Enrolling as a Billing Agent/Clearinghouse

If you need assistance choosing which provider type to enroll as, please contact:

Provider Enrollment at 800-562-3022 ext: 16137

Disclaimer:

A contract, known as the Core Provider Agreement, governs the relationship between DSHS and Medical Assistance providers. The Core Provider Agreement's terms and conditions incorporate federal laws, rules and regulations, state law, DSHS rules and regulations, and DSHS program policies, numbered memoranda, and billing instructions, including this Guide.

Providers must submit a claim in accordance with the DSHS rules, policies, numbered memoranda, and billing instructions in effect at the time they provided the service. Every effort has been made to ensure this Guide’s accuracy. However, in the unlikely event of an actual or apparent conflict between this document and a department rule, the department rule controls.”
## Table of Contents

Enrolling as a Billing Agent / Clearinghouse ................................................................. 5  
Provider Enrollment Links.............................................................................................. 7  
Accessing the Enrollment Business Process Wizard....................................................... 9  
Step 1: Provider Basic Information .............................................................................. 11  
Step 2: Add Identifiers .................................................................................................. 15  
EDI Submission Method............................................................................................... 21  
Add EDI Billing Software Details................................................................................ 23  
Add EDI Contact Information ...................................................................................... 31  
Complete Enrollment Checklist.................................................................................... 39  
Submit Enrollment Application for Review ................................................................. 41
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Enrolling as a Billing Agent / Clearinghouse

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 DSHS
Provider Enrollment Links

**Start a New Provider Enrollment Application**

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

**Resume or Track an Enrollment Application**

https://www.waprovderone.org/ecams/jsp/common/pgTrackPrvdrAppletn.jsp

You will need your Application Id and either the Social Security Number (SSN) or Federal Employer Identification Number (FEIN) to login.
This page is intentionally blank.
Accessing the Enrolment Business Process Wizard

Selecting the Enrollment Type

Enter the following web address into your Internet Explorer Browser:
“https://www.waprovderone.org/ecams/jsp/common/pgNewPrvdrEnrollment.jsp

ProviderOne displays the Enrollment Type page.

<table>
<thead>
<tr>
<th>Enrollment Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the Enrollment Applicable Form</td>
</tr>
<tr>
<td>☐ Individual</td>
</tr>
<tr>
<td>☐ Group Practice</td>
</tr>
<tr>
<td>☐ Billing Agent/Clearinghouse</td>
</tr>
<tr>
<td>☐ Fac/Agency/Orgr/Inst</td>
</tr>
<tr>
<td>☐ Tribal Health Services</td>
</tr>
</tbody>
</table>

**Figure 1 - Enrollment Type**

Select the Appropriate Enrollment form and click the Submit button.

ProviderOne displays the Basic Information page.
Every effort has been made to ensure this Guide’s accuracy. However, in the unlikely event of an actual or apparent conflict between this document and a department rule, the department rule controls.
Step 1: Provider Basic Information

Entering your Provider 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

ProviderOne displays the Basic Information page.

Figure 2 - Basic Information Page

About the Basic Information Page

- If you select SSN as the Tax Identifier Type you must complete all required fields in the Name section.
- If you select FEIN as the Tax Identifier Type you must complete all required fields in the Organization section.
- Billing Agent/Clearinghouse Provider Enrollment Types are not required to enter an NPI.

Every effort has been made to ensure this Guide’s accuracy. However, in the unlikely event of an actual or apparent conflict between this document and a department rule, the department rule controls.
After completing all required input and any optional fields you wish to complete, click the Next button.

ProviderOne displays the second Basic Information page.

![Figure 3 - Basic Information – Provider Address Detail](image)

Click the Address button and enter the required address data. After completing the remaining required input fields, click the Finish button.

ProviderOne displays the Basic Information – Application ID page.

![Figure 4 - Basic Information – Application ID](image)

Every effort has been made to ensure this Guide’s accuracy. However, in the unlikely event of an actual or apparent conflict between this document and a department rule, the department rule controls.
About 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 along with your tax id (SSN or FEIN).

Click Ok.

ProviderOne displays the Provider Enrollment Business Process Wizard. The Provider Basic Information status is now set to Complete.

