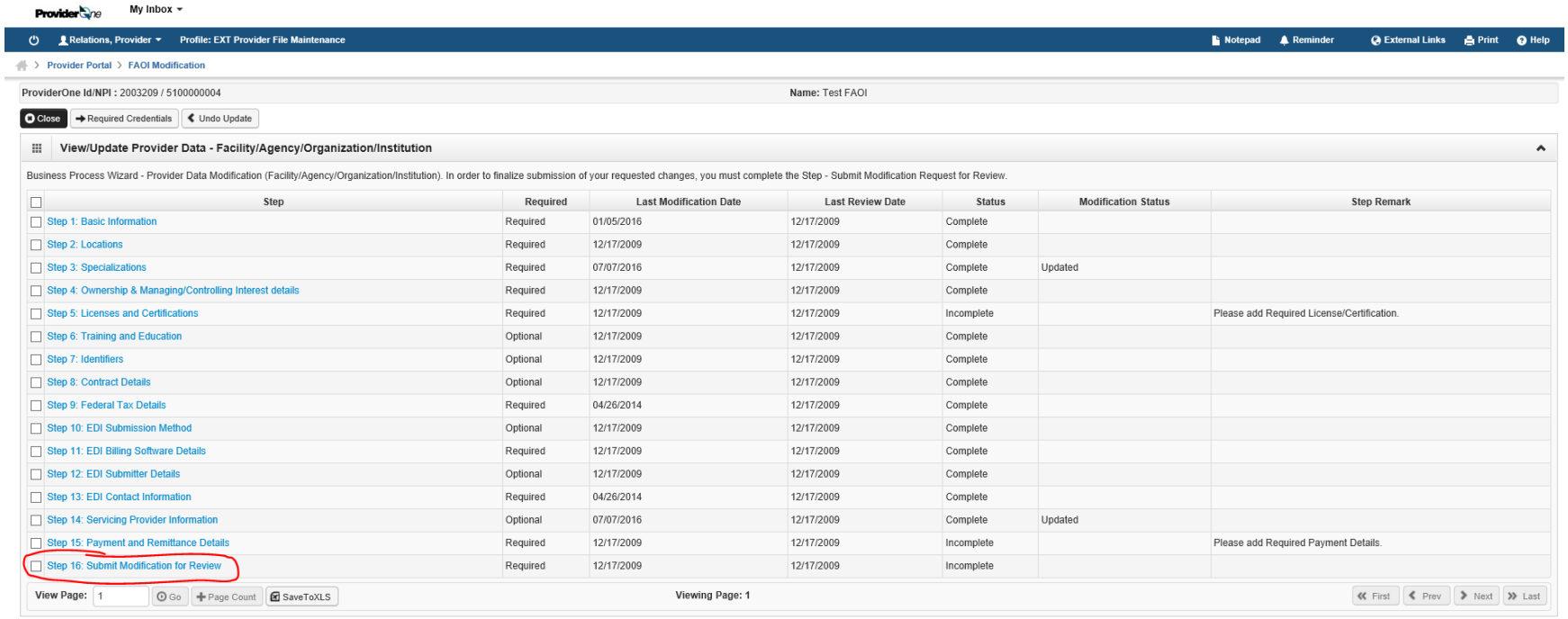
7A if ProviderOne pops up with the provider's name then they are already a P1 provider and just need to be added to your group



8A after you clicked the OK button you got back to the current list of providers (remember, my dummy group has no servicing providers yet). click the "close" button

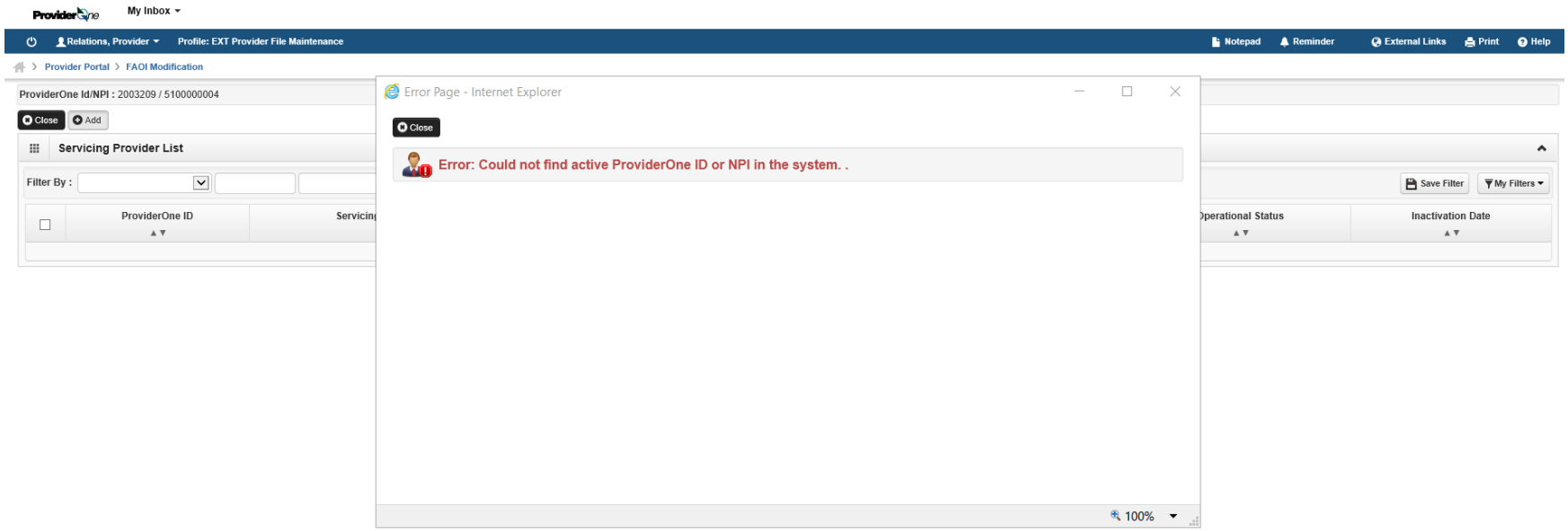


9A click on the “submit modification for review” (step numbers may change, currently #16). Touch base with Mike, I’ll look in provider file and share their taxonomy codes, etc. Claims may be billed **now** (and retroactive, because they were already a provider)

