COMMONWEALTH of VIRGINIA

Department of Medical Assistance Services

Licensed Clinical Social Worker

VIRGINIA MEDICAID PROVIDER ENROLLMENT PACKAGE

Thank you for your interest in becoming a participating provider with the Virginia Medicaid program. Upon receipt of your completed Virginia Medicaid / Family Access to Medical Insurance Security Plan (FAMIS) enrollment application and any required documents, your application will be processed. Processing of your application may take up to ten business days. Completed paper enrollment applications can be faxed or mailed to Virginia Medicaid Provider Enrollment Services at the following fax number or address.

Toll free Fax 1-888-335-8476

Virginia Medicaid Provider Enrollment Services
PO Box 26803
Richmond, VA 23261-6803

If you have any questions regarding your paper enrollment application, you can contact Provider Enrollment Services toll-free at 1-888-829-5373 or local 1-804-270-5105.

Contents:

- Enrollment Form Instructions - Read all instructions to ensure your enrollment application is complete and that all necessary documentation has been attached prior to submission.
- Enrollment Application - Make sure all required fields are complete prior to submission.
- Reassignment of Benefits (ROB) Form - Make sure all required fields are complete prior to submission.
- Participation Agreement - This must be signed by the provider.

ENROLLMENT FORM INSTRUCTIONS

SECTION I: PROVIDER DEMOGRAPHIC INFORMATION

1. National Provider Identifier (NPI) (Required)

Enter your Individual NPI. To participate as a provider of medical or health services for the Department of Medical Assistance Services (DMAS), you are required to obtain an NPI. DMAS has adopted the NPI as the standard for identifying all providers on all transactions, including paper claims. More information about the NPI and how to obtain one can be found at http://www.cms.gov under Regulations and Guidance, HIPAA Administrative Simplification, National Provider Identifier Standard (NPI).

2. Individual Provider Name (Required)

Enter your first name, middle initial, last name, suffix, and title. This name will be used on the Virginia Medicaid Provider Search Directory.

3. Primary Servicing Address (Required)

Enter your Primary Servicing Address in this section.

- A Post Office Box address is not acceptable as a service location.
- For servicing addresses not in Virginia, identify if the servicing address is located farther than 50 miles beyond the Virginia border. If so the provider would be considered an out-of-state provider for licensing purposes.
- The email address is required in order to receive important Medicaid information via our blast email system. The email address entered may differ between the Primary Servicing, Correspondence, Pay To, or Remittance Advice addresses.
- For providers who are members of a group practice, enter the servicing address at which you practice.
- Add the group NPI of the billing group that bills for your services rendered at this address.
- Use Addendum A - Additional Servicing Address if enrolling provider for more than one Servicing location.
- If you provide services for more than one group practice, enter your servicing address and the group NPI that is associated with each on Addendum A - Additional Servicing Addresses.

4. Correspondence Address (Required)

Enter the address to which you would like correspondence (Medicaid Manual updates, Medicaid memos, etc.) sent.

- A Post Office Box is acceptable for this type of address.
- Indicate whether or not you want Medicaid correspondence sent through the United States Post Office to this address.
- Only one Correspondence Address is allowed per NPI.
- The email address is required in order to receive important Medicaid information via our blast email system. The email address entered may differ between the Primary Servicing, Correspondence, Pay To, or Remittance Advice addresses.
- If the Correspondence Address is the same as the Primary Servicing Address, write SAME on the Attention line.

5. Pay To Address (Optional)

Enter the address to which you would like payments sent for services rendered.

- Only one Pay To Address is allowed per NPI.
- The email address is required in order to receive important Medicaid information via our blast email system. The email address entered may differ between the Primary Servicing, Correspondence, Pay To, or Remittance Advice addresses.
- If the Pay To Address is the same as the Correspondence Address, write SAME on the Attention line.

6. Remittance Advice Address (Optional)

Enter the address to which you would like Remittance Advice sent for services rendered.

