

ProviderOne provider user manual

Enrolling as a servicing provider

2022



Disclaimer

A contract known as the Core Provider Agreement (CPA), governs the relationship between HCA and Washington Apple Health providers. The CPA terms and conditions incorporate federal laws, rules and regulations, state law, HCA rules and regulations, and HCA program policies and billing instructions, including this user manual.

Providers must submit a claim in accordance with the HCA rules, policies, and billing instructions in effect at the time they provided the service. Every effort has been made to ensure this manual's accuracy. However, in the unlikely event of an actual or apparent conflict between this document and a department rule, the department rule controls.



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About enrolling as a servicing provider

A servicing provider is a provider who provides services through a group or organization. The following ProviderOne topics and tasks are covered in this section:

- Accessing the enrollment business process wizard
- Entering provider basic information
- Completing the business process wizard steps
- Submitting the enrollment application to ProviderOne



Provider enrollment links

Start a new provider enrollment application by accessing:

https://www.waproviderone.org/ecams/jsp/common/pgNewPrvdrEnrollment.jsp

Or click on this button if you are currently on the enrollment webpages at the Health Care Authority website:



Resume or track an enrollment application by accessing: https://www.waproviderone.org/ecams/jsp/common/pgTrackPrvdrApplctn.jsp

You will need your application ID and either the Social Security Number (SSN) or Federal Employer Identification Number (FEIN) to login.



Accessing the enrollment Business Process Wizard (BPW)

Selecting the enrollment type

Once you have accessed the provider enrollment application, the Enrollment Type window is displayed.

• Select the **individual** enrollment form (provider enrollment type) and click the **Submit** button.

	Enrollment Type						
Plea	Please enter a National Provider Identifier (NPI) if you are eligible for one via the National Plan and Provider Enumeration System (NPPES).						
	Select the Enrollment Applicable Form						
اھ	vidual						
⊖Gro	pup Practice						
OBilli	ing Agent/Clearinghouse						
⊖Fac	/Agncy/Orgn/Inst						
⊖Trib	al Health Services						
Clos	e O Submit						

• ProviderOne displays the Basic Information page.

⊞ Bas	sic Information										^
			lf you don	't have	NPI and if you are Atypical provider th	nen please con	tact DSHS worker to enroll.				
		Available Agencies		:	Selected Agencies						
	Agency:	DOC DSHS HCA L&I		» «							
	Tax Identifier Type:	●FEIN ⊖SSN									
Provi	der Name(Organization Name):				(as shown on Income Tax Return)						
Organiz	ation Business Name:				Federal Employer Identification Nu	imber(FEIN):					
Provid	ler Name: (First Name)				(Middle Name)		(Last Name)			
	Suffix:		~			Gender:	\checkmark				
	SSN:					Title:	\checkmark				
	Date of Birth:		Ì		Ser	vicing Type:	\checkmark				
AI	I medical Providers are										
federally m	handated to have a NPI.	SELECT	•								
IS UIIS PIOV	NPI?										
National P	rovider Identifier(NPI):					UBI:					
	W-9 Entity Type:	SELECT	~	•	W-9 Entity Ty	pe (If Other):					
Other Orga	nizational Information:	SELECT	*		En	ail Address:					
Enr	ollment Effective Date:		Ì								
								(*	Next	C Cancel



Provider basic information

Entering your basic information is the first step in the enrollment process. Successful completion of this step will result in:

- · Confirmation that a duplicate enrollment does not already exist
- Assignment of an application ID
- Storage of the basic information in the provider enrollment staging area
- The first time this page displays, the application ID in the header will be blank. The information collected on this screen will vary based on the type of provider.
- Choose the Agency by highlighting the agency and moving it to the right using the double arrows.
 - Only choose DSHS, DOC or L&I if you are contracted with those agencies.
- In the tax identifier type, choose the **SSN** radio button.
- Enter the provider name in the Provider Name field.
 - o The Suffix and Title are not required.
 - o The Gender, SSN, and Date of Birth fields are required entries.
- In the Servicing Type dropdown, choose Servicing Only.

