

Adding a servicing provider to your group

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

The screenshot displays the ProviderOne web application interface. At the top, there is a navigation bar with the ProviderOne logo, a 'My Inbox' dropdown, and a breadcrumb trail: 'Relations, Provider > Profile: EXT Provider File Maintenance'. Utility icons for 'Notepad', 'Reminder', 'External Links', 'Print', and 'Help' are also present.

The main content area is divided into several sections:

- Online Services:** A vertical menu on the left with categories like 'Claims', 'Client', 'Payments', 'Managed Care', 'Prior Authorization', 'Provider', and 'HIPAA'. Each category contains several sub-links.
- My Reminders:** A section with a 'Filter By' dropdown, a 'Read Status' dropdown, and a 'Go' button. Below this is a table with columns for 'Alert Type', 'Alert Message', 'Alert Date', 'Due Date', and 'Read'. A red message 'No Records Found!' is displayed in the table area.
- Your Recent Online Activities:** A section showing a list of recent actions, such as 'You have logged in with PRU Account with IP Address 147.55.195.155 and Location Olympia, WA', 'Previous Site Visit: 07/07/2016 09:36:05 AM', 'Last Login Password Change: 07/01/2016 11:03:48 AM', and 'Last login failed attempt: 07/07/2016 09:35:57 AM'.
- Calendar:** A calendar widget for July 2016, showing the current time as 11:20 AM on Thursday, July 7, 2016, in Olympia, WA.

2. Click on "Manage Provider Information"

ProviderOne My Inbox

Relations, Provider Profile: EXT Provider File Maintenance Notepad Reminder External Links Print Help

Provider Portal

ProviderOne Id/NPI : 2003209 / 5100000004 Name: Test FAOI

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
- HIPAA
 - Submit HIPAA Batch Transaction

ManageAlerts

My Reminders

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

	Alert Type	Alert Message	Alert Date	Due Date	Read
No Records Found !					

Your Recent Online Activities

- You have logged in with PRU Account with IP Address 147.55.195.155 and Location Olympia, WA
- Previous Site Visit: 07/07/2016 09:36:05 AM
- Last Login Password Change: 07/01/2016 11:03:48 AM
- Last login failed attempt: 07/07/2016 09:35:57 AM

Calendar

Olympia, WA

11:23 AM 7 July 2016 Thursday

2016 July						
Su	Mo	Tu	We	Th	Fr	Sa
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
31						

Today

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

ProviderOne My Inbox

Relations, Provider Profile: EXT Provider File Maintenance

Notepad Reminder External Links Print Help

Provider Portal > FAOI Modification

ProviderOne Id/NPI : 2003209 / 510000004 Name: Test FAOI

Close Required Credentials Undo Update

View/Update Provider Data - Facility/Agency/Organization/Institution

Business Process Wizard - Provider Data Modification (Facility/Agency/Organization/Institution). In order to finalize submission of your requested changes, you must complete the Step - Submit Modification Request for Review.

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

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

Welcome Jones, John . You have logged-in with EXT Provider File Maintenance profile. Links: --Select--

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

Close Add

Filter By : And

And Operational Status : Active

<input type="checkbox"/>	ProviderOne ID ▲▼	Servicing Provider Name ▲▼	Servicing Provider NPI □▼	Start Date ▲▼	End Date ▲▼	Status ▲▼	Operational Status ▲▼	Inactivation Date ▲▼
<input type="checkbox"/>	3050186	MARIO, ROBERT	5522447783	12/11/2001	12/31/2999	Approved	Active	
<input type="checkbox"/>	2370695	SORENSEN, HERMAN	3334445558	07/01/2008	12/31/2999	Approved	Active	
<input type="checkbox"/>	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)

The screenshot shows a web application interface for provider management. At the top, there is a navigation bar with the text "Provider" and "My Inbox". Below this, a breadcrumb trail reads "Provider Portal > FAOI Modification". The main header area displays "ProviderOne ID: NPI - 2003209 / 5100000004" and "Name: Test FAOI".