<table>
<thead>
<tr>
<th>Step</th>
<th>Required</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>Step Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1: Provider Basic Information</td>
<td>Required</td>
<td>02/06/2008</td>
<td>02/06/2008</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Step 2: Add Identifiers</td>
<td>Optional</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step 3: Add EDI Submission Method</td>
<td>Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step 4: Add EDI Billing Software Details</td>
<td>Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step 5: Add EDI Contact Information</td>
<td>Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step 6: Complete Enrollment Checklist</td>
<td>Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step 7: Submit Enrollment Application for Review</td>
<td>Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 5 - Enrollment Business Process Wizard

About the Business Process Wizard

- All steps marked as Required must have a status of Complete before the application can be submitted for review.
Step 2: Add Identifiers

Accessing the Provider Identifiers List

From the Business Process Wizard, click the Add Identifiers link.

ProviderOne displays the Provider Identifiers List.

About the Provider Identifiers List

- The first time this list displays it will be blank.
- Each row displays a specific identifier for a location.
- Locations may have more than one identifier.
Adding an Identifier

To add a new record, click the Add button.

ProviderOne displays the Add New Identifier form.

![Add New Identifier Form](image)

Figure 7 - Add New Identifier

About the Add New Identifier Form

- The Location drop-down will display all current Provider locations.
- To apply the Identifier to All locations, click the All option from the Location drop-down list.

Click the OK button to save the information and close the window, or Cancel to close the window without saving.
Modifying a Provider Identifier Record

From the ProviderOne Provider Identifiers list, click the link in the Identifier Type column.

![Identifier Type Selection](image)

ProviderOne displays the Manage Identifier page.

![Manage Identifier Page](image)

Figure 8 - Manage Identifier

After making your changes, click the Save button. Click the Close button to close the Manage Identifier page.
Deleting a Provider Identifier Record

From the Provider Identifiers list, check the box next to the record you want to delete and click the Delete button.

![Image of Provider Identifier list with delete option]

What happens next:

From the Provider Identifiers list, click the Close button and proceed to the next step in the Business Process Wizard.

ProviderOne displays the Business Process Wizard. The status is now set to Complete.

<table>
<thead>
<tr>
<th>Step</th>
<th>Add Identifiers</th>
<th>Required</th>
<th>02/06/2008</th>
<th>02/06/2008</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This page is intentionally blank.
EDI Submission Method

Accessing the EDI Submission Details Page

From the Business Process Wizard, click the Add EDI Submission Method link.

**Step # : Add EDI Submission Method**

ProviderOne displays the EDI Submission Details page.

**EDI Submission Details:**

![Figure 9 - EDI Submission Details]

You may check multiple Modes of Submission. NPI is required for all selections.

If Web Batch and/or FTP Secured Batch are selected, you must complete and mail a new ProviderOne Trading Partner Agreement.

<table>
<thead>
<tr>
<th>Mode of Submission</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Batch</td>
<td>In Review</td>
</tr>
<tr>
<td>Billing Agent/Clearinghouse</td>
<td></td>
</tr>
<tr>
<td>FTP Secured Batch</td>
<td></td>
</tr>
<tr>
<td>Web Interactive</td>
<td></td>
</tr>
</tbody>
</table>

**Method**

- **Web Batch**
- **Billing Agent/Clearinghouse**
- **FTP Batch**
- **Web Interactive**

**When to Use**

- For upload/download of files in ProviderOne
- For providers who use a 3rd party to bill
- For submitting files via an SFTP site
- For entering (keying) claims directly into ProviderOne

- Your EDI submission method is "Web Batch" if you currently upload and download batch files using WaMedWeb. This method is often used by providers who submit their own HIPAA batch transactions. It allows a maximum file size of 50MB.
- Your EDI submission method is "FTP Secured Batch" if you submit and retrieve batches at a secure web folder designed by DSHS. This method was designed with clearinghouses and billing agents in mind. It allows a maximum file size of 100 MB.

**Selecting EDI Submission Method(s)**

Place a check in the box next to the EDI Submission Method(s) you will use and click the OK button.

Every effort has been made to ensure this Guide’s accuracy. However, in the unlikely event of an actual or apparent conflict between this document and a department rule, the department rule controls.
What Happens Next:

ProviderOne displays the Business Process Wizard. The status is now set to Complete.