III Basic Information	III Basic Information					
	If you do	on't have NPI and if you are Atypical provider then ple	ase contact DSHS worker to enroll.			
	Available Agencies	Selected Agencies				
Agency:	DOC DSHS L&I	HCA 39 66	HCA Billing Type: NB-Non-billing			
* Tax Identifier Type:	⊖FEIN ⊛SSN					
Provider Name(Organization Name):		(as shown on Income Tax Return)				
Organization Business Name:		Federal Employer Identification Number(I	EIN):			
Provider Name: (First Name)	PRU	(Middle	Name) (Last Name) TES	т		
Suffix:	~	Ge	ender: Male			
SSN:	111222333		Title:			
Date of Birth:	01/01/1990	Servicing	Type: Servicing Only			
All medical Providers are federally mandated to have a NPI. Is this Provider required to have a NPI?	SELECT					
National Provider Identifier(NPI):			UBI:			
W-9 Entity Type:	SELECT	W-9 Entity Type (If O	ther):			
Other Organizational Information:	SELECT V	Email Add	Iress:			
Enrollment Effective Date:						
			*	Next O Cancel		



- In the bottom portion of the Basic Information screen, complete the following:
 - Answer Yes using the dropdown for the question All medical providers are federally mandated to have an NPI. Is this provider required to have an NPI?
 - Enter the provider's **NPI** in the National Provider Identifier (NPI) field.
 - The UBI is not required.
 - Choose **Other** from the W-9 Entity Type dropdown.
 - Type Servicing Only in the W-9 Entity Type (if Other) field.
 - Using the Other Organizational Information dropdown, choose the appropriate entry.
 - Enter the email address for the provider in the Email Address field.
 - The Enrollment Effective Date is not a required field and should not be entered. This will be completed during the approval process.
- Click the **Next** button.

All medical Providers are federally mandated to have a NPI. Is this Provider required to have a NPI?	Yes V						
National Provider Identifier(NPI):			UBI:				
W-9 Entity Type:	Other	*	W-9 Entity Type (If Other):	Servicing Only			
Other Organizational Information:	SELECT 💌 *		Email Address:				
Enrollment Effective Date:							
					₩	Next	O Cancel

- ProviderOne displays the Basic Information Application ID page.
- Print this page or copy the application ID and store it in a safe place. If you exit the enrollment process prior to completion and want to return, you will need this number.
 - Please note. An application will be purged from the system if not completed within 180 days from the date the application was started.
- Click Next.

Appli	ation Id: 20201208718846	Name: PRU TEST INDIVIDUAL	Enrollment Type: Individual	
	Basic Information			^
You Plea: Click	ave been assigned application #: 202012087 e make note of this application number befor Next to go into the Business Process Wizard	8846. e moving on to the next step of the application process. You will need to complete all the required steps before submitting your application for the step of the step	or State review.	
			₩	Next



- ProviderOne displays the provider enrollment BPW.
- The Provider Basic Information status is now set to Complete.

Enroll Provider - Individual					
usiness Process Wizard-Provider Enrollment (Individual). Click on the Step	# under the Step Column				
Step	Required	Start Date	End Date	Status	Step Remark
tep 1: Provider Basic Information	Required	01/19/2022	01/19/2022	Complete	
tep 2: Add Locations	Not Required			Incomplete	
tep 3: Provider Additional Information	Optional			Incomplete	
tep 4: Add Specializations	Required			Incomplete	
tep 5: Ownership & Managing/Controlling Interest details	Not Required			Incomplete	
tep 6: Add Licenses and Certifications	Optional			Incomplete	
tep 7: Add Training and Education	Optional			Incomplete	
tep 8: Add Identifiers	Optional			Incomplete	
tep 9: Add Contract Details	Not Required			Incomplete	
tep 10: Add Federal Tax Details	Optional			Incomplete	
tep 11: Add EDI Submission Method	Optional			Incomplete	
tep 12: Add EDI Billing Software Details	Optional			Incomplete	
tep 13: Add EDI Submitter Details	Optional			Incomplete	
tep 14: Add EDI Contact Information	Optional			Incomplete	
tep 15: Add Billing Provider Details	Required			Incomplete	
tep 16: Add Servicing Provider Information	Not Required			Incomplete	
tep 17: Add Payment and Remittance Details	Optional			Incomplete	
tep 18: Complete Enrollment Checklist	Required			Incomplete	
tep 19: Final Enrollment Instructions	Required			Incomplete	

