Enrolling as an Individual Billing Provider

*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.”
This page is intentionally blank.
Table of Contents

Enrolling as an Individual Billing Provider .............................................................. 5
  Provider Enrollment Links .................................................................................. 7
  Accessing the Enrollment Business Process Wizard ........................................ 9
  Provider Basic Information .............................................................................. 11
  Add Locations .................................................................................................. 15
  Add Specializations ....................................................................................... 25
  View Required Credentials for Specializations .............................................. 31
  Add Ownership Details .................................................................................. 33
  Add Licenses and Certifications ..................................................................... 39
  Add Training and Education .......................................................................... 45
  Add Identifiers ............................................................................................... 51
  Add Contract Details .................................................................................... 57
  Add Federal Tax Details ............................................................................... 63
  Add Invoice Details ..................................................................................... 71
  EDI Submission Method ............................................................................... 77
  Add EDI Billing Software Details ................................................................ 79
  Add EDI Submitter Details ......................................................................... 87
  Add EDI Contact Information ...................................................................... 93
  Add Billing Provider Details ....................................................................... 101
  Add Payment Details .................................................................................. 107
  Complete Enrollment Checklist ................................................................. 115
  Submit Enrollment Application for Review ............................................... 117

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.
Enrolling as an Individual Billing Provider

An Individual Billing Provider is an individual who owns his/her own practice.

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
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.
Provider Enrollment Links

**Start a New Provider Enrollment Application**

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

**Resume or Track an Enrollment Application**

https://www.waproviederone.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

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.
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.

![Basic Information Page](image)

**Figure 2 - Basic Information Page**

**About the Basic Information Page**

- 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.

After completing all required input, click the Finish button.

ProviderOne displays the Basic Information – Application ID 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.
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.

Click Ok.

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

Accessing the Locations List

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

ProviderOne displays the Locations List.

![Locations List](image)

Figure 5 - Locations List for Enrollment

About the Locations List

- The first time this list displays it will be blank.
- The Locations List displays all locations associated with the Provider.
This page is intentionally blank.
Adding a Location

To add a new record, click the Add button.

ProviderOne displays the Add Provider Location form.

![Add Provider Location Form](image)

Figure 6 - Add Provider Location

**About the Add Provider Location Form**

- Every Provider enrolling with an NPI must have an NPI Base Location. The NPI Base Location is used to anchor all of the Provider’s NPI-related specializations and related details.
- For NPI Base Location, Managed Care Location, and for Social Services Locations, three addresses are required:
  - A “Location” address
  - A “Pay-To” address
  - A “Mailing” address
- For an NPI Servicing Location, two addresses are required:
  - A “Location” address
  - A “Mailing” address
- Mailing and pay-to addresses are subordinate to the location address.
- If a “Base Location” is not identified, the BPW step will be “Incomplete”.

---

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.
Click the OK button to save the information and close the window, or Cancel to close the window without saving.

ProviderOne validates the information entered, saves and returns to the Locations List. The Locations List will display new locations.
Modifying a Location Record

From the Locations List, click the link in the Location Number column.

ProviderOne displays the Location Details screen.

About the Location Details Screen

Use the Address List to add and edit location addresses.

After making your changes, click the Save button to save, or the Close button to close the window without saving.
Add an Address to a Location

From the Location Details screen, click the Add Address button.

ProviderOne displays the Add Provider Location Address form.

![Add Provider Location Address Form](image)

**Figure 8 - Add Provider Location Address**

**About the Add Provider Location Address Form**

- Selecting Same As Location Address or Same As NPI Base Location, copies the details of those locations to this form.

After completing the form, click the OK button to Save and return to the Location Details Screen or Click the Cancel button to close without saving.
Edit a Location Address

From the Location Details screen, click the link in the Address Type column.

ProviderOne displays the Manage Provider Location Address form.

