Adding the Drug Enforcement Agency (DEA) Number
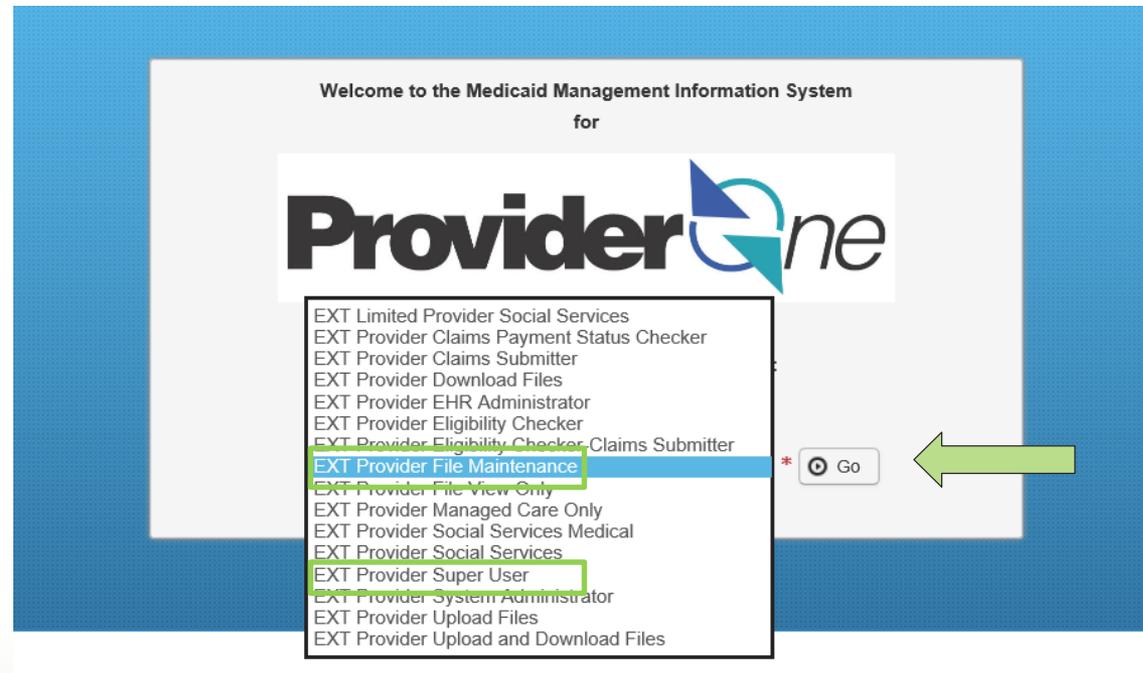
Provider Relations Unit
June 2017

After this training you can:

- Successfully log into ProviderOne with the correct profile to complete file maintenance.

- Successfully add in a provider's Drug Enforcement Agency (DEA) number.

- Successfully submit changes to your provider file for approval by the agency.

Logging into ProviderOne

- Once logged in under the correct domain, user name, and password, choose one of the following ProviderOne profiles and click **Go**:

  ✓ **EXT Provider Super User**
  ✓ **EXT Provider File Maintenance**

Welcome to the Medicaid Management Information System

for

Provider One

EXT Limited Provider Social Services
EXT Provider Claims Payment Status Checker
EXT Provider Claims Submitter
EXT Provider Download Files
EXT Provider EHR Administrator
EXT Provider Eligibility Checker
EXT Provider Eligibility Checker-Claims Submitter
EXT Provider File Maintenance
EXT Provider File View Only
EXT Provider Managed Care Only
EXT Provider Social Services Medical
EXT Provider Social Services
EXT Provider Super User
EXT Provider System Administrator
EXT Provider Upload Files
EXT Provider Upload and Download Files

* ⊙ Go

Provider Portal

Online Services

Claims ⌄

- **Claim Inquiry**
- **Claim Adjustment/Void**
- **On-line Claims Entry**
- **On-line Batch Claims Submission (837)**
- **Resubmit Denied/Voided Claim**
- **Retrieve Saved Claims**
- **Manage Templates**
- **Create Claims from Saved Templates**
- **Manage Batch Claim Submission**

Client ⌄

- **Client Limit Inquiry**
- **Benefit Inquiry**

Payments ⌄

- **View Payment**
- **View Capitation Payment**

Managed Care ⌄

- **View Enrollment Roster**
- **View ETRR**

Prior Authorization ⌄

- **On-line Prior Authorization Submission**
- **Prior Authorization Inquiry**
- **Prior Authorization Adjustment**

Provider ⌄

- **Provider Inquiry**
- **Manage Provider Information**
- **Initiate New Enrollment**
- **Track Application**

☑ ManageAlerts

My Reminders ⌃

Filter By : [▼] [   ] - [   ]   Read Status [▼] ⊙ Go   💾 Save Filter   ▼ My Filters ▼

	Alert Type ▲▼	Alert Message ▲▼	Alert Date ▲▽	Due Date ▲▼	Read ▲▼
☐	BROADCAST_MESSAGE	Due to the fiscal year end, the BHO July 834 Audit and 820 Payment cycles will be delayed. The July BHO 834 Audit file will be generated on Saturday, July 1st and the corresponding 820 Payment will be generated on Friday, July 7th. Please....	06/08/2017	07/09/2017	
☐	BROADCAST_MESSAGE	Managed Care Organizations and Tribal Clinic PCCMs Due to the State fiscal biennium end for 2017, delivery of the HIPAA 820 transactions and associated July payments to Managed Care Organizations and PCCMs will occur on Friday, July	06/07/2017	07/09/2017	

⊖ Delete   > Next   ≫ Last
☒ SaveT

- • Under the heading of **Provider**, click on **Manage Provider Information**.