<table>
<thead>
<tr>
<th>Step #</th>
<th>Add EDI Submission Method</th>
<th>Optional</th>
<th>Date 1</th>
<th>Date 2</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>02/06/2008</td>
<td>02/06/2008</td>
<td>Complete</td>
</tr>
</tbody>
</table>

Every effort has been made to ensure this Guide’s accuracy. However, in the unlikely event of an actual or apparent conflict between this document and a department rule, the department rule controls.
Add EDI Billing Software Details

Accessing the EDI Billing Software Information List

From the Business Process Wizard, click the Add EDI Billing Software Details link.

ProviderOne displays the EDI Billing Software Information list.

![EDI Billing Software Information List](image)

Figure 10 - EDI Billing Software Information for Enrollment

About the EDI Billing Software Information for Enrollment List

- The first time this list displays it will be blank.
This page is intentionally blank.
Adding an EDI Billing Software Record

To add a new record, click the Add button.

ProviderOne displays the Add EDI Billing Software Information page.

**Figure 11 - Add EDI Billing Software Information for Enrollment**

**About the Add EDI Billing Software Information for Enrollment Page**

- To add an Address, click the Address button. The Add Address form will display.

After completing the form, click the OK button to save the information and close the window, or Cancel to close the window without saving.
This page is intentionally blank.
Modifying an EDI Billing Software Record

From the EDI Billing Software Information for Enrollment List, click the hyperlink in the Software Name column.

ProviderOne displays the Manage EDI Billing Software Information page.

![Figure 12 - Manage EDI Billing Software Information]

Every effort has been made to ensure this Guide’s accuracy. However, in the unlikely event of an actual or apparent conflict between this document and a department rule, the department rule controls.
After making your changes, click the Save button to save your changes and then click the Close button to exit the screen.
Deleting a Billing Software Record

From the EDI Billing Software Information for Enrollment List check the box next to the record you want to delete and click the Delete button.

What Happens Next:

From the EDI Billing Software Information for Enrollment List, click the Close button and proceed to the next step in the Business Process Wizard.

ProviderOne displays the Business Process Wizard. The status is now set to Complete.
Add EDI Contact Information

Accessing the EDI Contact List

From the Business Process Wizard, click the Add EDI Contact Information link.

ProviderOne displays the EDI Contact Information List.

Figure 13 - EDI Contact Information List

About the EDI Contact Information List

- The first time this list displays it will be blank.
This page is intentionally blank.
Add an EDI Contact

To add a new record, click the Add button.

ProviderOne displays the Add EDI Contact Information page.

**Figure 14 - Add EDI Contact Information**

**About the Add EDI Contact Information Page**

- Identify a Contact and assign Transactions.

After creating the Contact and assigning transactions, click the OK button to save.
This page is intentionally blank.
Modifying an EDI Contact

From the EDI Contact Information List, click the hyperlink in the Contact Name column.

ProviderOne displays the Manage EDI Contact Information page.

After making your changes, click the Save button to save and then click the Close button to exit the screen.

Every effort has been made to ensure this Guide's accuracy. However, in the unlikely event of an actual or apparent conflict between this document and a department rule, the department rule controls.
Deleting an EDI Contact Record

From the EDI Contact Information List, check the box next to the record you want to delete and click the Delete button.

What Happens Next:

From the EDI Contact Information List, click the Close button and proceed to the next step in the Business Process Wizard.

ProviderOne displays the Business Process Wizard. The status is now set to Complete.
Complete Enrollment Checklist

Accessing the Enrollment Checklist

From the Business Process Wizard, click the Complete Enrollment Checklist link.