![Figure 9 - Manage Provider Location Address](image)

After completing the form, click the Save button to save and return to the Location Details screen or click the Close button to close without saving.
This page is intentionally blank.
Deleting a Location

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

- When a location is deleted, all details associated with that location, including Address, Specialties, Licenses/Certifications will be deleted.

What happens next:

- From the Locations 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.
This page is intentionally blank.
Add Specializations

Accessing the Specialty/Subspecialty List

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

ProviderOne displays the Specialty/Subspecialty List.

![Specialty/Subspecialty List](image)

**Figure 10 - Specialty/Subspecialty List for Enrollment**

About the Specialty/Subspecialty List for Enrollment

- The first time this list displays it will be blank.
- This list displays all specializations by location.
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.
Adding a Specialization

To add a new record, click the Add button.

ProviderOne displays the Add Specialty/Subspecialty form.

![Add Specialty/Subspecialty Form]

**Figure 11 - Add Specialty/Subspecialty**

**About the Add Specialty/Subspecialty Form**

- At least one Specialty must be selected and added to a Provider Location.
- To add a Specialty to all Provider Locations, select All from the Location drop-down.

Click the OK button to save the information and close the window, or Cancel to close the window without saving.

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

ProviderOne displays the Manage Specialty/Subspecialty list.

About 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.
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.

What Happens Next:

From the Specialty/Subspecialty 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.
View Required Credentials for Specializations

Accessing the Required Credentials For Specialization List

From the Business Process Wizard, click the Required Credentials button.

ProviderOne displays the Required Credentials For Specializations list.

<table>
<thead>
<tr>
<th>Specialty/Subspecialty</th>
<th>Provider Type</th>
<th>Administration</th>
<th>License</th>
</tr>
</thead>
<tbody>
<tr>
<td>84-Psychiatry &amp; Neurology/N03400-Neurology</td>
<td>20-Allopathic &amp; Osteopathic Physicians</td>
<td>MHD</td>
<td>Graduation of Residency of Psychiatric Program Certification</td>
</tr>
<tr>
<td>84-Psychiatry &amp; Neurology/N03400-Neurology</td>
<td>20-Allopathic &amp; Osteopathic Physicians</td>
<td>MHD</td>
<td>Professional License</td>
</tr>
<tr>
<td>84-Psychiatry &amp; Neurology/N040L-Addiction Medicine</td>
<td>20-Allopathic &amp; Osteopathic Physicians</td>
<td>MHD</td>
<td>Graduation of Residency of Psychiatric Program Certification</td>
</tr>
<tr>
<td>84-Psychiatry &amp; Neurology/N040L-Addiction Medicine</td>
<td>20-Allopathic &amp; Osteopathic Physicians</td>
<td>MHD</td>
<td>Professional License</td>
</tr>
</tbody>
</table>

To view License, Identifier and Training requirements, use the Filter By drop-down.

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

Figure 13 - Required Credentials For Specialization
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.
Adding Ownership Details

Accessing the Owners List

From the Business Process Wizard, click the Add Ownership Details link.

ProviderOne displays the Owners list.

![Owners List](image)

Figure 14 - Owners List
This page is intentionally blank.
Adding an Owner

To add a new record, click the Add button.

ProviderOne displays the Add Provider Owner form.

![Add Provider Owner Form]

**About the Add Provider Owner Form**

- If Owner Type is Organization, use FEIN.
- If Owner Type is Individual, use SSN (do not use dashes).
- The Start Date is the first day of ownership.
- To copy the First Name, Last Name, and SSN/FEIN fields from the Basic Information page to this page, click the Copy Name and Tax button.

Click the OK button to save the information and close the window, or Cancel to close the window without saving.

ProviderOne validates the information entered, saves and returns to the Owners list. The Owners List will display new owners.
Modifying an Owner Record

From the ProviderOne Owners list, click the link in the Owner Id column.

ProviderOne displays the Provider Owner Details form.