The central section is titled "Servicing Provider List" and contains a filter bar with the text "Filter By:" followed by several dropdown menus and an "And" operator. To the right of the filter bar are buttons for "Save Filter" and "My Filters". Below the filter bar is a table with the following columns: "ProviderOne ID", "Servicing Provider Name", "Servicing Provider NPI", "Start Date", "End Date", "Status", "Operational Status", and "Inactivation Date". Each column has a small triangle icon indicating it can be sorted. Below the table, a red message states "No Records Found!".

The "Add" button, located in the top left corner of the "Servicing Provider List" section, is circled in red.

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

The screenshot shows a web application interface for adding a servicing provider. The main window is titled "Add Servicing Provider - Internet Explorer". The dialog box is titled "Add Servicing Provider" and contains the following fields and controls:

- ProviderOne ID / NPI: 2003209 / 5100000004
- Name: Test FAOI
- ProviderOne ID / NPI: [Redacted]
- Provider Name: [Redacted]
- Start Date: 07/07/2016
- End Date: [Redacted]
- Buttons: Confirm Provider (highlighted with a red circle), OK, Cancel

The background shows a "Servicing Provider List" table with columns for "ProviderOne ID" and "Servicing". The status bar at the bottom indicates: Page ID: dlgAssocServPrvdr(Provider), Environment: UAT, ID: app02_01, Server Time: 07/07/2016 11:34:42 PDT.

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

The screenshot displays the 'Add Servicing Provider' dialog box in an Internet Explorer browser window. The dialog is titled 'Add Servicing Provider - Internet Explorer' and contains the following information:

- ProviderOne ID/NPI: 2003209 / 5100000004
- Name: Test FAOI
- Section: Add Servicing Provider
- Section: Provide Servicing Provider ID Details.
- Fields:
 - ProviderOne ID / NPI: [Redacted]
 - Provider Name: [Redacted], JEANNE (circled in red)
 - Start Date: 07/07/2016
 - End Date: [Empty]
- Buttons: Confirm Provider, OK (circled in red), Cancel

The background shows a 'Servicing Provider List' table with columns for ProviderOne ID and Servicing Provider. The footer of the browser window displays: Page ID: dIlgAssocServPrvdr(Provider), Environment: UAT, ID: app02_01, Server Time: 07/07/2016 11:35:55 PDT, and a zoom level of 100%.

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

The screenshot shows a web application interface for provider management. At the top, there is a navigation bar with the logo 'Provider' and 'My Inbox'. Below this is a breadcrumb trail: 'Relations, Provider > Profile: EXT Provider File Maintenance'. A secondary navigation bar contains utility icons for 'Notepad', 'Reminder', 'External Links', 'Print', and 'Help'. The main content area displays 'ProviderOne Id/NPI : 2003209 / 5100000004' and 'Name: Test FAOI'. Below this, there are two buttons: 'Close' (circled in red) and 'Add'. The main section is titled 'Servicing Provider List' and features a filter bar with 'Filter By:' dropdowns, 'And' connectors, and an 'Operational Status' dropdown set to 'Active'. There are 'Save Filter' and 'My Filters' buttons. Below the filter bar is a table with the following columns: ProviderOne ID, Servicing Provider Name, Servicing Provider NPI, Start Date, End Date, Status, Operational Status, and Inactivation Date. The table is currently empty, and a red message 'No Records Found!' is displayed at the bottom.

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)

ProviderOne My Inbox

Relations, Provider Profile: EXT Provider File Maintenance

Notepad Reminder External Links Print Help

Provider Portal > FAOI Modification

ProviderOne Id/NPI : 2003209 / 510000004 Name: Test FAOI

Close Required Credentials Undo Update

View/Update Provider Data - Facility/Agency/Organization/Institution

Business Process Wizard - Provider Data Modification (Facility/Agency/Organization/Institution). In order to finalize submission of your requested changes, you must complete the Step - Submit Modification Request for Review.

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

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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

The screenshot displays a web application interface with a dark blue header bar. The header contains the text "Relations, Provider" and "Profile: EXT Provider File Maintenance" on the left, and "Notepad", "Reminder", "External Links", "Print", and "Help" on the right. Below the header, the main content area is titled "Provider Portal > FAOI Modification". It features a "ProviderOne Id/NPI : 2003209 / 510000004" field, a "Close" button, and an "Add" button. A "Servicing Provider List" section includes a "Filter By:" dropdown menu and a table with columns for "ProviderOne ID" and "Servicing".

