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)

Path: Provider Portal/ Group Practice Modification
ProviderOne Id/NPI : 2857403 / 5522336671   Name: Mario Health Center

Close | Add

Servicing Provider List:

Filter By : [   ] [▼] [   ] [   ]   And [   ] [▼] [   ] [   ]
And Operational Status : [Active ▼] [Go]

	ProviderOne ID ▲▼	Servicing Provider Name ▲▼	Servicing Provider NPI ☐▼	Start Date ▲▼	End Date ▲▼	Status ▲▼	Operational Status ▲▼	Inactivation Date ▲▼
☐	3050186	MARIO, ROBERT	5522447783	12/11/2001	12/31/2999	Approved	Active	
☐	2370695	SORENSON, HERMAN	3334445558	07/01/2008	12/31/2999	Approved	Active	
☐	1000092	GOLDEN, MICHAEL	1234567890	07/01/2008	12/31/2999	Approved	Active	

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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)

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"

Basic Information:

You have successfully completed the basic information on the Enrollment Application This is your Application #: 20227201264480
Please make note of this application number. This number will be emailed to you. This is the number you will be required to use to track the status of your enrollment application. Do not lose this number once you log off.

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

ProviderOne   My Inbox ▾

⏻   👤 Relations, Provider ▾   Profile: EXT Provider File Maintenance   📄 Notepad   🔔 Reminder   @ External Links   🖨 Print   ❓ Help

🏠 > Provider Portal > New Enrollment > Individual Enrollment

Application Id: 20160711254314   Name: smith, john   Enrollment Type: Individual

● Close ● Add ✏ Update   Note: Provider Type and Specialty/Subspecialty are your Taxonomy Codes.

▦ Specialty/Subspecialty List   ▲

Filter By : [▼] [   ] [   ] [⊙ Go]   [💾 Save Filter] [▼ My Filters ▾]

☐	Provider Type ▲▼	Specialty/Subspecialty △▼	Administration ▲▼	End Date ▲▼
☐	20-Allopathic & Osteopathic Physicians	7Q-Family Practice/00000-Family Practice	HRSA	12/31/2999

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

ProviderOne

My Inbox ▾

⏻ 👤 Relations, Provider ▾   Profile: EXT Provider File Maintenance

📄 Notepad   🔔 Reminder   🌐 External Links   🖨 Print   ❓ Help

🏠 ❯ **Provider Portal** ❯ **New Enrollment** ❯ **Individual Enrollment**

| Application Id: 20160711254314 | Name: smith, john | Enrollment Type: Individual |

⊗ Close   ➡ Required Credentials   ⊖ Purge

▦ **Enroll Provider -Individual**   ⌃

Business Process Wizard-Provider Enrollment (Individual). Click on the Step # under the Step Column

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		Incomplete	Please add Required License/Certification.
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	

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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)

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

⏻ | 👤 Relations, Provider ▾ | Profile: EXT Provider File Maintenance   📄 Notepad   🔔 Reminder   🌐 External Links   🖨 Print   ❓ Help

🏠 > **Provider Portal** > **New Enrollment** > **Individual Enrollment** > **Provider Check List**

Application Id: 20160711254314	Name: smith, john	Enrollment Type: Individual

⊗ Close   💾 Save

▦	**Provider Checklist**			⌃

Question		Answer	Comments
Has the provider or any current employee ever had any of the following?	▬	[▾]	
Had exclusion under Medicare, Medicaid or any other Federal Healthcare program taken against them?	▰	[▾]	
Had civil money penalties or assessment imposed under Section 1128A of the Social Security Act? More info: http://www.ssa.gov/OP_Home/ssact/title11/1128A.htm	▬	[▾]	
Had a restriction or sanction taken against their professional license or certification?	◢	[▾]	
Had a Program Debarment taken against them? More info: http://exclusions.oig.hhs.gov /https://www.sam.gov/	N▰	[▾]	
Been convicted of any health related crimes as defined by Washington State Department of Health?	▬	[▾]	
Been convicted of a criminal offense as described in Section 1128(a) or (b), 1, 2, and 3 of the Social Security Act? More info: http://www.ssa.gov/OP_Home/ssact/title11/1128.htm	▬	[▾]	
Been convicted of a crime involving the abuse, neglect, abandonment or exploitation of a vulnerable person? More info: http://apps.leg.wa.gov/WAC/default.aspx?cite=388-71-0540	N▬	[▾]	