• All steps marked as **Required** must have a status of **Complete** before the application can be submitted for review.

Required	Start Date	End Date	Status
Required	01/19/2022	01/19/2022	Complete
Not Required			Incomplete



Add locations



Provider Additional Information



Add specializations

Accessing the specialty/subspecialty List

From the BPW:

• Click the Add Specializations link.

Step 4: Add Specializations

- ProviderOne displays the Specialty/Subspecialty List.
- The first time this list displays it will be blank. This list displays all specializations by location.

Add specializations

• To add a new record, click the **Add** button.

Close Ad	O Close O Add ∕ Update Note: Provider Type and Specialty/Subspecialty are your Taxonomy Codes. You must choose an admin for each agency(s) selected in Step 1.						
III Specia	III Specialty/Subspecialty List						
Filter By :	Filter By : 🔽 🖉 O Co						
	Provider Type	Specialty/Subspecialty	Administration	End Date			
	▲ ▼	$\Delta \overline{\mathbf{v}}$					
No Records Found !							

• ProviderOne displays the Add Specialty/Subspecialty form.

 Add Specialty/Subspecialty	^	
Administration:	*	
Provider Type: 🔽 *		
Specialty: 🔽 *		
End Date:		
 Add Taxonomy Code	^	
Available Taxonomy Codes	Associated Taxonomy Codes *	
	»	
	«	
	OK Cancel]



- Choose the **Administration** from the dropdown.
- Then choose both the **Provider Type** (the first two digits of the taxonomy code) and the **Specialty** (digits three and four of the taxonomy code).
- The End Date is not a required field.

 Add Specialty/Subspecialty		^
Administration:	HCA- Health Care Authority 💽 *	
Provider Type:	20-Allopathic & Osteopathic Physic	
Specialty:	7Q-Family Medicine	
End Date:		

- o This will open the Available Taxonomy Codes loaded in ProviderOne.
- Use the arrows to move the taxonomy code from the **Available Taxonomy Codes** box to the **Associated Taxonomy Codes box**.
- Click the **Ok** button to save the information and close the window or **Cancel** to close the window without saving.

 Add Taxonomy Code			~
	Available Taxonomy Codes	Associated Taxonomy Codes *	
	207QA0000X-Adolescent Medicine 207QA0401X-Addiction Medicine 207QA0505X-Adult Medicine 207QG0300X-Geriatric Medicine 207QS0010X-Sports Medicine	207Q00000X-Family Medicine	
			O OK Cancel

 ProviderOne validates the information entered, saves, and returns to the Specialty/Subspecialty List.

٩	Octors OAdd / Update Note: Provider Type and Specialty/Subspecialty are your Taxonomy Codes. You must choose an admin for each agency(s) selected in Step 1.						
1	Specially/Subspecially_List						
F	ilter By :		8	Save Filter ¥ My Filters ¥			
	Provider Type	Specialty/Subspecialty	Administration	End Date			
-	¥	∆₹	A 7	A 7			
[20-Allopathic & Osteopathic Physicians	7Q-Family Medicine/00000-Family Medicine	HRSA	12/31/2999			
ĺ	Delete View Page: 1 O Go Page Count SaveToXLS	Viewing Page: 1	K First	Prev > Next >> Last			



Modifying a specialty/subspecialty record

From the Specialty/Subspecialty List:

• Check the box next to the specialty you wish to modify and click the **Update** button.