About the Provider Owner Details Form

- To change the address, click the Address button.
- To copy the First Name, Last Name, and SSN/FEIN fields from the Basic Information page to this page, click the Copy Name and Tax button.

After making your changes, click the OK button to save, or the Cancel button to close the window without saving.
Deleting an Owner Record

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

What happens next:

From the Owners 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.
This page is intentionally blank.
Add Licenses and Certifications

Accessing the License/Certification List

From the Business Process Wizard, click the Add Licenses and Certifications link.

ProviderOne displays the License/Certification List.

---

About the License/Certification List for Enrollment

- The first time this list displays it will be blank.
- This list displays all Licenses/Certifications by location.
Adding a License/Certification

To add a new record, click the Add button.

ProviderOne displays the Add License/Certification form.

![Add License/Certification Form](image)

**Figure 18 - Add License/Certification**

**About the Add License/Certification Form**

- To add a License/Certification to all Provider Locations, select All from the Location drop-down.

- Click the OK button to save the information and close the window, or Cancel to close the window without saving.

- ProviderOne validates the information entered, saves and returns to the License/Certification List.
Modifying a License/Certification Record

From the License/Certification List, click the hyperlink in the License/Certification# column.

ProviderOne displays the Manage License/Certification form.

![Figure 19 - Manage License/Certification]

After making your changes, click the OK button to save, or the Cancel button to close the window without saving.
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.

What Happens Next:

From the License/Certification 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.
This page is intentionally blank.

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 Training and Education

Accessing the Training/Education List

From the Business Process Wizard, click the Add Training and Education link.

ProviderOne displays the Training/Education List.

![Figure 20 - Training/Education List for Enrollment](image)

About the Training/Education List for Enrollment

- The first time this list displays it will be blank.
Adding a Training/Education Record

To add a new record, click the Add button.

ProviderOne displays the Add Training/Education form.

![Add Training/Education Form]

Figure 21 - Add Training/Education

About the Add Training/Education Form

- To add a Training/Education to all Provider Locations, select All from the Location drop-down.

Click the OK button to save the information and close the window, or Cancel to close the window without saving.

ProviderOne validates the information entered, saves and returns to the Training/Education List.
Modifying a Training/Education Record

From the Training/Education List, click the hyperlink in the Training/Education Type column.

ProviderOne displays the Manage Training/Education form.

After making your changes, click the Save button to save, or the Close button to close the window without saving.
Deleting a Training/Education

Licenses and Certifications can only be deleted during the enrollment process.

From the Training/Education List, check the box next to the record you want to delete and click the Delete button.

![Image of Training/Education List]

What Happens Next:

From the Training/Education 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.

![Image of Business Process Wizard]
This page is intentionally blank.
Add Identifiers

Accessing the Provider Identifiers List

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

ProviderOne displays the Provider Identifiers List.

Figure 23 - 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 24 - 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.

ProviderOne displays the Manage Identifier page.

![Figure 25 - Manage Identifier](image)

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 check box and Delete button]

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 showing Business Process Wizard step completion]

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 Contract Details

Accessing the Payment Details List

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

ProviderOne displays the Contracts List.

About the Contracts List

- The first time this list displays it will be blank.
- Provider Contracts are listed by location.
This page is intentionally blank.
Adding a Contract

To add a new record, click the Add button.

ProviderOne displays the Add Contract form.

![Add Contract Form](image)

**Figure 27 - Add Contract**

**About the Add Contract Form**

- Duplicate numbers are not allowed within a location.
- To apply the contract to all locations, click the All option from the Location drop-down.

Click the OK button to save the information and close the window, or Cancel to close the window without saving.

ProviderOne validates the information entered, saves and returns to the Contracts list. The list will display new contracts.
Modifying a Contract Record

From the Contracts List, click the link in the Contract Number column.

ProviderOne displays the Manage Contract form.

About the Manage Contract Form

- Duplicate contract numbers are not allowed within a location.