An "Error Page - Internet Explorer" popup window is overlaid on the main content. It contains a "Close" button and a red error message: "Error: Could not find active ProviderOne ID or NPI in the system. .". The popup window has a standard Windows-style title bar with minimize, maximize, and close buttons. The bottom of the popup shows a zoom level of "100%".

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.

ProviderOne My Inbox

Relations, Provider Profile: EXT Provider File Maintenance

Notepad Reminder External Links Print Help

Provider Portal > New Enrollment

Enrollment Type

If you have a National Provider Identifier (NPI) please continue.
If you are not required to have an NPI please contact DSHS.

Select the Enrollment Applicable Form

- Individual
- Group Practice
- Billing Agent/Clearinghouse
- Fac/Agency/Orgn/Inst
- Tribal Health Services

Close Submit

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.

Basic Information

If you don't have NPI and if you are Atypical provider then please contact DSHS worker to enroll.

Tax Identifier Type: FEIN SSN

Provider Name(Organization Name): (as shown on Income Tax Return)

Organization Business Name: Federal Employer Identification Number(FEIN):

Provider Name: (First Name) Mickey (Middle Name) B (Last Name) Mouse

Suffix: Gender:

SSN: 123456789 Title: Dr.

Date of Birth: 11/18/1928 Servicing Type: Servicing Only

National Provider Identifier(NPI): 987654321 UBI:

W-9 Entity Type: Other W-9 Entity Type (If Other): servicing only

Other Organizational Information: Tribal Email Address: mickey.mouse@disneyland.com

Enrollment Effective Date: 07/07/2016

Page ID: dlqAddBasicInformationStep1(Provider) Environment: UAT ID: app02_01 Server Time: 07/07/2016 11:53:14 PDT

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)

Provider 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			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	

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13B click the Add button to add the taxonomy

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: [dropdown] [input] [Go] [Save Filter] [My Filters]

	Provider Type ▲▼	Specialty/Subspecialty ▲▼	Administration ▲▼	End Date ▲▼
No Records Found !				

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

ProviderEye My Inbox

Relations, Provider Profile: EXT Provider File Maintenance Notepad Reminder External Links Print Help

Provider Portal > New Enrollment > Individual Enrollment

Application Id: 20160711254314

Close Add Update Note: Provider Type and Specialty/Subsp

Specialty/Subspecialty List

Filter By :

Provider Type

Add Specialty/Subspecialty

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

Add Specialty/Subspecialty

Administration: HRSA-Health and Recovery Servic *

Provider Type: 20-Allopathic & Osteopathic Physic *

Specialty: 7Q-Family Practice *

End Date: 12/31/2999

Add Taxonomy Code

Available Taxonomy Codes

- 207Q00000X-Adolescent Medicine
- 207Q00401X-Addiction Medicine
- 207Q00505X-Adult Medicine
- 207Q00300X-Geriatric Medicine
- 207Q0010X-Sports Medicine

Associated Taxonomy Codes *

- 207Q00000X-Family Practice

OK Cancel

Page ID: dlgEnrAddSpecialties(Provider) Environment: UAT ID: app01_84 Server Time: 07/11/2016 12:01:16 PDT

100%

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

Provider  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

<input type="checkbox"/>	Provider Type	Specialty/Subspecialty	Administration	End Date
<input type="checkbox"/>	20-Allopathic & Osteopathic Physicians	7Q-Family Practice/00000-Family Practice	HRSA	12/31/2999

Delete View Page: 1 Go Page Count SaveToXLS Viewing Page: 1 First Prev Next Last

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

Provider 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	

View Page: 1 Viewing Page: 1

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

The screenshot displays a web application interface for adding a license or certification. The background shows a 'License/Certification List' table with a red circle around the 'Add' button. The foreground is a modal dialog titled 'Add License/Certification - Internet Explorer'. The dialog contains the following information:

- Application ID: 20160711254314
- Name: smith, john
- Enrollment Type: Individual
- License/Certification Type: Professional License
- License/Certification #: 12345678901234567890
- Effective Date: 06/05/2013
- End Date: 08/17/2017

The 'OK' button at the bottom right of the dialog is circled in red. The footer of the dialog shows: Page ID: dlgEnrlmntAddLicense(Provider), Environment: UAT, ID: app01_84, Server Time: 07/11/2016 12:10:59 PDT, and a zoom level of 100%.