- Only one Remittance Advice Address is allowed per NPI.
- The email address is required in order to receive important Medicaid information via our blast email system. The email address entered may differ between the Primary Servicing, Correspondence, Pay To, or Remittance Advice addresses.
- If the Remittance Address is the same as the Pay To Address, write SAME on the Attention line.

7. Social Security Number (SSN) and Date of Birth (Required)

Enter the Social Security Number and date of birth of the individual provider.

8. IRS Name and Taxpayer Identification Number (Optional for Individuals Who Bill and Accept Payments Through a Group Practice)

• **Required** for individual providers who practice as a solo practitioner and will bill under a Taxpayer Identification Number (TIN) other than your SSN, list the IRS registered name and Taxpayer Identification Number (TIN) for your business. This nine digit number may also be called the Employer Identification Number (EIN), Federal Employer Identification Number (FEIN), or Federal Tax Identification number (FTIN).

• **Optional** for individual providers who practice with a group, list the IRS registered name and Taxpayer Identification Number (TIN) for the Group Practice. This nine digit number may also be called the Employer Identification Number (EIN), Federal Employer Identification Number (FEIN), or Federal Tax Identification number (FTIN) for the Group Practice.

9. Doing Business as (DBA) Name (Optional)

Enter the name under which the business or operation is conducted and presented to the community. This name will be used on the Virginia Medicaid Provider Search Directory.

10. Requested Effective Date of Enrollment (Required)

Enter the date that you are requesting your enrollment to begin.

- Effective date cannot be more than one year past the current date.
- Effective date will never be before the effective date of your license.
- Effective date for an out-of-state provider located farther than 50 miles from the Virginia border will be first date of service on submitted claim or supporting documentation.

11. Medical Specialties (Required)

Select primary and secondary medical specialties.

Primary specialty is the focus area of services that you render. (Required)

Secondary specialties are services other than what is listed under your primary specialty. (Optional)

- For example for Pediatric Cardiology, Cardiology would be primary and Pediatrics secondary.
- If secondary specialties are not included on your application, you will not be reimbursed for services that require a specialty certification for payment.
- Secondary specialty of 'Telemedicine' should be included if applicable for physicians.
  - Telemedicine cannot be entered as the primary specialty.
  - All Out of State physicians selecting a Telemedicine specialty require an out of state license to be entered.
  - Out of State physicians (outside of 50 miles of the Virginia border) selecting a Telemedicine specialty also require a Virginia license to be entered.
  - Providers must be enrolled in the Medicaid program in the state in which they are residing to be eligible to enroll in Virginia Medicaid to provide telemedicine services.

12. License and Required Documents (Required)

Select from the following Licensing Boards that apply to the individual enrolling.

- State Medical Board
- Virginia Department of Professional and Occupational Regulations (DPOR)

Enter the license number, effective date and end date from your Licensing Board in the state where the services are being rendered. If your license cannot be validated through an Internet search, attach a copy of your license.

Out of state providers (outside of 50 miles of the Virginia border) selecting a Telemedicine specialty also require a Virginia license to be entered.

Claim(s) or documentation of a future date of service must be attached for all Providers that are located 50 miles outside the Virginia Border.

13. Specific Requirements for Different Provider Types (Required)

Select the service you are applying for. These services require specific licenses. Please read the licensing requirements for each service below. Enter the correct license number, effective date and end date.

13.1. Specific Requirements for Baby Care Services (Required)

- Care Coordination (one of the following)
  - Registered Nurse License
  - Copy of Master of Social Work or Bachelor of Social Work license

- Homemaker Services (one of the following)
  - Registered Nurse
  - Licensed Practical Nurse
  - Certified Nurse Aide
- Nutritional Services
  - Registered Dietician Registration Certification
- Patient Education Service
  - Approval by DMAS. Approval requirements below.
    - Individuals employed by the Virginia Department of Health (VDH) who are approved to provide education in the health department setting. Health Departments should maintain a copy of their employee's approved certification/training in their personnel file at the agency.
    - Other providers who would like to apply for this service that may have certification from programs other than the Health Department. Forward to the address below your course content, a copy of the certificate and a copy of this provider enrollment application to DMAS to be reviewed for approval.
    - Individuals who have certification from programs other than the Health Department. Forward to the address below your course content, a copy of the certificate and a copy of this provider enrollment application to DMAS to be reviewed for approval.
    - Address to mail request for approval with supporting documentation.