After making your changes, click the OK button to save, or the Cancel button to close the window without saving.
Deleting a Contract Record

From the Contracts List, check the box next to the record you want to delete and click the Delete button. The data is removed from the Enrollment Staging Area and will not be written to the ProviderOne database.

What happens next:

From the Contracts 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 Federal Tax Details

W-9 information is required and is collected for all Providers.

W-4 information is collected for Providers who have the appropriate Specializations.

W-5 information is optionally collected for Providers who complete a W-4 form.

Accessing the Federal Tax Details Page

From the Business Process Wizard, click the Add Federal Tax Details link.

ProviderOne displays the Federal Tax Details page.

Figure 29 - Federal Tax Details Page

About the Federal Tax Details Page

- The W-9 Form is required for all Providers.
- If you are eligible for W-4 or W-5, the buttons will be active.
- If you are not eligible for W-4 or W-5, the buttons will be inactive.
Adding Form W-9 Information

To access the W-9 Form, click the W-9 hyperlink.

ProviderOne displays the Form W-9 page.

**Figure 30 - Form W-9**

Complete the form and click the OK button to save the information.

ProviderOne displays the Federal Tax Details page.
Adding Form W-5 Information (if eligible)

Click the Add Current Year W-5 or Add Next Year W-5 button.

ProviderOne displays the Form W-5 page.

![Form W-5](image)

Figure 31 - Form W-5

Complete the form and click the OK button to save the information.

ProviderOne displays the Federal Tax Details page, a W5 Form record is added.
Adding Form W-4 Information (if eligible)

Click the Add W-4 button.

ProviderOne displays the Form W-4 page.

Complete the form and click the OK button to save the information.

ProviderOne displays the Federal Tax Details page, a W4 Form record added.
Modifying a Tax Form Record

From the Federal Tax Details list, click the link in the hyperlink of the form you wish to modify.

ProviderOne displays the appropriate Tax Form page.

After making your changes, click the OK button to save, or the Cancel button to close the window without saving.

Deleting a Tax Form Record

Do not delete the W-9 Form record.

From the Federal Tax Details list, check the box next to the record you want to delete and click the Delete button.
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 Federal Tax Details</th>
<th>Required</th>
<th>02/06/2008</th>
<th>02/06/2008</th>
<th>Complete</th>
</tr>
</thead>
</table>
Add Invoice Details

Accessing the Invoice Preferences List

From the Business Process Wizard, click the Add Invoice Details link.

ProviderOne displays the Invoices Preferences for Enrollment list.

About the Invoice Preference List

- The first time this list displays it will be blank.
- Invoice preferences apply to Provider locations.
- Each row of the Invoice Preferences list refers to a single Provider location.
- Each Provider location can have one, and only one, Invoice Preference record.
Adding an Invoice Preference

To add a new record, click the Add button. ProviderOne displays the Invoice Preferences Enrollment form.

![Invoice Preferences Form](image)

Figure 34 - Add Invoice Preferences

**About the Add Invoice Preference Form**

- To apply the invoice preferences to all locations, select All from the Location drop-down. ProviderOne will automatically create a separate record for each location.

- Click the OK button to save the information and close the window, or Cancel to close the window without saving.

- ProviderOne validates the information entered, saves and returns to the Adding Invoices Enrollment list. The Invoice Preferences List will be updated.
Modifying an Invoice Preference Record

From the ProviderOne Invoice Preferences list, click the link in the Invoice Receipt Preference column.

ProviderOne displays the Update Invoice Preferences form.

Figure 35 - Update Invoice Preferences

About the Update Invoice Preference Form

- Once a record is created, the location value cannot be changed.

After making your changes, click the OK button to save, or the Cancel button to close the window without saving.
Deleting an Invoice Preference Record

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

What happens next:

From the Invoices Preference 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.
This page is intentionally blank.
EDI Submission Method

Accessing the EDI Submission Details Page

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

Step #: Add EDI Submission Method

ProviderOne displays the EDI Submission Details page.