Clo	Come O Add ✓ Update Note: Provider Type and Specialty/Subspecialty are your Taxonomy Codes. You must choose an admin for each agency(s) selected in Step 1.						
III Specialty/Subspecialty List							
Filter By : O Go							
	Provider Type	Specialty/Subspecialty	Administration	End Date			
	A 7	$\land \overline{\bullet}$	× 7	A 7			
☑ 2	0-Allopathic & Osteopathic Physicians	7Q-Family Medicine/00000-Family Medicine	HRSA	12/31/2999			
0	Delete View Page: 1 O Go + Page Count SaveToXLS	Viewing Page: 1	K First	ev Next > Last			

- ProviderOne displays the Manage Specialty/Subspecialty list.
- Only the end date can be modified. After making your changes, click the **Ok** button to save, or the **Cancel** button to close the window without saving.

III Mana	ge Spec	ialty/Subs	pecialty							
	Pro	vider Type			Specialty/Subspecialty	Admini	stration		End Date	
20-Allopathic	& Osteopa	athic Physicia	ans	7Q-Family Med	icine/00000-Family Medicine	HRSA		12/31/299	9	
View Page:	1	O Go	+ Page Count	SaveToXLS	Viewing Page: 1		≪ First	< Prev	> Next	>> Last

Deleting a specialty/subspecialty

Specialties and Subspecialties can only be deleted during the enrollment process.

- From the Specialty/Subspecialty List, check the box next to the record you want to delete and click the **Delete** button.
- From the Specialty/Subspecialty list, click the Close button and proceed to the next step in the BPW.

Close Add	Come Add / Update Note: Provider Type and Specialty/Subspecialty are your Taxonomy Codes. You must choose an admin for each agency(s) selected in Step 1.					
iii Specialty/Subspecialty List						
Filter By :			🖺 Se	we Filter 🛛 🐺 My Filters 🕶		
	Provider Type	Specialty/Subspecialty △♥	Administration	End Date ▲ ▼		
20-Allopathic & O	Osteopathic Physicians	7Q-Family Medicine/00000-Family Medicine	HRSA	12/31/2999		
O Delete View Pa	age: 1 O Go + Page Count SaveToXLS	Viewing Page: 1	K First	rev 🔪 Next 🔉 Last		

• ProviderOne displays the BPW with the status set to complete.

|--|



Ownership & managing/controlling interest details



View required credentials for specializations

Accessing the required credentials for specialization list

From the BPW:

• Click the Required Credentials button.



- ProviderOne displays the Required Credentials for Specializations list.
- To view the License, Identifier, and Training requirements, use the Filter By drop down.

	Rec	uired Credent	tials For Specialization
Filter	By :	01-License 02-Identifier 03-Training	O Go
		0	Specialty/Subspecialty

• When finished, click the **Cancel** button to close the window.

III Required Credentials For Specialization						
Filter By : 01-License 🔽 🖸 Go			Save Filter Wy Filters -			
Specialty/Subspecialty ▲ ▽	Provider Type	Administration ▲ ▼	License			
7Q-Family Medicine/00000-00000-	20-Allopathic & Osteopathic Physicians HRSA		Professional License			
View Page: 1 O Go + Page Count	SaveToXLS Viewing Page: 1	K First	<pre> Prev Next Last</pre>			
			Cancel			



Add licenses and certifications

Accessing the license/certification list

From the BPW:

• Click the Add Licenses and Certifications link.

Step 6: Add Licenses and Certification	s
--	---

- ProviderOne displays the License/Certification list.
- The first time this list displays it will be blank. This list displays all licenses and certifications by location.

Adding a license/certification

• To add a new record, click the **Add** button.