      DMAS
      Attention: Baby Care Request for Patient Education Certification Approval
      600 East Broad Street, Suite 1300
      Richmond, Virginia 23219
      804-225-3961 (Fax)

13.2. Specific Requirements for Chiropractors (Required)

- Attach a copy of claim(s) for services rendered or supporting documentation indicating services to be rendered.

13.3. Specific Requirement for Nurse Practitioners (Required)

- Select Specialty Nurse Practitioner is in licensed and enrolling.
- The following specialties only are enrolled
  - Acute Care
  - Adult
  - Certified Nurse Midwife
  - Family
  - Geriatric
  - Neonatal
  - Pediatric
  - Psychiatry
  - Women’s Health (OB/GYN)

13.4. Specific Requirements for Psychiatrists (Required)

Attach copy of Provider's Three Year Residence Certification of Curriculum Vitae of Three Year Residency in Psychiatry.

14. Mammography Services (Required)

Providers conducting breast cancer screenings or diagnosis through mammography activities must be certified by the FDA under the Mammography Quality Standards Act (MQSA). If you conduct mammography services, attach a copy of your facility’s MQSA certificate.

15. Languages Other Than English Spoken at Practice (Optional)

Select all that apply for languages that are spoken at your organization. If no language is selected, English only will be recorded.

16. Signature Waiver (Required)

Signature waiver allows for the submission of claim(s) which will contain the provider’s computer generated, stamped, or typed signature instead of a hand written signature.

SECTION II: DISCLOSURE OF OWNERSHIP AND CONTROL INFORMATION FOR DISCLOSING ENTITY, AUTHORIZED BY 42 C.F.R. §455.104 AND 42 C.F.R. §455.106

This section must be completed by an authorized representative. An authorized representative is defined as an individual with designated authority to act on behalf of the individual, group of practitioners, or disclosing entity. If not a solo practitioner, then the authorized representative must be a partner, president, or secretary of the group of practitioners or disclosing entity.

17. Ownership and Control Information for Disclosing Entity (Required)

List any managing employee and/or any individual(s) or organization(s) who has any ownership or controlling interest in this provider entity or in any subcontractor. The term “managing employee” means any person with management oversight, (i.e. general manager, business manager, administrator, director, or other individual) who exercises operational or managerial control over the day-to-day operations or administrative oversight of the provider/business office, as an employee, under contract with or through any other contractual arrangement. The ownership or controlling interest is an ownership interest of 5% or more in this provider entity.

Include:

- First and last name or organization name
- Title (i.e. CEO, MD, Pres.), date of birth and SSN for an individual or
- Tax ID (TIN) for an organization
- Type of ownership (owner, controlling interest, managing employee or other)
- Address
- Percentage of ownership

If your organization is a non-profit or not-for-profit organization in accordance with IRS Section 501(c)(3):

- Enter 501(c)(3) under ownership
- Attach a list of your board of directors, including first name, last name or organization name, title (i.e. CEO, President), date of birth, SSN for individuals or Tax ID (TIN) for organizations, and address.

If space is needed for additional individuals or organizations, attach paper listing all of the required information for each additional individual or organization.

18. Relationships (Required)

List those individuals named in the previous question who are related to each other.

Include:

- Name from previous question
- Relationship, (spouse, parent, child, or sibling)
- Name of the person from previous question to whom they are related

If space is needed for additional individuals or organizations, attach paper listing all of the required information for each additional individual or organization.

19. Subcontractors (Required)

List any individuals with an ownership or controlling interest in any subcontractor that the disclosing entity has direct or indirect ownership of 5% or more.