<table>
<thead>
<tr>
<th>EDI Submission Details:</th>
<th>You may check multiple Modes of Submission. NPI is required for all selections.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Batch</td>
<td>Billing Agent/Clearinghouse</td>
</tr>
<tr>
<td>Status:</td>
<td>In Review</td>
</tr>
</tbody>
</table>

- 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 assigned to you by DSHS. This method was designed with clearinghouses and billing agents in mind. It allows a maximum file size of 100 MB.

What Happens Next:

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

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.
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.

**Step #: Add EDI Billing Software Details**

ProviderOne displays the EDI Billing Software Information list.

![EDI Billing Software Information](image)

Figure 37 - 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.
Adding an EDI Billing Software Record

To add a new record, click the Add button.

ProviderOne displays the Add EDI Billing Software Information page.

![Add EDI Billing Software Information](image)

**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.
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.
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 39 - Manage EDI Billing Software Information**
After making your changes, click the Save button to save and 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.
This page is intentionally blank.
Add EDI Submitter Details

Accessing the Billing Agent/Clearinghouse/Submitter List

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

ProviderOne displays the Billing Agent/Clearinghouse/Submitter List.

![Billing Agent/Clearinghouse/Submitter List](image)

Figure 40 - Billing Agent/Clearinghouse/Submitter List for Enrollment

About the EDI Billing Agent/Clearinghouse/Submitter List for Enrollment

- The first time this list displays it will be blank.
Associate a Billing Agent/Clearinghouse

To add a new record, click the Add button.

ProviderOne displays the Associate Billing Agent/Clearinghouse page.

**Associate Billing Agent/Clearinghouse:**

Billing Agent/Clearinghouse ProviderOne Id: 

Start Date: 
End Date: 

Status: 

**Note:** In the "Authorized Transaction Responses" section, please select 'yes' for any outbound HIPAA transactions that your clearinghouse acquires on your behalf.

**Authorized Transaction Responses:**

<table>
<thead>
<tr>
<th>Transaction Response</th>
<th>Authorized</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>271-Eligibility Response</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>277-Claim Status Response</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>277U-Unsolicited Claims Status Response</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>273-Prior Authorization Response</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>820-Premium Payment</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>934-Benefit Enrollment</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>835-Healthcare Claim Payment Advice</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Figure 41 - Associate Billing Agent/Clearinghouse](image)

**About the Associate Billing Agent/Clearinghouse Page**

- A Transaction Response type can be assigned to only one Submitter.

After entering a Billing Agent/Clearinghouse ProviderOne Id, change the Authorized column to Yes for each transaction you wish to assign to the Submitter. Enter a Start Date and an End Date. When you are finished, click the OK button to save.
Modifying an EDI Billing Agent/Clearinghouse Submitter Record

From the EDI Billing Agent/Clearinghouse/Submitter List, click the hyperlink in the ProviderOne ID column.

ProviderOne displays the Manage Billing Agent/Clearinghouse page.

**Figure 42 - Manage Billing Agent/Clearinghouse Association**

After making your changes, click the Save button to save and the Close button to exit the screen.
Deleting a Billing Agent/Clearinghouse Association Record

From the Billing Agent/Clearinghouse/Submitter List, check the box next to the record you want to delete and click the Delete button.

What Happens Next:

From the Billing Agent/Clearinghouse/Submitter 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 EDI Submitter Details</th>
<th>Optional</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>
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 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.

![EDI Contact Information List](image)

Figure 43 - EDI Contact Information List

About the EDI Contact Information List

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

To add a new record, click the Add button.

ProviderOne displays the Add EDI Contact Information page.

![Figure 44 - Add EDI Contact Information](image)

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 OK button to save, or the Cancel button to close the window without saving.
This page is intentionally blank.
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.
Add Billing Provider Details

Accessing the Payment Details List

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

ProviderOne displays Billing Provider List.