Close O/	O Close O Add								
III Licen	III License/Certification List								
Filter By : Save Filter V My Filters									
	License/Certification #	License/Certification Type	State of Licensure	Effective Date	End Date				
	Δ Δ V Δ V Δ V Δ V Δ V Δ V Δ V Δ V Δ V Δ								
	No Records Found !								

- ProviderOne displays the Add License/Certification form.
- Using the dropdowns, select the License/Certification Type, the License/Certification #, State of Licensure, and enter the Effective Date and the End Date.
- Click the **Ok** button to save the information and close the window or Cancel to close the window without saving.

	Add License/Certifi	cation						^
Lic	cense/Certification Type:	ABCD Certification	*	License/Certification #:		* State of Licensure :	SELECT	*
	Effective Date:	*		End Date:	*			
								O OK Cancel

• ProviderOne validates the information entered and saves and returns to the License/Certification List.

0 c	O Close ∫ O Add								
	License/Certification List								
Filter By : O Go									
	License/Certification #	License/Certification Type	State of Licensure	Effective Date	End Date				
_	¥ ♡	A ¥	¥ ¥	A ¥	A V				
	111222333	Professional License	WA - Washington	01/01/2020	12/31/2021				
	O Delee View Page: 1 O Go + Page Count & SaveToXLS Viewing Page: 1 Viewing Page: 1								



Modifying a license/certification record

From the License/Certification List:

• Click the blue hyperlink in the License/Certification # column.

License/Certification #	License/Certification Type
111222333	Professional License

- ProviderOne displays the Manage License/Certification form.
- After making your changes, click the **Save** button to save or the **Close** button to close the window without saving.

C CIO	ise Save				
	Manage License/Certification				^
	State of Licensure :	WA - Washington	*		
	License/Certification Type:	Professional License	▼ *	License/Certification #: 111222333]•
	Effective Date:	01/01/2020		End Date: 12/31/2021 🗮 *	

Deleting a license/certification

Licenses and certifications can only be deleted during the enrollment process. From the License/Certification List:

- Check the box next to the record you want to delete and click the **Delete** button.
- From the License/Certification List, click the **Close** button.

Close	O Close Add				
	III License/Certification List				
Filter B	Filter By : Save Filter The Sa				
	License/Certification #	License/Certification Type	State of Licensure	Effective Date	End Date
	▲ ▽	A 7	A 7		A 7
🗹 111	✔ 111222333 Professional License WA - Washington 01/01/2020 12/31/2021				
ODe	Detete View Page: 1 O Go Page Count G SaveToXLS Viewing Page: 1 (Fint C Prov Next SaveToXLS				

• ProviderOne displays the BPW. The status is now set to Complete.

Step 6: Add Licenses and Certifications	Required	01/19/2022	01/19/2022	Complete



Add training and education



Add identifiers



Add Federal tax details



Add billing provider information

Accessing the Billing Provider Details screen

From the BPW:

• Click on Step 15, Add Billing Provider Details.

Step 15: Add Billing Provider Details

- ProviderOne displays the Billing Provider List.
- Click the **Add** button above Billing Provider List.

C Close	O Add						
Ш В	III Billing Provider List						
Filter By	:		⊙ Go			🖺 Save Filter 🔻 My Filters 🕶	
	ProviderOne ID / Application # Billing Provider NPI Billing Provider Name Agency Billing Location Code Billing Location Name						
	A 7			A 🔻 A	▼ ▲ ▼	× 7	
	No Records Found !						
O Add	Add III Social Service Billing Provider List						
Filter By	Filter By : O Co						
	ProviderOne ID / Application #	SS Billing Provider Name	SS Billing Location Code SS Billing Location Name SS Servicing Location Code		SS Servicing Location Name		
	× *				.▲ ▼	▲ ▼	
	No Records Found !						



- ProviderOne displays the Add Billing Provider screen.
- Enter the ProviderOne ID or NPI number.
- Click the **Confirm Provider** button. ProviderOne will display the name of the billing provider and populate the Available Agencies box.
- Click the available agency (or agencies) and use the double right arrow button to move it to the Selected Agencies box.
- An error message will post if the agency chosen does not match the agency noted for the billing provider. To proceed, the agencies must match.