Include:

- First and last name or organization name
- Title (i.e. CEO, MD, Pres.), date of birth and SSN for an individual or
- Tax ID (TIN) for an organization
- Address
- Percentage of ownership

If space is needed for additional individuals or organizations, attach paper listing all of the required information for each additional individual or organization.

20. Other Disclosing Entity (Required)

List the name, title, SSN/TIN, address and percentage of ownership of any other disclosing entity in which a person, with an ownership or controlling interest in this disclosing entity, has an ownership or control interest of at least 5% or more.

Include:

- First and last name or organization name
- Title (i.e. CEO, MD, Pres.), date of birth and SSN for an individual or
- Tax ID (TIN) for an organization
- Address
- Percentage of ownership

If space is needed for additional individuals or organizations, attach paper listing all of the required information for each additional individual or organization.

21. Criminal Offenses of Persons with Ownership or Controlling Interest (Required)

List any individual or organization listed previously who has any ownership or controlling interest in the applicant that has been convicted or assessed fines or penalties for any health related crimes or misconduct, or excluded from any Federal or State healthcare program due to fraud, obstruction of an investigation, a controlled substance violation or any other crime or misconduct.

Criminal offenses that must be included are:

- Convictions for any health related crimes or misconduct
- Assessment of fines or penalties for any health related crimes or misconduct
- Exclusion from any Federal or State healthcare program due to:
    - Fraud
    - Obstruction of an investigation
    - Controlled substance violation
    - Any other crime or misconduct

Include:

- First and last name or organization name
- Title (i.e. CEO, MD, Pres.), date of birth and SSN for an individual or
- Tax ID (TIN) for an organization
- Address

If space is needed for additional individuals or organizations, attach paper listing all of the required information for each additional individual or organization.

Attach a copy of the final disposition.

22. Criminal Offenses of Any Other Connected Individuals or Organizations (Required)

If you check Yes, list any individual or contractor connected with your practice that has been convicted or assessed fines or penalties for any health related crimes or misconduct, or is excluded from any Federal or State healthcare program due to fraud, obstruction of an investigation, a controlled substance violation or any other crime or misconduct.

Criminal offenses that must be included are:

- Conviction for any health related crimes or misconduct
- Assessment of fines or penalties for any health related crimes or misconduct
- Exclusion from any Federal or State healthcare program due to:
    - Fraud
    - Obstruction of an investigation
    - Controlled substance violation
    - Any other crime or misconduct

Include:

- First and last name or organization name
- Date of birth and SSN for an individual or
- Tax ID (TIN) for an organization
- Address

If space is needed for additional individuals or organizations, attach paper listing all of the required information for each additional individual or organization.

Attach a copy of the final disposition.

23. Adverse Legal Actions (Required)

Check Yes if the applicant has had any adverse legal actions imposed by:

- Medicare
- Medicaid
- Federal agency or program
- Any state's agency or program
- Any licensing or certification agency

If Yes, attach a copy of the final disposition.

SECTION III: CLAIM PAYMENT AND PROCESSING INFORMATION

All Virginia Medicaid providers that enroll must submit all claims electronically by Electronic Data Interchange (EDI) through a clearing house, or Direct Data Entry (DDE) through the Virginia Medicaid web portal (www.virginiamedicaid.dmas.virginia.gov). Providers must also enroll to receive their payments via Electronic Funds Transfer (EFT) for payment of those services. Any provider who cannot comply with these requirements for good cause must request an exemption describing why they cannot comply.

24. Electronic Funds Transfer (Required for Solo Practitioners. Optional for Individuals Who Bill and Accept Payments through a Group Practice)

If you select "Yes" to participate in the Electronic Funds Transfer (EFT) of payments directly deposited into your account, you must provide:

- The account type that will receive your EFT deposits
- The name of the financial institution that will receive your EFT deposits
- The routing or ABA number of the financial institution above. Your banking institution's 9-digit routing number is sometimes called the ABA number. The routing number must begin with numbers that fall in the ranges 01-12, 1-32 or 61-72 (for example 079986597). Note the number on your deposit slip is not a valid routing number. Attach a voided check or ask your financial institution for a letter and attach a copy
- The account number is a code identifying the account that will be accepting your direct deposit

If you select "No", you must apply for an exemption and show good cause.

