

ProviderOne: instructions for providers

Add “Billing Type” and “Available Agencies”

Starting September 22, 2018 providers will notice changes in the ProviderOne system.

What is the change?

The changes affect the ProviderOne enrollment application and modification screens used by providers.

How does this affect my work?

The process basically remains the same. There are just two extra fields on the Basic Information screen. A field may be greyed out or unavailable if it does not apply.

- **Billing Type:** provider must indicate if they are a billing or non-billing provider.
- **Available Agencies:** provider must indicate whether they provide for HCA, Department of Social and Health Services (DSHS), or Department of Corrections (DOC).

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Which agency should I select?

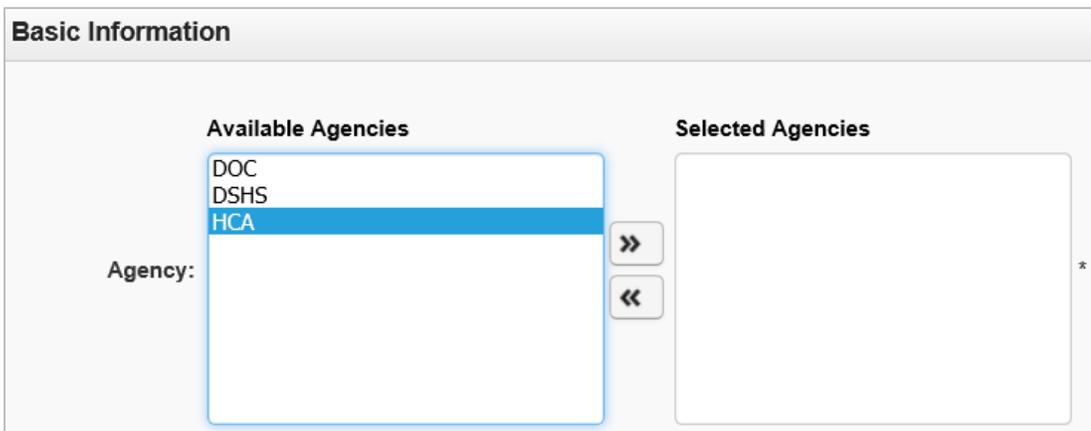
If you are providing services for more than one agency, you may select all agencies that apply.

- **HCA:** Select “HCA” if you are providing services to Apple Health (Medicaid) clients under an Apple Health Managed Care Contract or under the fee-for-service (FFS) Apple Health program.
- **DSHS:** Select “DSHS” if you are contracted with the Department of Social and Health Services (DSHS).
- **DOC:** Select “DOC” if you are providing services for the Department of Corrections (DOC).

How do I move an agency from ‘Available Agencies’ to the ‘Selected Agencies’ field?

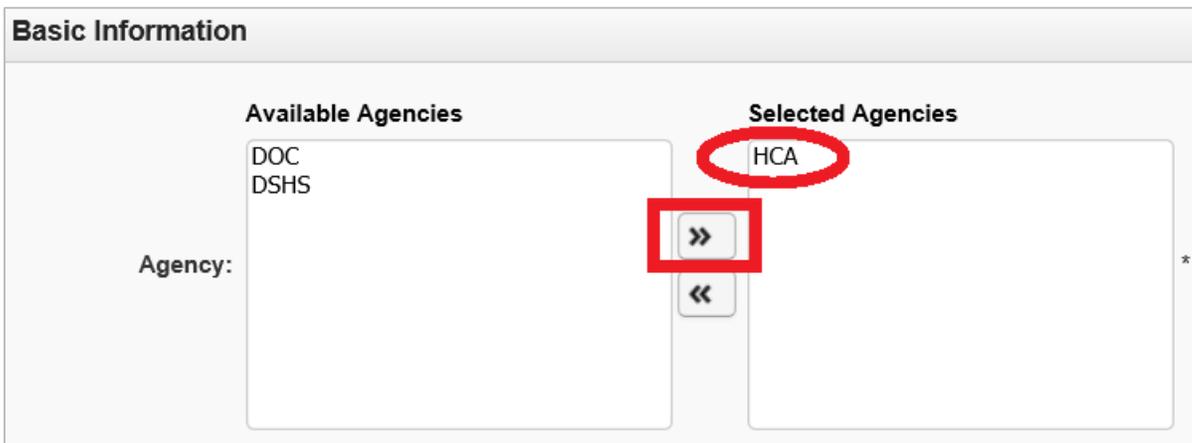
*If you are providing services for more than one agency, you may select all agencies that apply.

Step 1: Click on the appropriate agency (clicking on the agency will highlight the agency)



The screenshot shows a form titled "Basic Information" with a label "Agency:". To the right of the label are two columns: "Available Agencies" and "Selected Agencies". The "Available Agencies" list contains "DOC", "DSHS", and "HCA", with "HCA" highlighted in blue. Between the columns are two arrow buttons: a right-pointing arrow (>>) and a left-pointing arrow (<<). The "Selected Agencies" field is currently empty.