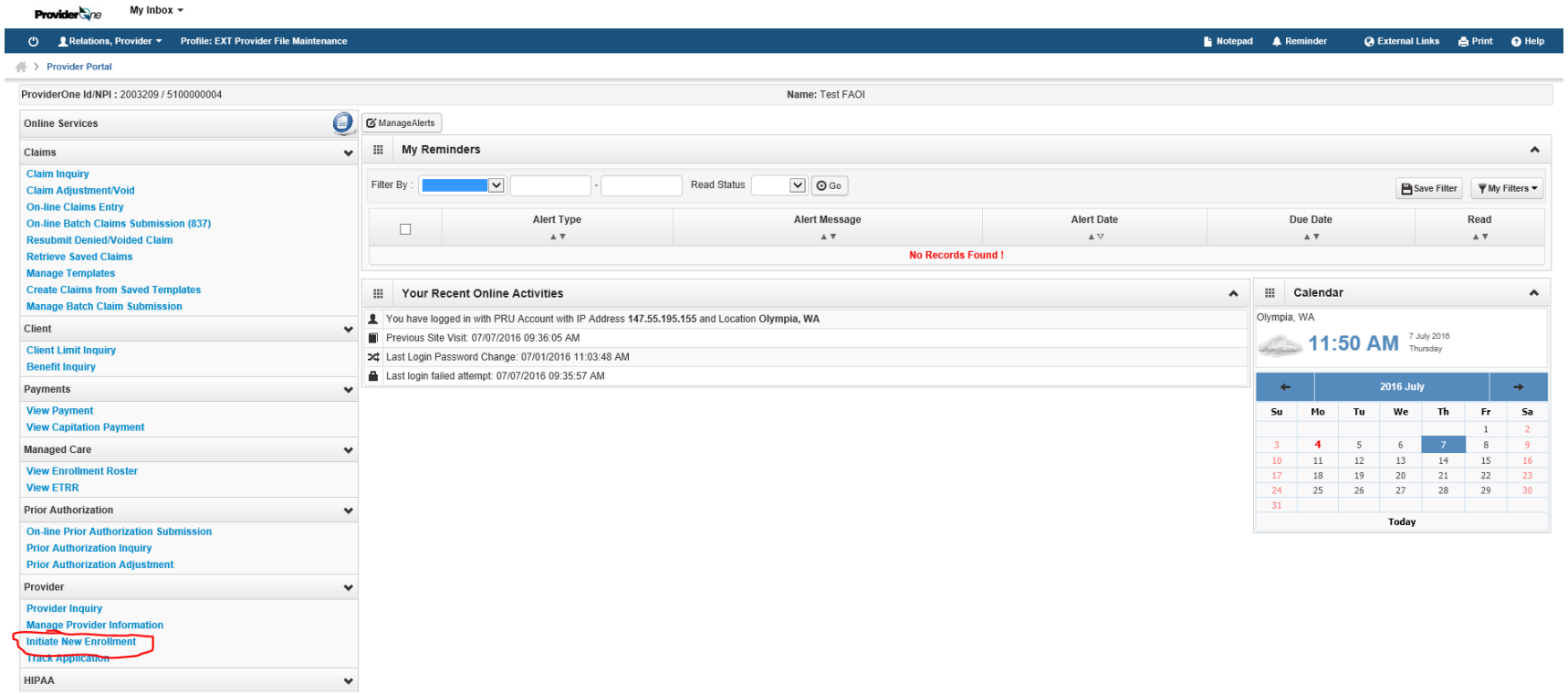


Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Step Remark
Step 1: Basic Information	Required	01/05/2016	12/17/2009	Complete		
Step 2: Locations	Required	12/17/2009	12/17/2009	Complete		
Step 3: Specializations	Required	07/07/2016	12/17/2009	Complete	Updated	
Step 4: Ownership & Managing/Controlling Interest details	Required	12/17/2009	12/17/2009	Complete		
Step 5: Licenses and Certifications	Required	12/17/2009	12/17/2009	Incomplete		Please add Required License/Certification.
Step 6: Training and Education	Optional	12/17/2009	12/17/2009	Complete		
Step 7: Identifiers	Optional	12/17/2009	12/17/2009	Complete		
Step 8: Contract Details	Optional	12/17/2009	12/17/2009	Complete		
Step 9: Federal Tax Details	Required	04/26/2014	12/17/2009	Complete		
Step 10: EDI Submission Method	Optional	12/17/2009	12/17/2009	Complete		
Step 11: EDI Billing Software Details	Required	12/17/2009	12/17/2009	Complete		
Step 12: EDI Submitter Details	Optional	12/17/2009	12/17/2009	Complete		
Step 13: EDI Contact Information	Required	04/26/2014	12/17/2009	Complete		
Step 14: Servicing Provider Information	Optional	07/07/2016	12/17/2009	Complete	Updated	
Step 15: Payment and Remittance Details	Required	12/17/2009	12/17/2009	Incomplete		Please add Required Payment Details.
Step 16: Submit Modification for Review	Required	12/17/2009	12/17/2009	Incomplete		

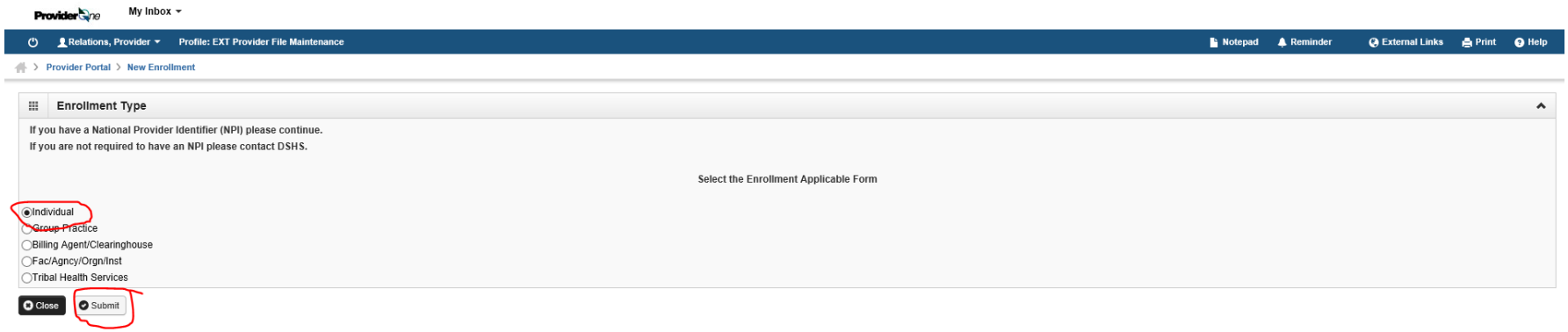
7B – if you enter in the new provider and click the confirm button and get a popup about not being able to find provider then provider needs to be added to P1. Click the close button to remove the error popup and the close button again (a couple of times) to get back to the home page



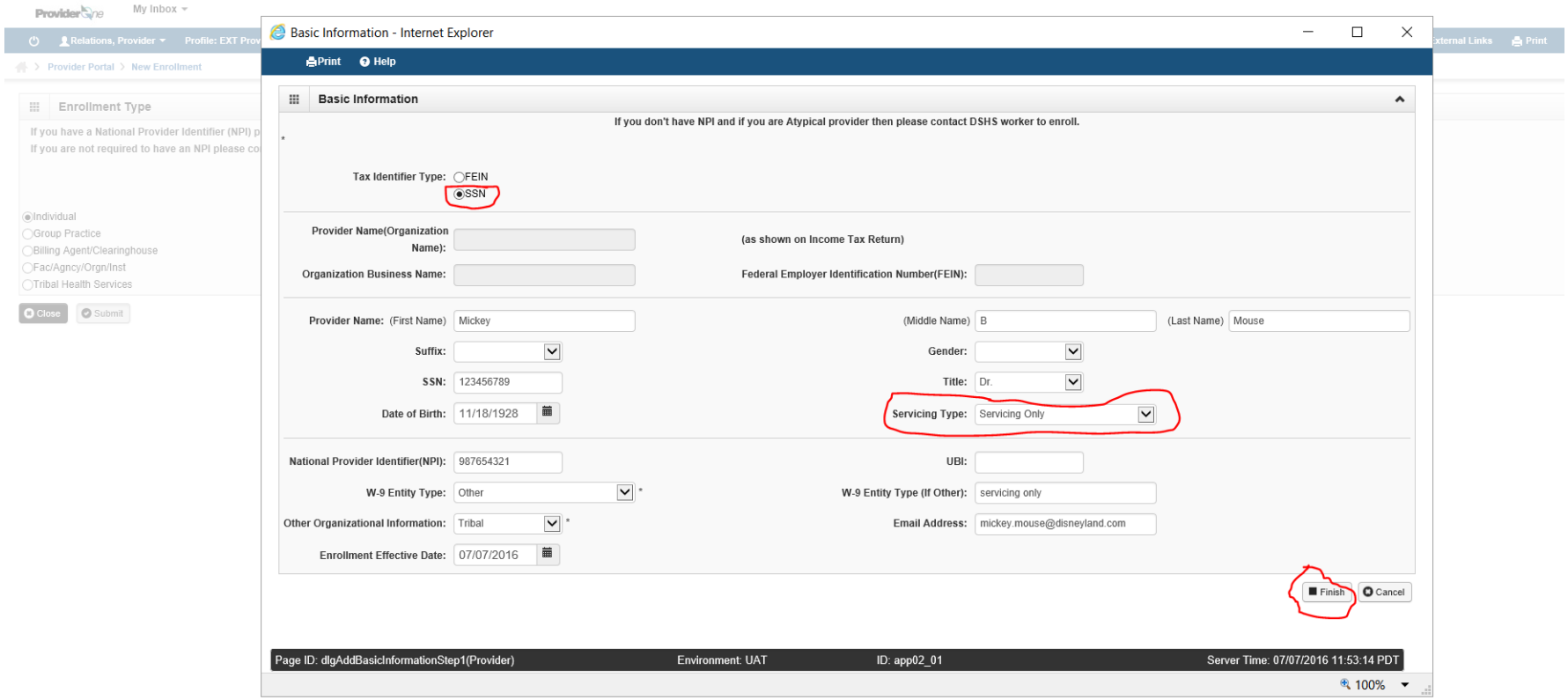
8B click on “Initiate New Enrollment”