18B P1 brings you back to the License/certification add page. You may add more licenses 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

License/Certification List

Filter By: [] [] [] Go Save Filter My Filters

License/Certification #	License/Certification Type	Effective Date	End Date
<input type="checkbox"/> 12345678901234567890	Professional License	06/05/2013	08/17/2017

Delete View Page: 1 Page Count SaveToXLS Viewing Page: 1 First Prev Next Last

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

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		Incomplete	Please answer all Questions in Checklist.
Step 17: Submit Enrollment Application for Review	Required			Incomplete	

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

Provider My Inbox

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?	<input type="checkbox"/>	<input type="text"/>
Had exclusion under Medicare, Medicaid or any other Federal Healthcare program taken against them?	<input type="checkbox"/>	<input type="text"/>
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	<input type="checkbox"/>	<input type="text"/>
Had a restriction or sanction taken against their professional license or certification?	<input type="checkbox"/>	<input type="text"/>
Had a Program Debarment taken against them? More info: http://exclusions.ohg.hhs.gov https://www.sam.gov/	<input type="checkbox"/>	<input type="text"/>
Been convicted of any health related crimes as defined by Washington State Department of Health?	<input type="checkbox"/>	<input type="text"/>
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	<input type="checkbox"/>	<input type="text"/>
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	<input type="checkbox"/>	<input type="text"/>

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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

The screenshot displays the ProviderOne web application interface. At the top, there is a navigation bar with the ProviderOne logo, a 'My Inbox' dropdown, and a breadcrumb trail: 'Relations, Provider > Profile: EXT Provider File Maintenance'. Utility icons for Notepad, Reminder, External Links, Print, and Help are also present.

The main content area is titled 'Provider Portal' and shows the following sections:

- ProviderOne Id/NPI:** 2003209 / 5100000004
- Name:** Test FAOI
- Online Services:** A sidebar menu with categories like Claims, Client, Payments, Managed Care, Prior Authorization, Provider, and HIPAA, each containing various sub-links.
- Manage Alerts:** A section titled 'My Reminders' with a filter dropdown, a 'Read Status' dropdown, and a 'Go' button. Below this is a table with columns for 'Alert Type', 'Alert Message', 'Alert Date', 'Due Date', and 'Read'. The table is currently empty, displaying the message 'No Records Found!'.
- Your Recent Online Activities:** A list of recent actions, including: 'You have logged in with PRU Account with IP Address 147.55.195.155 and Location Olympia, WA', 'Previous Site Visit: 07/07/2016 09:36:05 AM', 'Last Login Password Change: 07/01/2016 11:03:48 AM', and 'Last login failed attempt: 07/07/2016 09:35:57 AM'.
- Calendar:** A calendar for July 2016 showing the current time as 11:20 AM on Thursday, July 7, 2016, in Olympia, WA.

2. Click on "Manage Provider Information"

ProviderOne My Inbox

Relations, Provider Profile: EXT Provider File Maintenance

Notepad Reminder External Links Print Help

Provider Portal

ProviderOne Id/NPI : 2003209 / 5100000004 Name: Test FAOI

ManageAlerts

My Reminders

Filter By: [dropdown] [input] - [input] Read Status [dropdown] [Go]

Save Filter My Filters

Alert Type	Alert Message	Alert Date	Due Date	Read
No Records Found !				

Your Recent Online Activities

- You have logged in with PRU Account with IP Address 147.55.195.155 and Location Olympia, WA
- Previous Site Visit: 07/07/2016 09:36:05 AM
- Last Login Password Change: 07/01/2016 11:03:48 AM
- Last login failed attempt: 07/07/2016 09:35:57 AM

Calendar

Olympia, WA

11:23 AM 7 July 2016 Thursday

2016 July						
Su	Mo	Tu	We	Th	Fr	Sa
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
31						
Today						

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**
 - Immediate New Enrollment
 - Track Application
- HIPAA
 - Submit HIPAA Batch Transaction

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

ProviderOne My Inbox

Relations, Provider Profile: EXT Provider File Maintenance Notepad Reminder External Links Print Help

Provider Portal > FAOI Modification

ProviderOne Id/NPI : 2003209 / 5100000004 Name: Test FAOI

Close Required Credentials Undo Update

View/Update Provider Data - Facility/Agency/Organization/Institution

Business Process Wizard - Provider Data Modification (Facility/Agency/Organization/Institution). In order to finalize submission of your requested changes, you must complete the Step - Submit Modification Request for Review.