Step 2: With the agency still highlighted, click on the arrows pointing to the right. This will move the agency over into the ‘Selected Agencies’ field.



The screenshot shows the same "Basic Information" form. In this step, "HCA" has been moved from the "Available Agencies" list to the "Selected Agencies" field and is circled in red. The "Available Agencies" list now only contains "DOC" and "DSHS". The right-pointing arrow button (>>) between the columns is also circled in red, indicating it was the button clicked to move the agency.

When do I need to select the Billing Type?

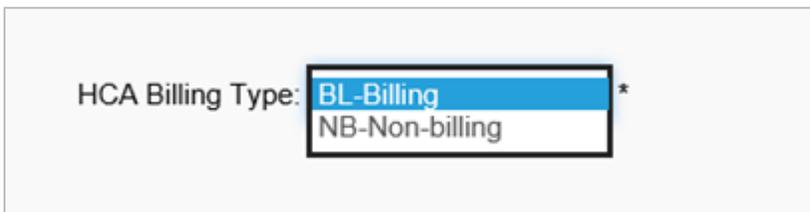
- The 'Billing Type' dropdown will not be available for all enrollment types.
- As you go through the online application, ProviderOne will make this field available only if it applies to your specific application.
- When the 'Billing Type' dropdown applies to you and is available on your Basic Information screen, you must select either "BL-Billing" or "NB-Non-billing."

NB-Non-billing: select if providing services to Apple Health (Medicaid) clients under a Managed Care Entity or Behavioral Health Organization or if enrolling for the sole purpose of becoming an ordering, referring, prescribing provider, as well as individuals who wish for their nonbilling provider identifier to be identified on hospital services claims

- Non-Billing Providers enrolling for the first time must also [follow the instructions listed on our website](https://www.hca.wa.gov/billers-providers-partners/apple-health-medicaid-providers/enroll-non-billing-individual-provider). (https://www.hca.wa.gov/billers-providers-partners/apple-health-medicaid-providers/enroll-non-billing-individual-provider)

BL-Billing: select if providing services under the fee-for-service (FFS) Apple Health program

- Billing Providers enrolling for the first time must also [follow the instructions listed on our website](https://www.hca.wa.gov/enroll-as-a-provider). (https://www.hca.wa.gov/enroll-as-a-provider)



A screenshot of a web form field labeled "HCA Billing Type:". To the right of the label is a dropdown menu with a black border. The menu is open, showing two options: "BL-Billing" (highlighted in blue) and "NB-Non-billing" (in black text). A small asterisk "*" is located to the right of the dropdown menu.

Helpful information to get you started

When beginning your online application, you may [use the following table](#) to help determine:

- What the 'Enrollment Type' should be.
- What 'Tax Identifier Type' should be used.
- What 'HCA Billing Type' to use (if applicable).
- What 'Servicing Type' to use (if applicable).

Online application completion table

	Providers under the fee-for-service (FFS) program	Managed care contracted providers
Individuals practicing under a group or facility	Enrollment Type = Individual Tax Identifier Type = SSN Servicing Type = Servicing Only *Billing Type not applicable	Enrollment Type = Individual Tax Identifier Type = SSN Servicing Type = Servicing Only *Billing Type not applicable
Individual solo practices	Enrollment Type = Individual HCA Billing Type = BL-Billing Tax Identifier Type = SSN or FEIN Servicing Type = "if" SSN is selected, you must select a Servicing Type of 'Regular Individual Provider'	Enrollment Type = Individual HCA Billing Type = NB-Non-billing Tax Identifier Type = SSN or FEIN Servicing Type = "if" SSN is selected, you must select a Servicing Type of 'Regular Individual Provider'
Facility, agency, organization, and institutions (FAOI's)	Enrollment Type = Fac/Agncy/Orgn/Inst HCA Billing Type = BL-Billing Tax Identifier Type = FEIN	Enrollment Type = Fac/Agncy/Orgn/Inst HCA Billing Type = NB-Non-billing Tax Identifier Type = FEIN
Groups	Enrollment Type = Group Practice HCA Billing Type = BL-Billing Tax Identifier Type = FEIN	Enrollment Type = Group Practice HCA Billing Type = NB-Non-billing Tax Identifier Type = FEIN

Once you have completed step one (the **Basic Information** screen), you will be given a 16-digit application ID number. Write this number down in case you need to save and access your application at a later time.

This is not the end of the online application. There are many additional steps on the online application. After writing your application number down, click OK in the bottom right corner of the screen and complete the rest of the steps in your application.

***IMPORTANT: Many of the types of enrollment listed above have additional information and documents that must be completed. Visit our website to [find out if you must supply additional information and documents](https://www.hca.wa.gov/enroll-as-a-provider).**

(<https://www.hca.wa.gov/enroll-as-a-provider>)

If you need additionally assistance completing your application, please contact Provider Enrollment:

- **Phone:** 1-800-562-3022 ext. 16137, or
- **Email** providerenrollment@hca.wa.gov