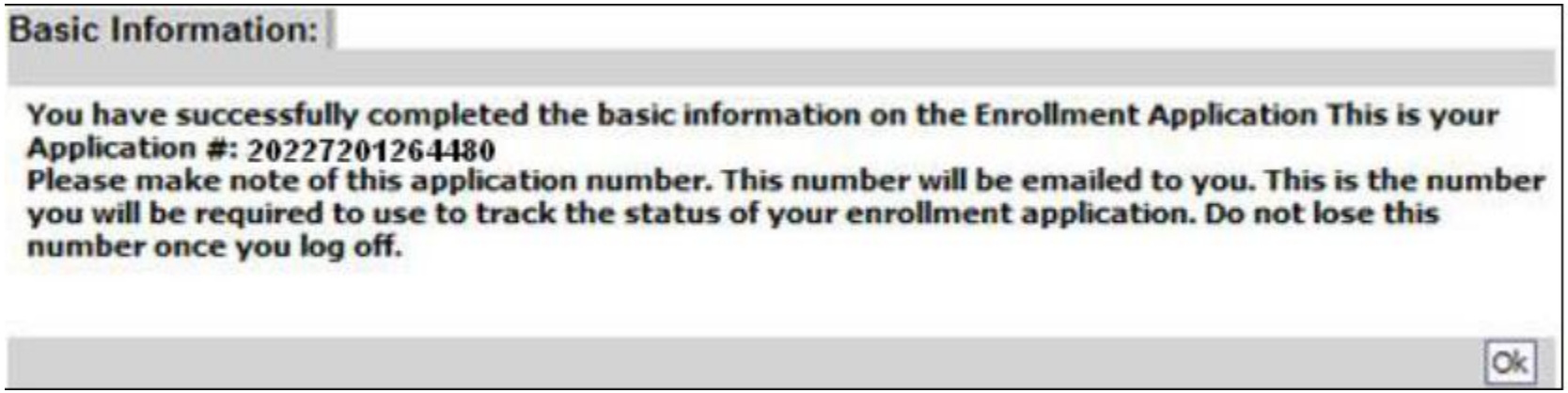
9B select Individual (**always Individual**, “Tribal Health Services” is only used if you are setting up a new billing domain, which is rare) & click the “submit” button.



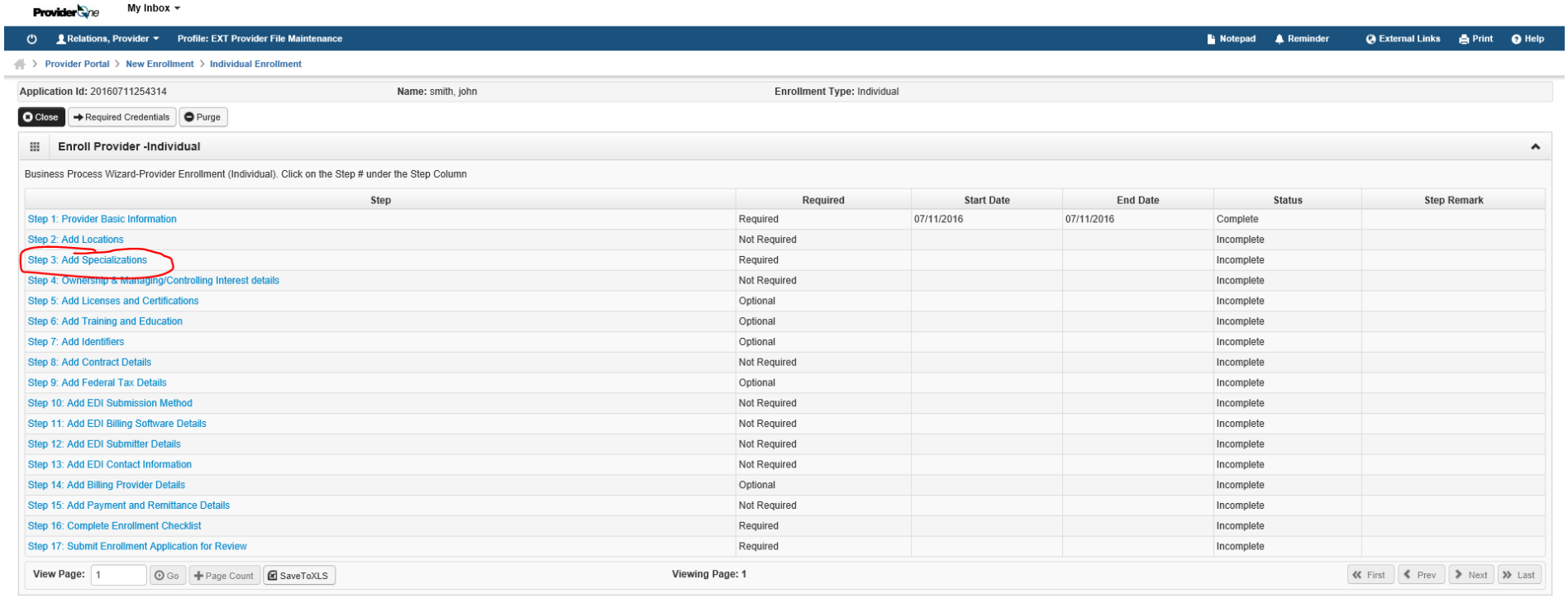
10B. select SSN (always SSN) and fill out the fields. Servicing type is “servicing only (always “servicing only”). W-9 entity type is “other” and then enter in “servicing only”. Other Organization Information – select “Tribal” Click the “finish” button.



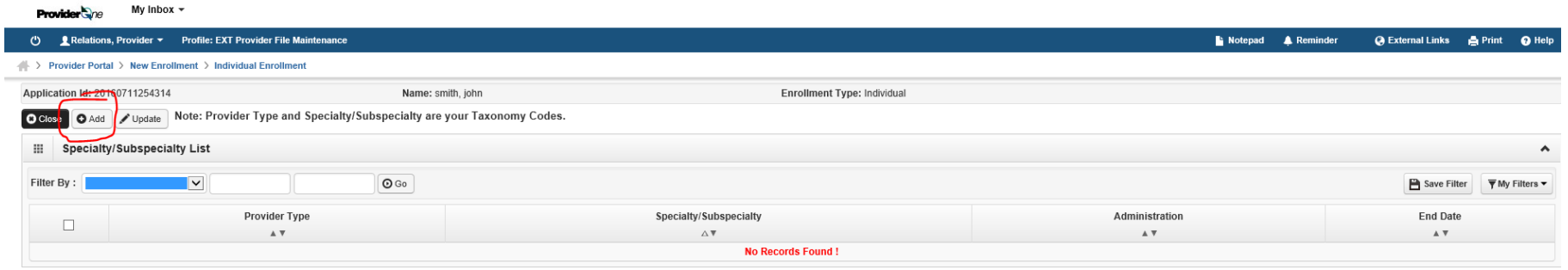
11B P1 will give you a confirmation popup. Click “OK”