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

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

Servicing Provider List

Filter By : And And Operational Status: Active

<input type="checkbox"/>	ProviderOne ID ▲▼	Servicing Provider Name ▲▼	Servicing Provider NPI ▲▼	Start Date ▲▼	End Date ▲▼	Status ▲▼	Operational Status ▲▼	Inactivation Date ▲▼
<input type="checkbox"/>	0000001	DOE, JOHN		01/01/2008	12/31/2999	Approved	Active	
<input type="checkbox"/>	0000002	DOE, JANE		01/01/1998	12/31/2999	Approved	Active	

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

Close Add

Servicing Provider List

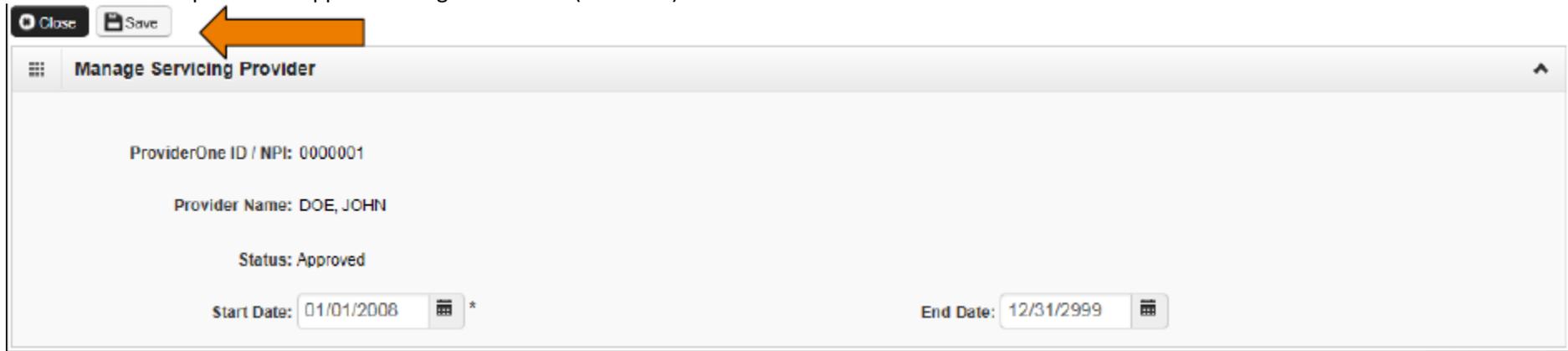
Filter By : And And Operational Status: Active Go

Save Filter My Filters

<input type="checkbox"/>	ProviderOne ID	Servicing Provider Name	Servicing Provider NPI	Start Date	End Date	Status	Operational Status	Inactivation Date
<input type="checkbox"/>	0000001	DOE, JOHN		01/01/2008	12/31/2999	Approved	Active	
<input type="checkbox"/>	0000002	DOE, JANE		01/01/1998	12/31/2999	Approved	Active	

View Page: 1 Go Page Count SaveToXLS Viewing Page: 1 First Prev Next Last

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



The screenshot shows a web application window titled "Manage Servicing Provider". At the top left, there are two buttons: "Close" and "Save". An orange arrow points from the "Save" button towards the left. Below the title bar, the form displays the following information:

- ProviderOne ID / NPI: 0000001
- Provider Name: DOE, JOHN
- Status: Approved
- Start Date: 01/01/2008 (with a calendar icon and an asterisk)
- End Date: 12/31/2999 (with a calendar icon)

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

Name Change Disclaimer: CMS is renaming the EHR Incentive Programs to the Promoting Interoperability (PI) Programs. Washington does not plan on following the name change however, you will see reference to it in most of our documents. For more information please visit the CMS website.