ш	Add Billing Provider			*		
		Please enter E	Billing Provider ID Detail	ils, either ProviderOne ID / NPI or Application ID		
			ProviderOne ID / NPI :	: 1234567890		
	Application ID :					
	Double Name : pour zoor					
			Provider Name :	; PRUTEST		
			✓c	Confirm Provider		
	Agency			*		
		Available Agencies	Selected Agencies			
		HCA				
		>	»			
			K			
	Servicing Provider Taxo	nomy				
	certioning riotider laxor	Augitable Taxonomica	Felected Taxonom	nice		
		Available Taxonomies	Selected Taxonom	nes		
			»			
			*			
	Billing Provider Location	1		^		
		Available Locations	Selected Locations	5		
		>	»	Selecting multiple locations will associate all the above selected Taxonomies to the		
		•	×	Locations.		
				OK Cancel		



- Once the agency is selected, the Available Taxonomies will display for this provider.
- Use the double right arrow to move the taxonomy or taxonomies to the Selected Taxonomies box.

_						
	Add Billing Provider			*		
	Please enter Billing Provider ID Details, either ProviderOne ID / NPI or Application ID					
	ProviderOne ID / NP1: 1234567890					
			Application ID :			
			Application in .			
			Provider Name :	: PRU TEST		
			√ C	Confirm Provider		
	Agency			*		
	A	vailable Agencies	Selected Agencies			
			HCA			
			»			
			«			
	Servicing Provider Taxono					
	Servicing Provider Taxono	Ausilable Texenemies	Coloria d Taxanam			
	í	HCA-207Q00000X-Family Medicine	Selected Taxonom	nes		
			»			
			*			
	Billing Provider Location			*		
	A	vailable Locations	Selected Locations			
			»	Selecting multiple locations will associate all the above selected Taxonomies to the		
			«	Locations.		
				OK Cancel		
_						



- Once the taxonomy is selected, the Billing Provider Location will display.
- Use the double right arrow to move the location or locations to the Selected Locations box.

 Add Billing Provider	^
Please er	nter Billing Provider ID Details, either ProviderOne ID / NPI or Application ID
	ProviderOne ID / NPI: 1234567890
	Application ID -
	Appication to .
	Provider Name : PRU TEST
	Confirm Provider
 Ageney	
 Agency	Polosia Annaia
Available Agencies	Selected Agencies
	»
 Servicing Provider Taxonomy	•
 Available Taxonomies	Salacted Taxonomiae
	HCA-207Q00000X-Family Medicine
	»
	«
 Billing Provider Location	~
Available Locations	Selected Locations
00 - Pru Test 626 8th Ave SE, Olympia, Washing	aton 98504
	Selecting multiple locations will associate all the above selected Taxonomies to the
	Codautio.
	O OK O Cancel



- ProviderOne returns with the agencies, taxonomies, and locations selected.
- Click the **Ok** button.

	Add Billing Provider						
	Please enter Billing Provider ID Details, either ProviderOne ID / NPI or Application ID						
	ProviderOne ID / NPI: 1244567890						
	Application ID :						
	Provider Name : PRU TEST						
	Control Howder						
ш	Agency						
	Available Agencies Selected Agencies						
	HCA »						
	Servicing Provider Taxonomy						
	Available Taxonomies Selected Taxonomies						
	HCA-207Q00000X-Family Medicine						
	Billing Provider Location						
	Available Locations Selected Locations						
	0 - Pru Test 626 8th Ave SE, Olympia, Washington 98504 Selecting multiple locations will associate all the above selected Taxonomies to the Locations.						
	O OK O Cancel						

- ProviderOne returns to the Billing Provider List with the billing provider added.
- Click the **Add** button to add another billing provider, or **Close** to return to the BPW.