Your Recent Online Activities ⌃

- 👤 You have logged in with PRU Account with IP Address **147.55.197.171**
- 📄 Previous Site Visit: 06/08/2017 04:32:54 PM
- ⤬ Last Login Password Change: 03/16/2017 10:30:26 AM
- 🔒 Last login failed attempt: 05/18/2017 01:05:29 PM

Calendar ⌃

11:44 AM   9 June 2017 Friday

← **2017 June** →

Su	Mo	Tu	We	Th	Fr	Sa
					1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Today

Adding the DEA Number

- From the business process wizard, click on the hyperlink titled **Step 7: Add Identifiers**.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	01/06/2016	01/06/2016	Complete	
Step 2: Add Locations	Not Required			Incomplete	
Step 3: Add Specializations	Required			Incomplete	
Step 4: Ownership & Managing/Controlling Interest details	Not Required			Incomplete	
Step 5: Add Licenses and Certifications	Optional			Incomplete	
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			Incomplete	
Step 17: Submit Enrollment Application for Review	Required			Incomplete	

Adding the DEA Number

- Click on the **Add** button in the upper left corner of the screen.
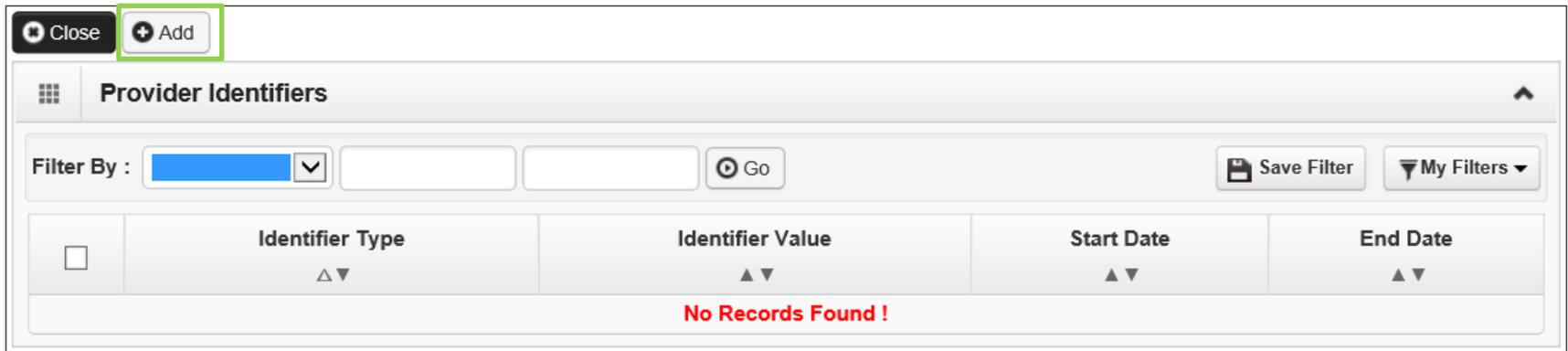
Note: If there is no other identifier currently listed on the provider file, this screen will show "**No Records Found!**"

Adding the DEA Number

- Using the Identifier Type dropdown, choose the **Identifier Type - Drug Enforcement Agency (DEA) Number**.

- Enter the **Identifier Type**, **Identifier Value (DEA #)** and a **Start** and **End date** and click **Ok**.

Adding the DEA Number

- The Business Process Wizard returns you to the Provider Identifiers list with your added DEA number.

- Click **Close** to return to the main enrollment screen.

Adding the DEA Number

- Back on the business process wizard, Step 7 now shows as complete.

	Step 7: Identifiers	Optional	12/17/2009	12/17/2009	Complete

- Now the update on the provider file must be sent in for review by Provider Enrollment staff.

Submit the File Update for Agency Review

- Click on the hyperlink for **Step: 17 Submit Enrollment Application for Review**.

- Click the **Submit Enrollment** button to submit the update to the agency.

Resources

- Problems? Contact Provider Enrollment at 800-562-3022 ext. 16137 or by email at: providerenrollment@hca.wa.gov.

- Provider Enrollment's webpage: https://www.hca.wa.gov/billers-providers/apple-health-medicaid-providers/enroll-provider

- ProviderOne Billing and Resource Guide: https://www.hca.wa.gov/billers-providers/providerone/providerone-billing-and-resource-guide

- For other training webinars and fact sheets, see the ProviderOne Resources webpage: https://www.hca.wa.gov/billers-providers/providerone-resources