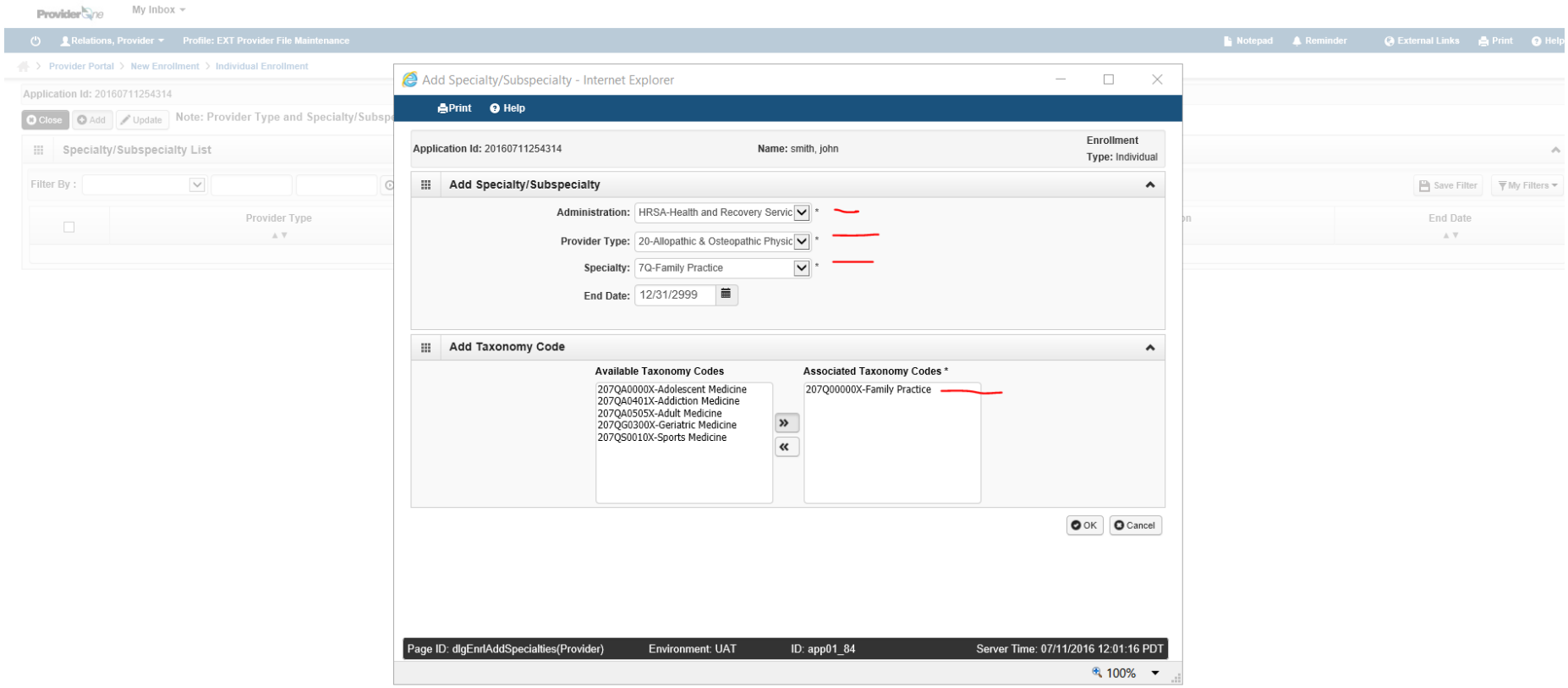
12B P1 brings you back to the main menu for the new servicing provider. Click on “add Specializations” (step 3)



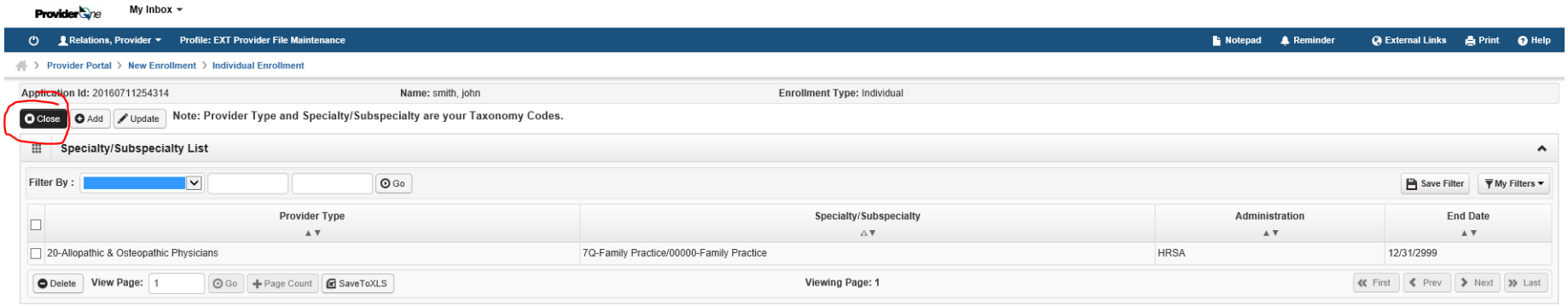
13B click the Add button to add the taxonomy



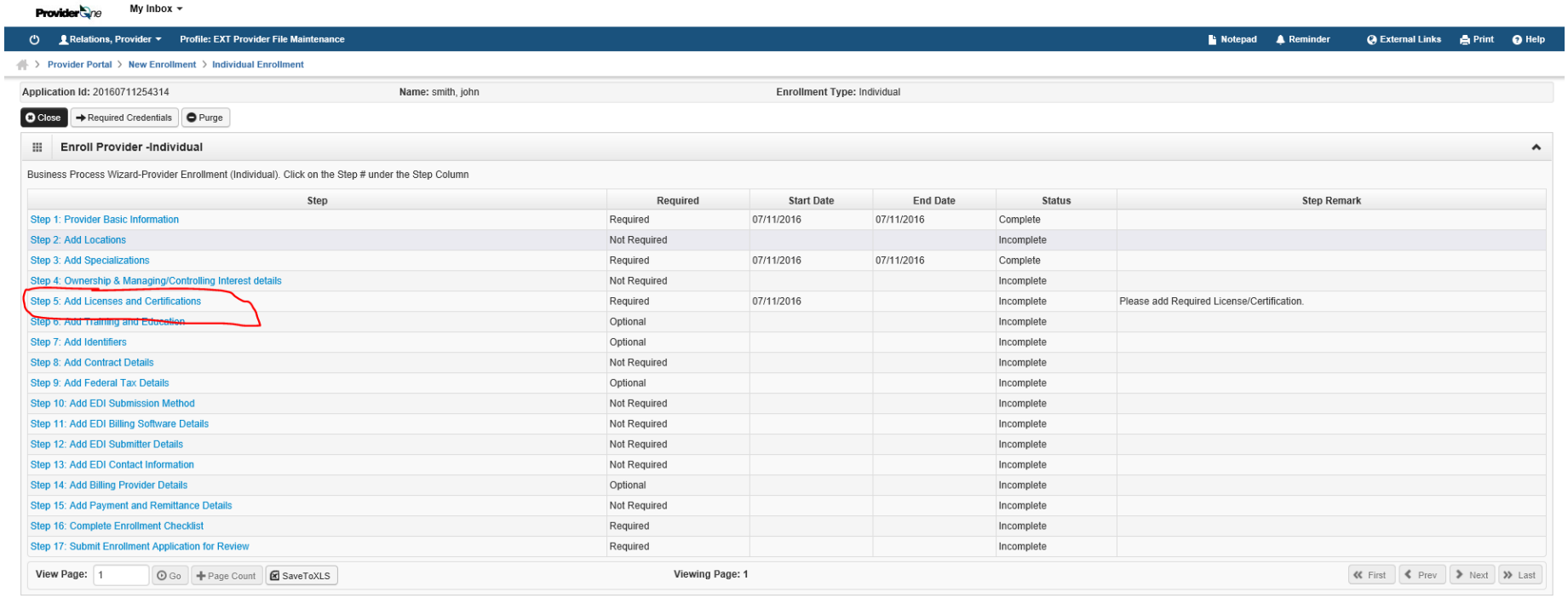
14B The Administration is “HRSA – Health and Recovery Services Administration”. Select the provider type and specialty and drag the selected taxonomy into “Associated Taxonomy Codes” & then click OK