ProviderOne displays the Provider Checklist.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you or any employee ever had an Assessment taken against you?</td>
<td>Not Completed</td>
<td></td>
</tr>
<tr>
<td>Have you or any employee ever had an Administrative Sanction taken against you?</td>
<td>Not Completed</td>
<td></td>
</tr>
<tr>
<td>Have you or any employee ever had a Suspension of Payment taken against you?</td>
<td>Not Completed</td>
<td></td>
</tr>
<tr>
<td>Have you or any employee ever had a Restitution Order taken against you?</td>
<td>Not Completed</td>
<td></td>
</tr>
<tr>
<td>Have you or any employee ever had a Program Exclusion taken against you?</td>
<td>Not Completed</td>
<td></td>
</tr>
<tr>
<td>Have you or any employee ever had a Program Debarment taken against you?</td>
<td>Not Completed</td>
<td></td>
</tr>
<tr>
<td>Have you or any employee ever had a Pending Criminal Judgment taken against you?</td>
<td>Not Completed</td>
<td></td>
</tr>
<tr>
<td>Have you or any employee ever had a Pending Civil Judgment taken against you?</td>
<td>Not Completed</td>
<td></td>
</tr>
<tr>
<td>Have you or any employee ever had a Judgement Pending Under False Claims Act taken against you?</td>
<td>Not Completed</td>
<td></td>
</tr>
<tr>
<td>Have you or any employee ever had a Criminal Fine taken against you?</td>
<td>Not Completed</td>
<td></td>
</tr>
<tr>
<td>Have you or any employee ever had a Civil Monetary Penalty taken against you?</td>
<td>Not Completed</td>
<td></td>
</tr>
<tr>
<td>Has Applicant, or employees, ever been convicted or any health related crimes?</td>
<td>Not Completed</td>
<td></td>
</tr>
<tr>
<td>Has Applicant, or employees, ever been convicted of a crime involving the abuse of a child or an elderly adult?</td>
<td>Not Completed</td>
<td></td>
</tr>
</tbody>
</table>

Figure 16 - Provider Checklist

About the Provider Checklist

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

ProviderOne displays the Business Process Wizard. The status is now set to Complete.

<table>
<thead>
<tr>
<th>Step #: Complete Enrollment Checklist</th>
<th>Required</th>
<th>02/06/2008</th>
<th>02/06/2008</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Submit Enrollment Application for Review

Accessing the Final Submission Page

From the Business Process Wizard, click the Submit Enrollment Application for Review link.

**Step #: Submit Enrollment Application for Review**

ProviderOne displays the Final Submission page.

![Final Submission](image)

Figure 17 - Final Submission
Obtaining Documentation Source Documents

To download source documents, click the hyperlink in the Source column.

| Tax Documents | Please provide a copy of all required Tax Documents | http://www.irs.gov | YES |

Printing the Documentation Cover Sheet

Click the this link hyperlink to display the documentation cover sheet.

ProviderOne displays a PDF version of the cover sheet.

![Figure 18 - Enrollment Document Cover Sheet](image)

Enter the Application# and print the cover sheet. Include this cover sheet with the documentation listed in the Application Document Checklist.
Re-printing the Documentation Cover Sheet

From the Business Process Wizard, click the Submit Enrollment Application for Review link.

Click the this link hyperlink to display the documentation cover sheet. Follow the steps on the previous page.

Instructions for submitting documentation:
1. Please click on this link to display the documentation cover sheet.
Submitting the Enrollment Application

From the Final Submission page, click the Submit Enrollment Button.

ProviderOne displays the following Internet Explorer message.

**Windows Internet Explorer**

The application # 20080206964480 has been submitted for State review.
Please check this Web site to verify the status of your application.
Please ensure that all paper forms and applications sent by mail use the application #.

Click OK to close the message and then click the Close button.

ProviderOne displays the Business Process Wizard. The status is now set to Complete.
This page is intentionally blank.
Table of Figures

Figure 1 - Enrollment Type.................................................................................................. 9
Figure 2 - Basic Information Page ...................................................................................... 11
Figure 3 - Basic Information – Provider Address Detail ...................................................... 12
Figure 4 - Basic Information – Application ID...................................................................... 12
Figure 5 - Enrollment Business Process Wizard................................................................. 13
Figure 6 - Provider Identifiers List ..................................................................................... 15
Figure 7 - Add New Identifier ........................................................................................... 17
Figure 8 - Manage Identifier ............................................................................................. 18
Figure 9 - EDI Submission Details ..................................................................................... 21
Figure 10 - EDI Billing Software Information for Enrollment............................................. 23
Figure 11 - Add EDI Billing Software Information for Enrollment ...................................... 25
Figure 12 - Manage EDI Billing Software Information ......................................................... 27
Figure 13 - EDI Contact Information List ........................................................................... 31
Figure 14 - Add EDI Contact Information ........................................................................ 33
Figure 15 - Manage EDI Contact Information ................................................................... 35
Figure 16 - Provider Checklist ........................................................................................... 39
Figure 17 - Final Submission ............................................................................................. 41
Figure 18 - Enrollment Document Cover Sheet ................................................................ 43

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