Close	O Add						
ШВ	illing Provider List						^
Filter By	:		O Go			🗎 Save Filter	▼ My Filters ▼
	ProviderOne ID / Application #	Billing Provid	er NPI Billing Provid	der Name Agency ▲ ▼	Billing Location Code	Billing Location	Name
9999	9999	1234567890	PRU TEST	HCA	00	PRU TEST	
O Delet	Detete View Page: 1 O Go + Page Count CaveToXLS Viewing Page: 1 O First Yev > Next >> Last						
O Add							
III Se	ocial Service Billing Provider List						
Filter By	:		O Go			🗎 Save Filter	₹ My Filters ◄
	ProviderOne ID / Application #	SS Billing Provider Name	SS Billing Location Code	SS Billing Location Name	SS Servicing Location Code	SS Servicing Loca	tion Name
	A T	A V	▲ ▼ No Records	¥ ▼ Found !		¥ ¥	



• ProviderOne displays the BPW. The status is now set to Complete.

 Step 15: Add Billing Provider Details
 Required
 01/19/2022
 O1/19/2022
 Complete



Add servicing provider information



Add payment and remittance details



Complete enrollment checklist

Accessing the enrollment checklist

From the BPW:

• Click the Complete Enrollment Checklist link.

Step 18: Complete Enrollment Checklist

- ProviderOne displays the Provider Checklist.
- Every question must be answered with Yes or No.
- **Please note**. All questions answered Yes must also have a corresponding comment.
- After completing the Provider Checklist, click the **Save** button.

O Close Save		
III Provider Checklist		^
Question	Answer	Comments
Has the provider or any current employee ever had any of the following?	Not Completed	
Had exclusion under Medicare, Medicaid or any other Federal Healthcare program taken against them?	Not Completed	
Had civil money penalties or assessment imposed under Section 1128A of the Social Security Act? < br> More info: http://www.ssa.gov/OP_Home/ssact/title11/1128A.htm	Not Completed	
Had a restriction or sanction taken against their professional license or certification?	Not Completed	
Had a Program Debarment taken against them? http://exclusions.oig.hhs.gov http://www.sam.gov/	Not Completed	
Been convicted of any health related crimes as defined by Washington State Department of Health?	Not Completed	
Been convicted of a criminal offense as described in Section 1128(a) or (b), 1, 2, and 3 of the Social Security Act? http://www.ssa.gov/OP_Home/ssac/fittle 11/1128.htm	Not Completed	
Been convicted of a crime involving the abuse, neglect, abandonment or exploitation of a vulnerable person? dr> More info: http://apps.leg.wa.gov/WAC/default.aspx? cite=388-71-0540	Not Completed	
View Page: 1 O Go + Page Count SaveToXLS Viewing Page: 1	<	K First K Prev Next Next Last

• ProviderOne displays the BPW. The status is now set to complete

Step 18: Complete Enrollment Checklist	Required	01/19/2022	01/19/2022	Complete



Submit enrollment application for review

Accessing the final enrollment instructions page

From the BPW:

• Click the Final Enrollment Instructions link.

Step 19: Final Enrollment Instructions

- ProviderOne displays the Final Submission page.
- ProviderOne displays the Final Submission page and Application Document Checklist.
- Prior to the final submission of the enrollment application, you must submit the required documentation by using the Upload Attachments button.
 - For specific requirements and instructions on uploading attachments, access How to Upload Attachments in ProviderOne resource.