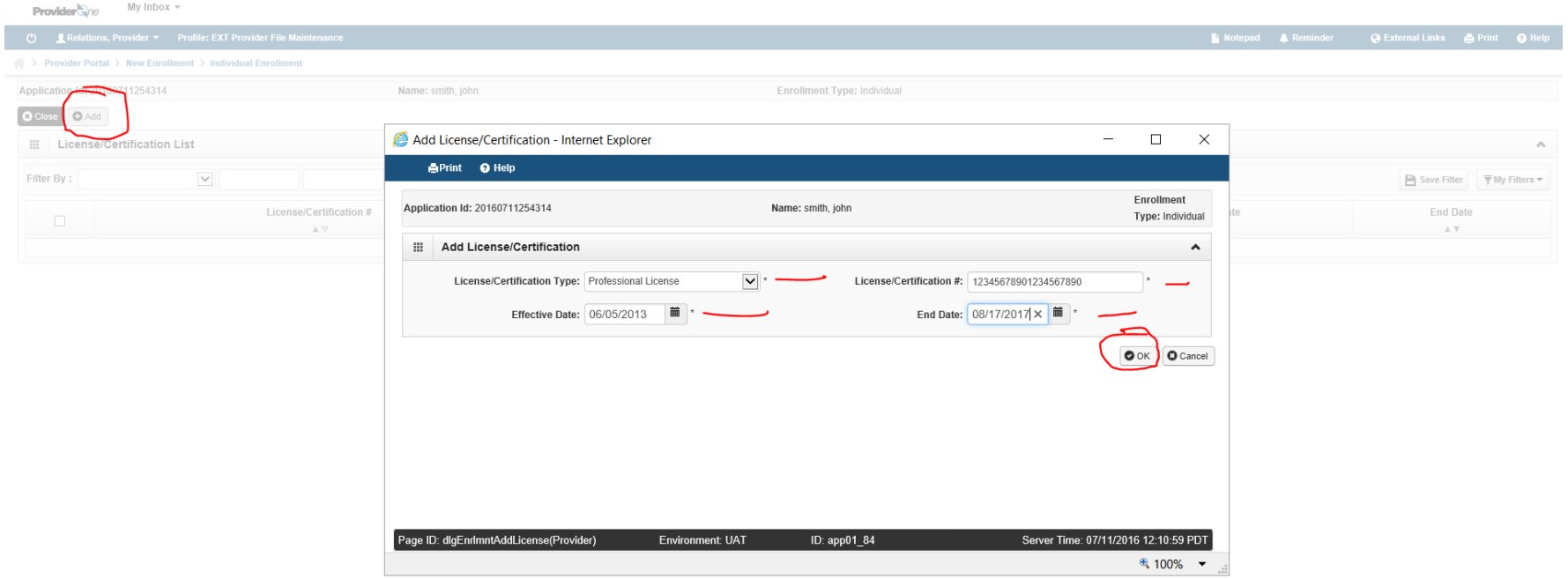
15B P1 brings you back to the taxonomy add page. You may add more taxonomy codes or click the “close” button



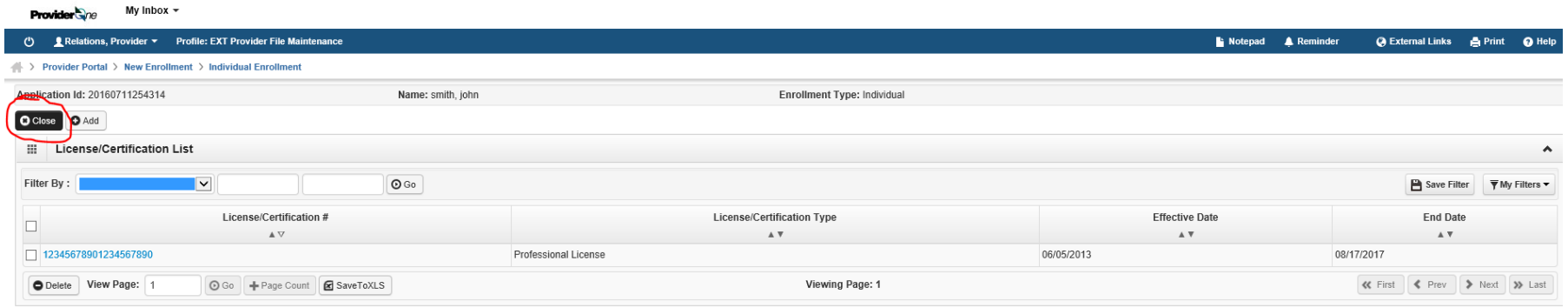
16B P1 brings you back to the main menu for the new servicing provider. Click on “Add Licenses and Certifications” (step 5)



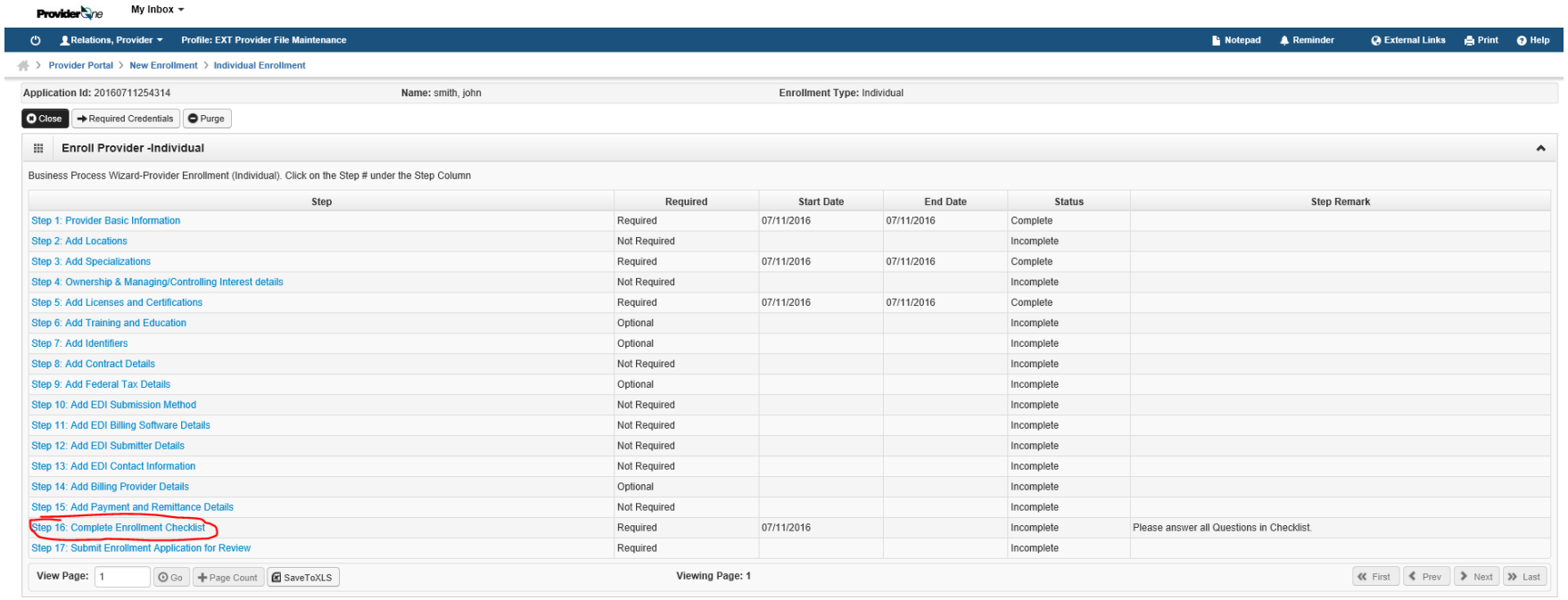
17B click the “add” button and then add the license information. click “OK”



18B P1 brings you back to the License/certification add page. You may add more licenses or click the “close” button