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

ProviderOne   My Inbox ▾

⏻ 👤 Relations, Provider ▾   Profile: EXT Provider File Maintenance   📄 Notepad   🔔 Reminder   🌐 External Links   🖨 Print   ❓ Help

🏠 › **Provider Portal** › **New Enrollment** › **Individual Enrollment**

| Application Id: 20160711254314 | Name: smith, john | Enrollment Type: Individual |

🅧 Close   ➔ Required Credentials   ⊖ Purge

▦   **Enroll Provider -Individual**   ▲

Business Process Wizard-Provider Enrollment (Individual). Click on the Step # under the Step Column

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	

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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

	ProviderOne ID ▲▼	Servicing Provider Name ▲▼	Servicing Provider NPI ▲▽	Start Date ▲▼	End Date ▲▼	Status ▲▼	Operational Status ▲▼	Inactivation Date ▲▼
☐	0000001	DOE, JOHN		01/01/2008	12/31/2999	Approved	Active	
☐	0000002	DOE, JANE		01/01/1998	12/31/2999	Approved	Active	

Servicing Provider List

Filter By : [____▼] [_____] [_____] And [____▼] [_____] [_____] And Operational Status: [Active ▼] [⊙ Go]

[🖫 Save Filter] [▼ My Filters ▼]

Close **Add**

View Page: [1] [⊙ Go] [➕ Page Count] [🖼 SaveToXLS] Viewing Page: 1 [« First] [‹ Prev] [› Next] [» Last]

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"
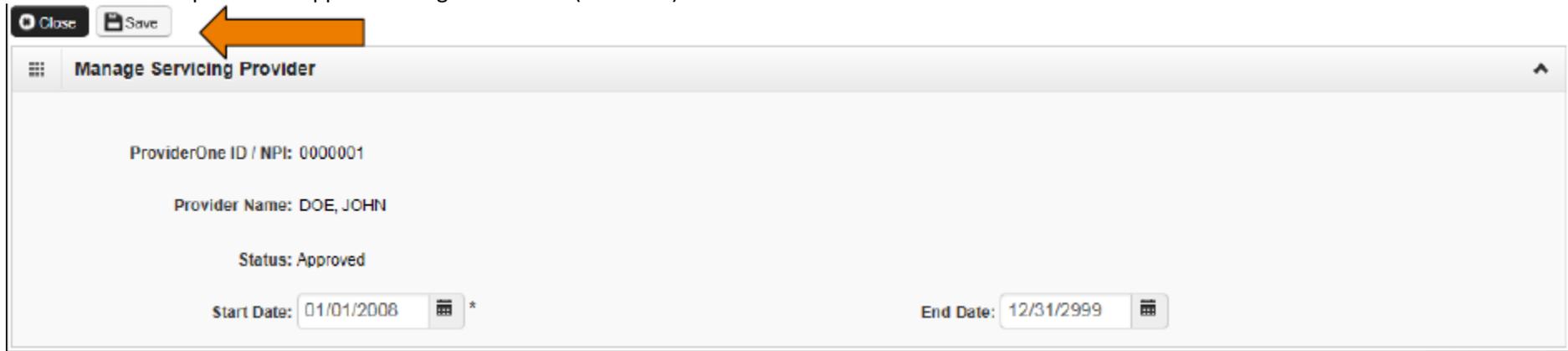
Close   Save

Manage Servicing Provider

ProviderOne ID / NPI: 0000001

Provider Name: DOE, JOHN

Status: Approved

Start Date: 01/01/2008   *   End Date: 12/31/2999

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