O Close O Submit Enrollmen	Upload Attachments				
III Final Submission			^		
	Application #: 20210428537037		Enrollment Type: Individual		
The information submitted for enrollment shall be verified and reviewed by the agency(s) you have selected. During this time, any changes to the information shall not be accepted. By clicking on the button "Submit Enrollment", I agree that the information submitted as a part of the application is correct. Please ensure all required documents are uploaded using the "upload attachments" at the top of the page prior to submitting your application.					
Application Document	Checklist		^		
Forms/Documents	Special Instructions	Agency	Link		
A T	A T		A.Y.		
Core Provider Agreement	Complete and sign for all applications	HCA	http://www.hca.wa.gov/core-provider-agreement		
Debarment Statement	Complete and sign for all applications	HCA	http://www.hca.wa.gov/debarment-statement		
Tax Documents(W-9)	Please complete and submit a W-9 form for all applications.	HCA	https://www.irs.gov/pub/irs-pd/fw9.pdf		
Electronic Funds Transfer(EFT)	Complete and sign for direct deposits	HCA	https://www.hca.wa.gov/assets/billers-and-providers/electronic-funds-transfer-form_1.doc		
Instructions for Electronic Funds Transfer(EFT) form	Please follow the instructions for the electronic funds transfer form to eliminate delays	HCA	https://www.hca.wa.gov/assets/electronic-funds-transfer-form-instructions.pdf		
Provider types and requirements	Please check this website for any additional documents or licensure that may be required for your provider type.	HCA	$\label{eq:https://www.hca.wa.gov/billers-providers/apple-health-medicaid-providers/eligible-provider-types-and-requirements \end{tabular} we have the two the two the two the two two two two two two two two two two$		
EDI requirements documentations	If you have checked the 835 box in the payment details please complete.	HCA	https://www.hca.wa.gov/assets/billers-and-providers/trading-partner-agreement.pdf		
HCA HIPAA Electronic Data Interchange (EDI)	If you have checked the 835 box in the payment details please complete.	HCA	https://www.hca.wa.gov/billers-providers-partners/prior-authorization-claims-and-billing/hipaa-electronic-data-interchange-edi		
Trading Partner Agreement	Complete and sign for all applications	HCA	https://www.hca.wa.gov/assets/billers-and-providers/18-0009-trading-partner-agreement.docx		
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Submitting the enrollment application

From the Final Submission page:

- Click the **Submit Enrollment** button.
- ProviderOne displays a confirmation pop up message.
- Click **Ok** to close the message.



• Click **Close** on the Final submission page.



• ProviderOne displays the BPW. The status is now set to Complete.

Step 19: Final Enrollment Instructions	Required	01/19/2022	01/19/2022	Complete



• ProviderOne returns to the Business Process Wizard (BPW) enrollment page with all required steps marked complete.

Close → Required Credentials Purge					
III Enroll Provider - Individual					
Business Process Wizard-Provider Enrollment (Individual). Click on the Step # under th	ne Step Column				
Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	01/19/2022	01/19/2022	Complete	
Step 2: Add Locations	Not Required			Incomplete	
Step 3: Provider Additional Information	Optional	01/19/2022	01/19/2022	Complete	
Step 4: Add Specializations	Required	01/19/2022	01/19/2022	Complete	
Step 5: Ownership & Managing/Controlling Interest details	Not Required			Incomplete	
Step 6: Add Licenses and Certifications	Required	01/19/2022	01/19/2022	Complete	
Step 7: Add Training and Education	Optional			Incomplete	
Step 8: Add Identifiers	Optional			Incomplete	
Step 9: Add Contract Details	Not Required			Incomplete	
Step 10: Add Federal Tax Details	Optional			Incomplete	
tep 11: Add EDI Submission Method	Optional			Incomplete	
Step 12: Add EDI Billing Software Details	Optional			Incomplete	
tep 13: Add EDI Submitter Details	Optional			Incomplete	
Step 14: Add EDI Contact Information	Optional			Incomplete	
tep 15: Add Billing Provider Details	Required	01/19/2022	01/19/2022	Complete	
Step 16: Add Servicing Provider Information	Not Required			Incomplete	
step 17: Add Payment and Remittance Details	Optional			Incomplete	
Step 18: Complete Enrollment Checklist	Required	01/19/2022	01/19/2022	Complete	
Step 19: Final Enrollment Instructions	Required	01/19/2022	01/19/2022	Complete	
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