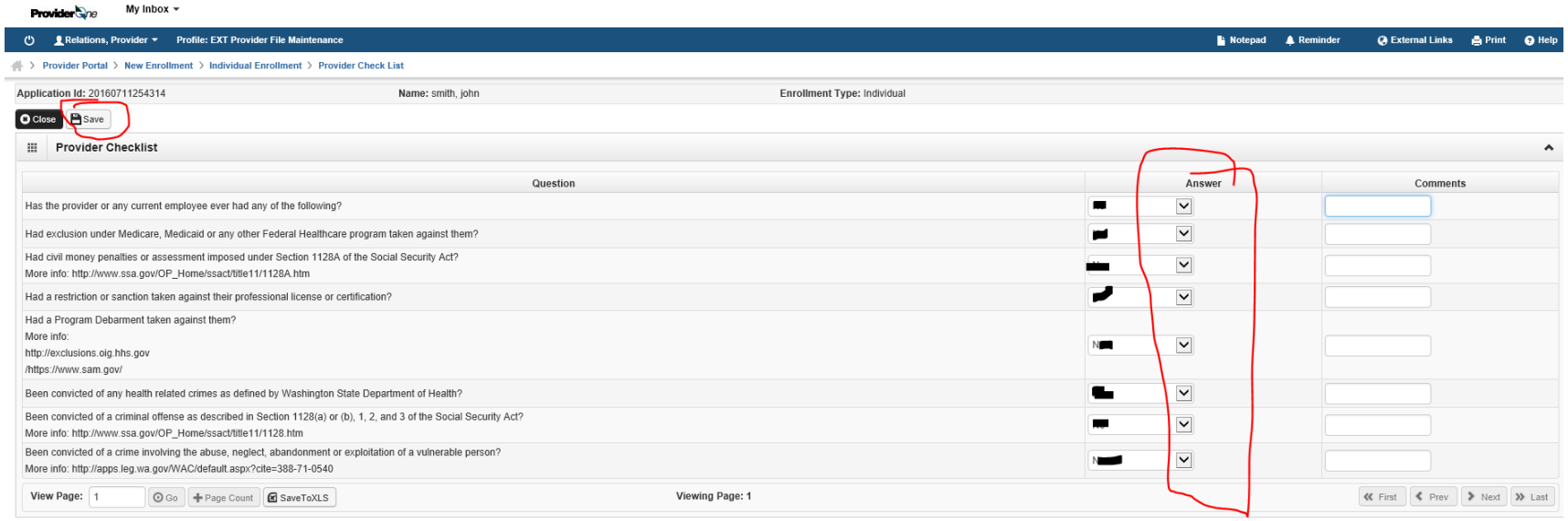


18B - P1 brings you back to the main menu for the new servicing provider. Click on “Complete Enrollment Checklist” (step 16)

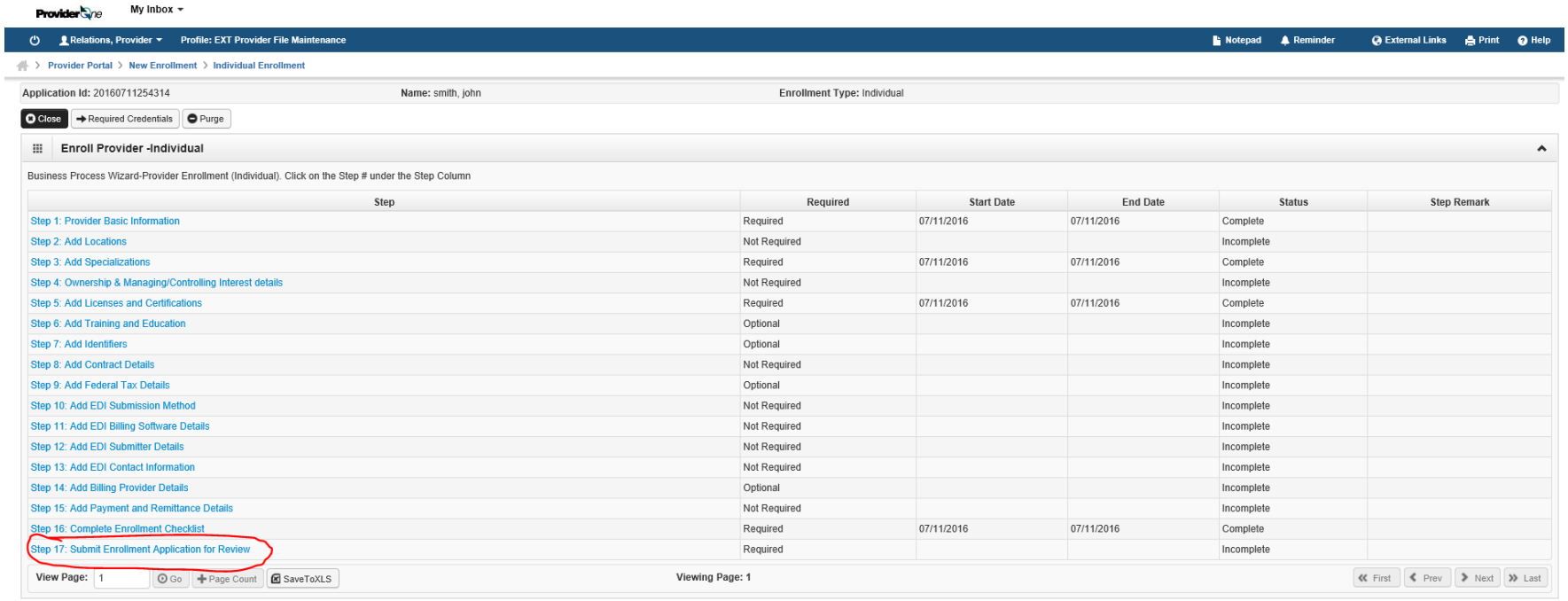


Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	07/11/2016	07/11/2016	Complete	
Step 2: Add Locations	Not Required			Incomplete	
Step 3: Add Specializations	Required	07/11/2016	07/11/2016	Complete	
Step 4: Ownership & Managing/Controlling Interest details	Not Required			Incomplete	
Step 5: Add Licenses and Certifications	Required	07/11/2016	07/11/2016	Complete	
Step 6: Add Training and Education	Optional			Incomplete	
Step 7: Add Identifiers	Optional			Incomplete	
Step 8: Add Contract Details	Not Required			Incomplete	
Step 9: Add Federal Tax Details	Optional			Incomplete	
Step 10: Add EDI Submission Method	Not Required			Incomplete	
Step 11: Add EDI Billing Software Details	Not Required			Incomplete	
Step 12: Add EDI Submitter Details	Not Required			Incomplete	
Step 13: Add EDI Contact Information	Not Required			Incomplete	
Step 14: Add Billing Provider Details	Optional			Incomplete	
Step 15: Add Payment and Remittance Details	Not Required			Incomplete	
Step 16: Complete Enrollment Checklist	Required	07/11/2016		Incomplete	Please answer all Questions in Checklist.
Step 17: Submit Enrollment Application for Review	Required			Incomplete	

19B answer the questions in the Provider Checklist and then click “Save” & “close”



20B – you are almost done, click Submit Enrollment Application for Review" (step 17)