![Billing Provider List](image)

**Figure 46 - Billing Provider List**

About the Billing Provider List

- The first time this list displays it will be blank.
- Each row represents a ProviderOne Billing Provider.
Adding a Billing Provider

To add a new record, click the Add button.

ProviderOne displays the Add Billing Provider form.

Add Billing Provider:

Provide Billing Provider ID Details.

ProviderOne ID / NPI : [+] *

Provider Name :

[Figure 47 - Add Billing Provider]

About the Payment Details Form

- You must know the ProviderOne Id, or NPI of the Billing Provider.

Enter the ProviderOne Id, or NPI number of the Billing Provider and click the Confirm Provider button.

If ProviderOne confirms the Billing Provider and displays the Provider Name. If a valid Provider is not found, ProviderOne displays an error message.

Click the OK button to save the information and close the window, or Cancel to close the window without saving.

ProviderOne validates the information entered, saves and returns to the Billing Providers List. The list will display new Billing Providers.
Modifying a Billing Provider Record

From the Billing Provider List, click the link in the Billing Provider NPI column.

ProviderOne displays the Manage Billing Provider form.

After making your changes, click the OK button to save, or the Cancel button to close the window without saving.
Deleting a Billing Provider

From the Billing Provider List, check the box next to the record you want to delete and click the Delete button. The data is removed from the Enrollment Staging Area and will not be written to the ProviderOne database.

What happens next:

From the Billing Provider 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.
This page is intentionally blank.
Add Payment Details

Accessing the Payment Details List

From the Business Process Wizard, click the Add Payment Details link.

ProviderOne displays the Payment Details list.

![Payment Details List](image)

**Figure 49 - Payment Details List**

About the Payment Details List

- The first time this list displays it will be blank.
- Provider payment methods are listed by location.
- Only one payment method is allowed per location.
Adding a Payment Method

To add a new record, click the Add button.

ProviderOne displays the Payment Details form.

Figure 50 - Payment Details

About the Payment Details Form

- Selecting Electronic Funds Transfer displays the Electronic Funds Transfer Details section.
- Routing Transit number must start with 0, 1, 2, or 3.
- The Email Notification preference cannot be selected if the email address has not been defined for the location.

Click the OK button to save the information and close the window, or Cancel to close the window without saving.

ProviderOne validates the information entered, saves and returns to the Payments Details list. The list will display new payment methods.
Modifying a Payment Detail Record

From the ProviderOne Payment Details list, click the link in the Location Number column.

ProviderOne displays the Payment Details form.

![Figure 51 - Payment Details Form]

About the Provider Owner Details Form

- This page allows the payment method to be edited for the location listed.
- The Electronic Funds Transfer Details section will only be viewable if the Payment Method is set to Electronic Funds Transfer.
- When changing from EFT to Paper all information pertaining to the EFT for this location will be lost.
After making your changes, click the OK button to save, or the Cancel button to close the window without saving.
Deleting a Payment Method Record

From the Payment Details list, check the box next to the record you want to delete and click the Delete button. The data is removed from the Enrollment Staging Area and will not be written to the ProviderOne database.

What happens next:

From the Payment Details 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 of 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 52 - 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>
</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.
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 Page](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.
This page is intentionally blank.
Obtaining Documentation Source Documents

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


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 54 - 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 #.

OK
```

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.