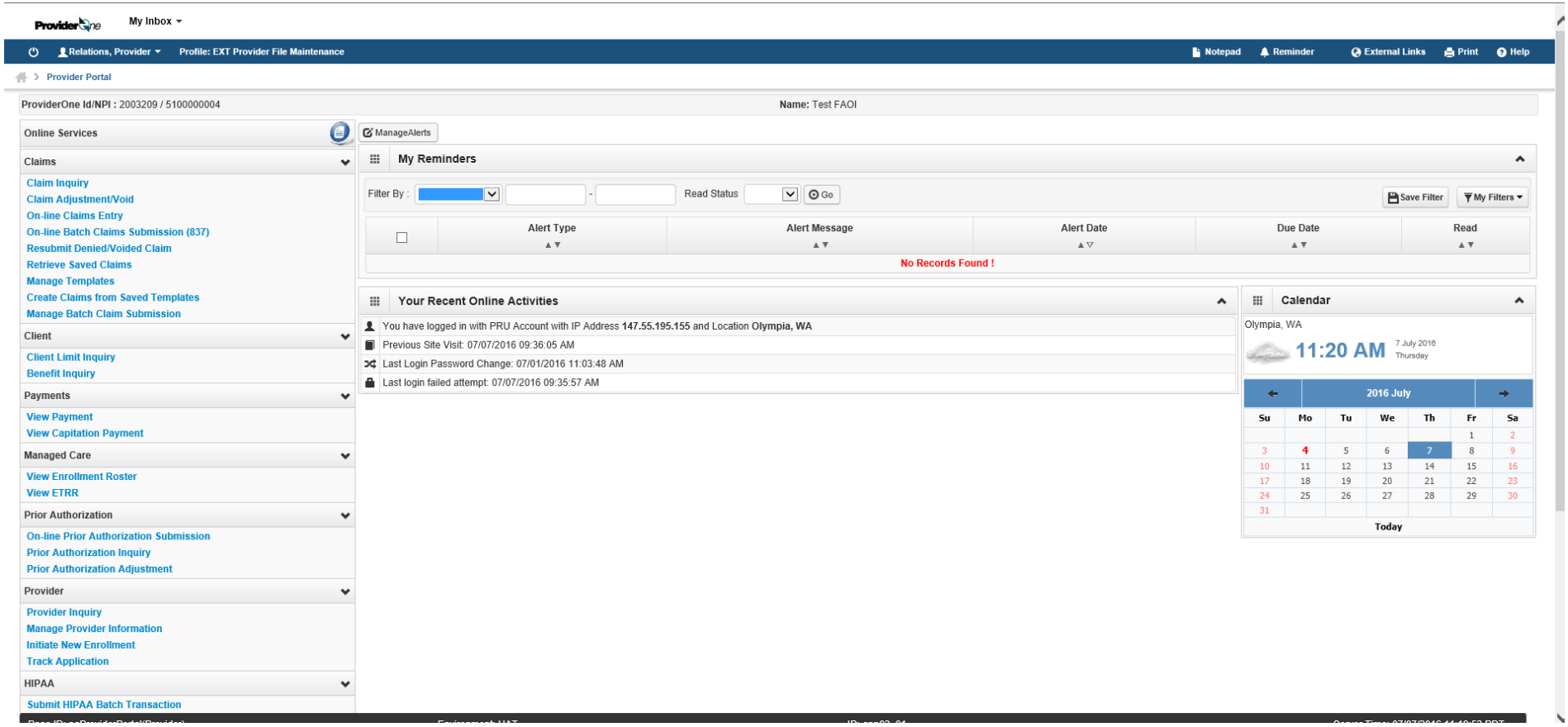


Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	07/11/2016	07/11/2016	Complete	
Step 2: Add Locations	Not Required			Incomplete	
Step 3: Add Specializations	Required	07/11/2016	07/11/2016	Complete	
Step 4: Ownership & Managing/Controlling Interest details	Not Required			Incomplete	
Step 5: Add Licenses and Certifications	Required	07/11/2016	07/11/2016	Complete	
Step 6: Add Training and Education	Optional			Incomplete	
Step 7: Add Identifiers	Optional			Incomplete	
Step 8: Add Contract Details	Not Required			Incomplete	
Step 9: Add Federal Tax Details	Optional			Incomplete	
Step 10: Add EDI Submission Method	Not Required			Incomplete	
Step 11: Add EDI Billing Software Details	Not Required			Incomplete	
Step 12: Add EDI Submitter Details	Not Required			Incomplete	
Step 13: Add EDI Contact Information	Not Required			Incomplete	
Step 14: Add Billing Provider Details	Optional			Incomplete	
Step 15: Add Payment and Remittance Details	Not Required			Incomplete	
Step 16: Complete Enrollment Checklist	Required	07/11/2016	07/11/2016	Complete	
Step 17: Submit Enrollment Application for Review	Required			Incomplete	

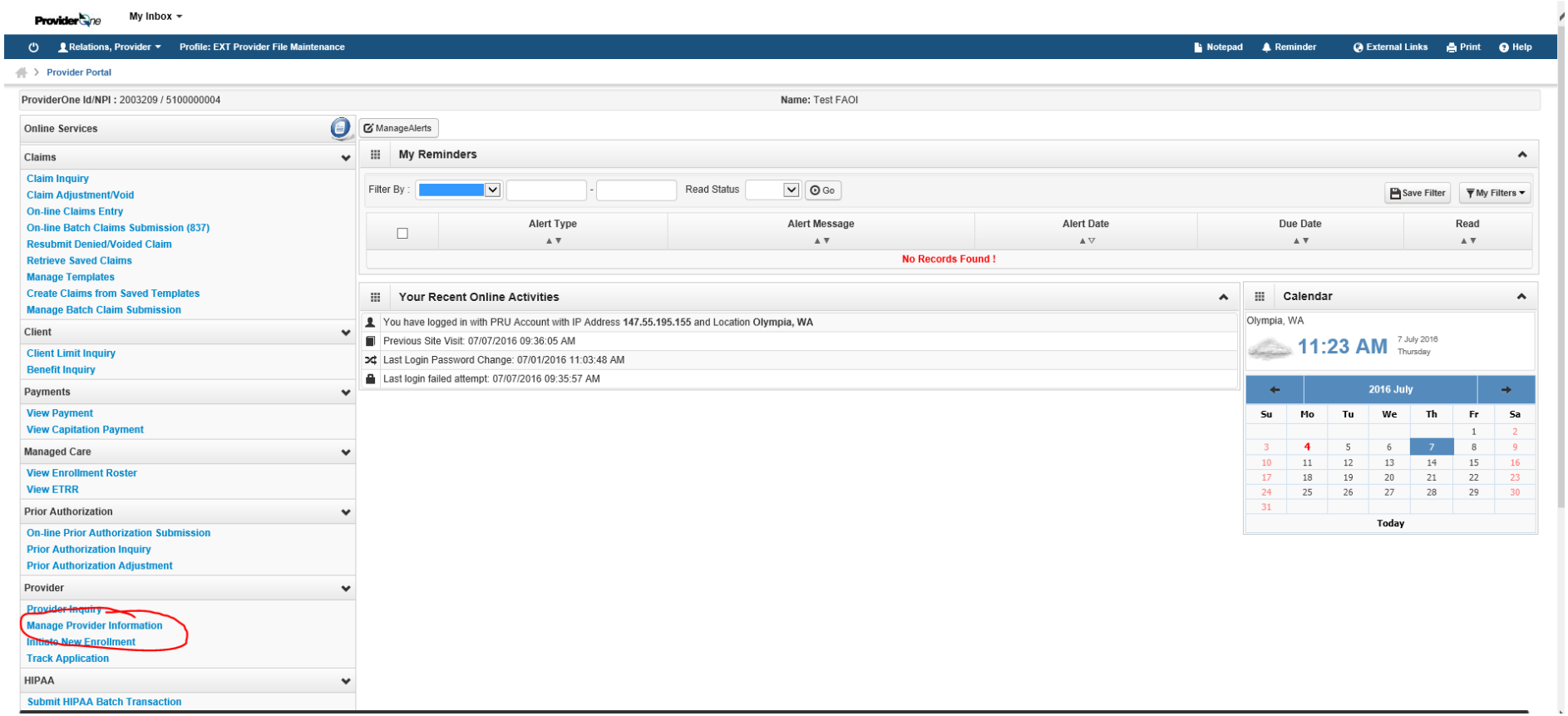
21B – this final step is only for the new providers (steps 8B-11B) -- the first billable date of service for a new provider is the date that HCA approves the application (it's a WAC-thing). HCA has adopted a back-date process. Mike has had 100% success in back-dates (from 2013 thru July, 2016). The back-date form is form # 12-333. Forms can be found here - http://www.hca.wa.gov/medicaid/forms/Pages/index.aspx NOTE: the Word version of the form is fill-outable. Specific dollars/codes/diagnoses are not needed for servicing provider back-dates. Letter is not needed, if the form is sent back to mike the reason for the back-date that I will use is "licensed provider working at clinic prior to application approval in P1). Send the form to mike and he will keep track and touch base when back-dated.

Remove a servicing provider from your group

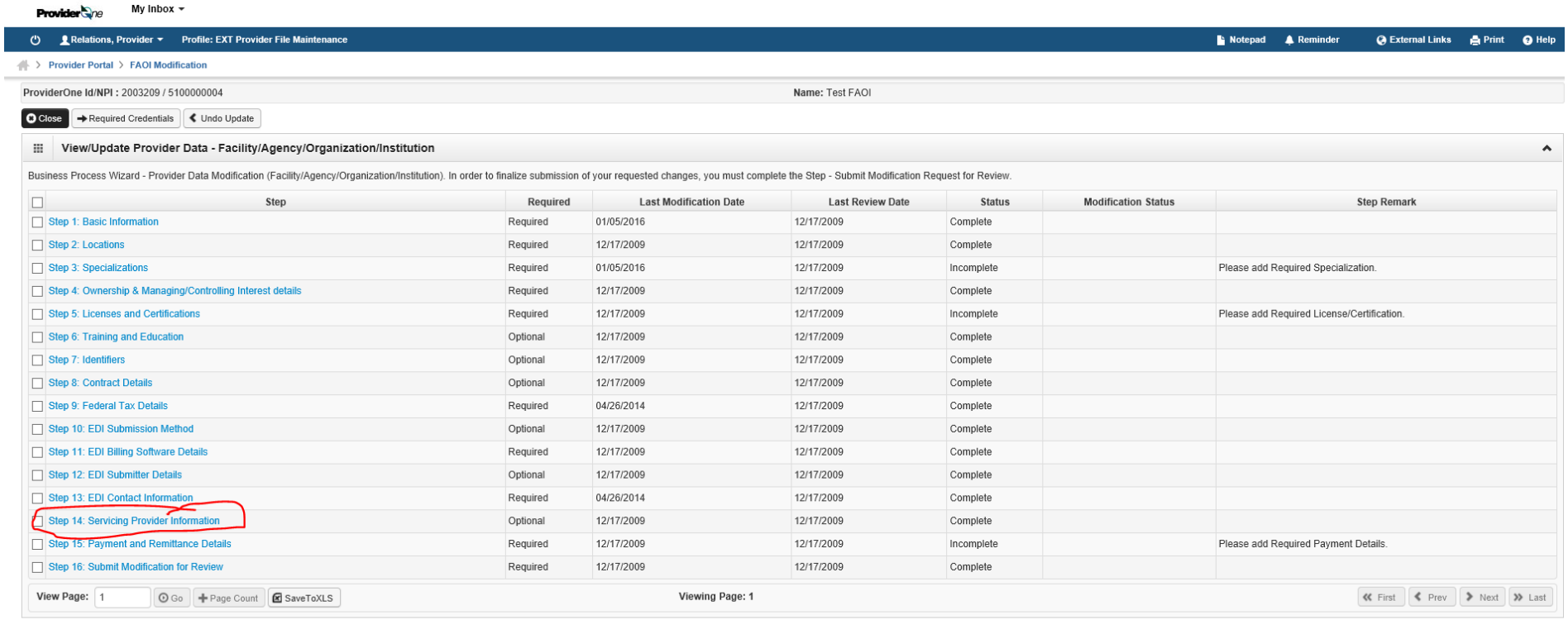
1. Log in to ProviderOne with one of the following profiles: Provider File Maintenance or Super User



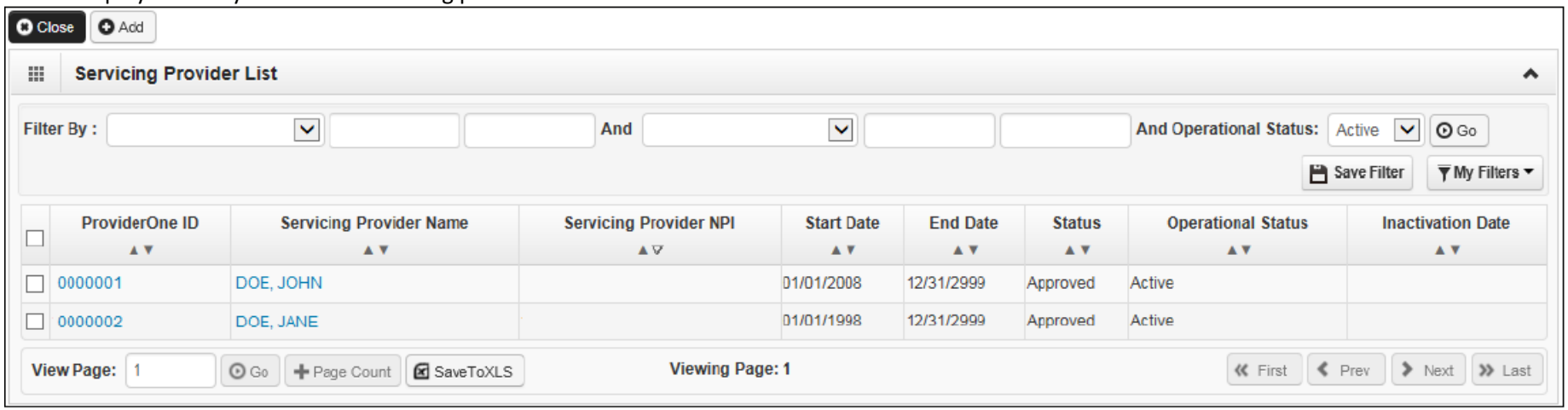
2. Click on “Manage Provider Information”



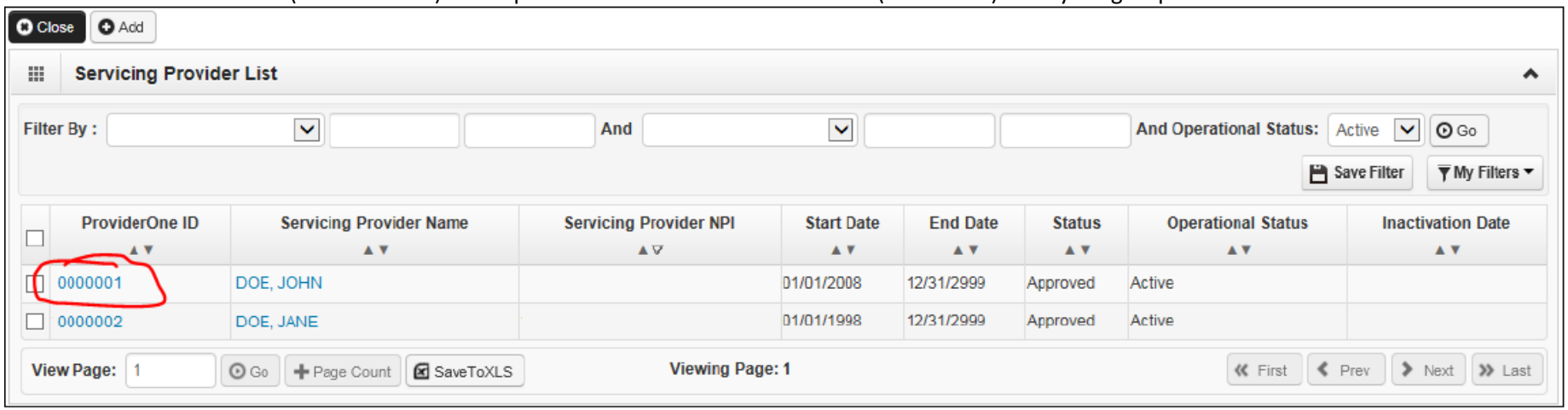
3. Click on “servicing Provider Information” (step numbers may change, currently #14)



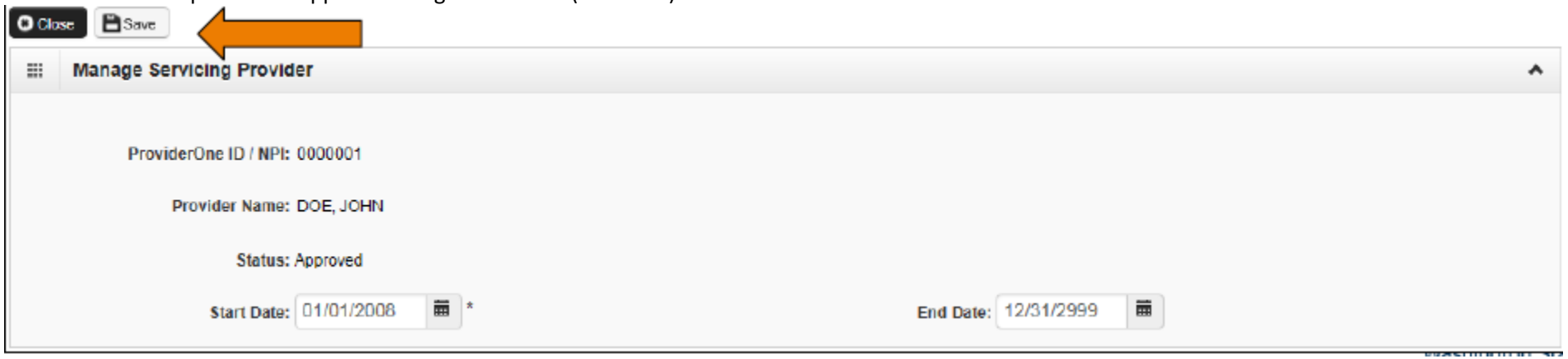
4. P1 will display a list of your current servicing providers



5. Click on the ProviderOne ID (not the name) of the provider who needs to be removed (end-dated) from your group.



6. Enter the date the provider stopped working at the clinic (end-date) & then click “save” and then “close”



7. ProviderOne brings you back to the Provider Information page. Click on step 16, Submit Modification for Review