```
Step # : Submit Enrollment Application for Review
Required 02/06/2008 02/06/2008 Complete
```
This page is intentionally blank.
Table of Figures

Figure 1 - Enrollment Type........................................................................................................... 9
Figure 2 - Basic Information Page .................................................................................................. 11
Figure 3 - Basic Information – Application ID................................................................................ 12
Figure 4 - Enrollment Business Process Wizard........................................................................... 13
Figure 5 - Locations List for Enrollment.......................................................................................... 15
Figure 6 - Add Provider Location.................................................................................................... 17
Figure 7 - Location Details ............................................................................................................ 19
Figure 8 - Add Provider Location Address...................................................................................... 20
Figure 9 - Manage Provider Location Address .............................................................................. 21
Figure 10 - Specialty/Subspecialty List for Enrollment ................................................................. 25
Figure 11 - Add Specialty/Subspecialty .......................................................................................... 27
Figure 12 - Manage Specialty/Subspecialty .................................................................................... 28
Figure 13 - Required Credentials For Specialization ..................................................................... 31
Figure 14 - Owners List ................................................................................................................ 33
Figure 15 - Add Provider Owner .................................................................................................... 35
Figure 16 - Provider Owner Details ............................................................................................... 36
Figure 17 - License/Certification List for Enrollment .................................................................. 39
Figure 18 - Add License/Certification .......................................................................................... 41
Figure 19 - Manage License/Certification ..................................................................................... 42
Figure 20 - Training/Education List for Enrollment ...................................................................... 45
Figure 21 - Add Training/Education ............................................................................................... 47
Figure 22 - Manage Training/Education ......................................................................................... 48
Figure 23 - Provider Identifiers List ............................................................................................... 51
Figure 24 - Add New Identifier ...................................................................................................... 53
Figure 25 - Manage Identifier ....................................................................................................... 54
Figure 26 - Contracts List .............................................................................................................. 57
Figure 27 - Add Contract ................................................................................................................ 59
Figure 28 - Manage Contract ......................................................................................................... 60
Figure 29 - Federal Tax Details Page ............................................................................................ 63
Figure 30 - Form W-9 .................................................................................................................. 65
Figure 31 - Form W-5 .................................................................................................................... 66
Figure 32 - Form W-4 .................................................................................................................... 67
Figure 33 - Invoice Preferences List .............................................................................................. 71
Figure 34 - Add Invoice Preferences ............................................................................................ 73
Figure 35 - Update Invoice Preferences ......................................................................................... 74
Figure 36 - EDI Submission Details ............................................................................................... 77
Figure 37 - EDI Billing Software Information for Enrollment ...................................................... 79
Figure 38 - Add EDI Billing Software Information for Enrollment .............................................. 81
Figure 39 - Manage EDI Billing Software Information ................................................................. 83
Figure 40 - Billing Agent/Clearinghouse/Submitter List for Enrollment ....................................... 87
Figure 41 - Associate Billing Agent/Clearinghouse ...................................................................... 89

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>
<thead>
<tr>
<th>Figure</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>42</td>
<td>Manage Billing Agent/Clearinghouse Association</td>
<td>90</td>
</tr>
<tr>
<td>43</td>
<td>EDI Contact Information List</td>
<td>93</td>
</tr>
<tr>
<td>44</td>
<td>Add EDI Contact Information</td>
<td>95</td>
</tr>
<tr>
<td>45</td>
<td>Manage EDI Contact Information</td>
<td>97</td>
</tr>
<tr>
<td>46</td>
<td>Billing Provider List</td>
<td>101</td>
</tr>
<tr>
<td>47</td>
<td>Add Billing Provider</td>
<td>103</td>
</tr>
<tr>
<td>48</td>
<td>Manage Billing Provider</td>
<td>104</td>
</tr>
<tr>
<td>49</td>
<td>Payment Details List</td>
<td>107</td>
</tr>
<tr>
<td>50</td>
<td>Payment Details</td>
<td>109</td>
</tr>
<tr>
<td>51</td>
<td>Payment Details Form</td>
<td>111</td>
</tr>
<tr>
<td>52</td>
<td>Provider Checklist</td>
<td>115</td>
</tr>
<tr>
<td>53</td>
<td>Final Submission</td>
<td>117</td>
</tr>
<tr>
<td>54</td>
<td>Enrollment Document Cover Sheet</td>
<td>119</td>
</tr>
</tbody>
</table>