- Good cause may include, but is not limited to the unavailability of a banking institution capable of transacting business via EFT.
- To apply for an exemption, attach to this application either a letter from the financial institution or a letter from the applicant for consideration. The letter must:
  - Be on letterhead, either a financial institution's or the applicant's
  - Be signed
  - Be dated
  - Include the applicant's NPI
  - Include a description of the good cause

25. Electronic Claims Submission (Required for Solo Practitioners. Optional for Individuals Who Practice with a Group)

For more information on how to submit claims through Electronic Data Interchange (EDI) through a clearing house or through Direct Data Entry (DDE) for no cost on the Virginia Medicaid Web Portal, visit www.virginiamedicaid.dmas.virginia.gov. This information is located in the Quick Links menu, Provider Services, EDI Support.

- Select "Yes" if you will submit claims using (EDI) through a clearing house or DDE through the Virginia Medicaid Web Portal, www.virginiamedicaid.dmas.virginia.gov.
- If you select "No", you must apply for an exemption and show good cause.
  - Good cause may include, but is not limited to:
    - Unavailability of necessary infrastructure in the geographic region
    - No mechanism to electronically submit for a particular claim type
    - Financial hardship
  - To apply for an exemption, attach a letter to this application for consideration. The letter must:
    - Be on the applicant's letterhead
    - Be signed
    - Be dated
    - Include the applicant's NPI
    - Include a description of the good cause

26. Electronic Remittance Advice (ERA) (Optional)

Select "Yes" if you would like to request participation in electronic remittance advices as part of your enrollment with Virginia Medicaid and FAMIS and enter the Service Center Name and ID Number.

SECTION IV: REASSIGNMENT OF BENEFITS (ROB) (Required for Individuals Who Bill and Accept Payments Through a Group Practice)

This section reassigns benefits paid for services rendered as part of your Virginia Medicaid enrollment to be paid to your Group Practice.

- Payment for services rendered will be made to the billing group practice NPI and TIN entered on the ROB.
- Make additional copies of the ROB as necessary for enrollment into additional group practice NPIs under same TIN.

27. Reassignment of Benefits (ROB)

- Group Practice Legal Business Name

Enter Group IRS Name as it is registered with the IRS.

- Group Practice Taxpayer Identification Number (TIN)

Enter the Group Practice's nine digit Taxpayer Identification Number (TIN). This may also be called the Employer Identification Number (EIN), Federal Employer Identification Number (FEIN), or Federal Tax Identification number (FTIN).

- Group Practice NPI

Enter Group Practice 10-digit NPI

- Group Authorized Administrator

Enter First name, Middle Initial, and Last Name.
Check Yes to certify that the authorized Administrator listed has validated the information as true, accurate, and complete to the best of their knowledge, and that the business entity (employer, group, or health care delivery system) requesting to receive payment is legally eligible to receive reassigned benefits per all applicable federal and state laws.

- Individual Provider Signature and Date

Check Yes, sign, enter name of individual provider and enter date applying to authorize the Group Practice to receive Virginia Medicaid payments on Individual Provider's behalf.

28. Remarks (Optional)

Enter any additional information you would like to be considered as part of your enrollment application.

VIRGINIA MEDICAID ENROLLMENT FORM

SECTION I: PROVIDER DEMOGRAPHIC INFORMATION

1. National Provider Identifier (NPI) (Required) _____

2. Individual Provider Name (Required)

First _____ MI ___ Last _____ Suffix _____ Title _____

Enter the name which identifies individual provider to the public

3. Primary Servicing Address (Required)

If you are a member of a group practice, enter the group practice NPI for this servicing address _____

Attention _____

Address _____ _____ _____ _____

Street City State Zip

☐ Check here if Servicing address is not Virginia and is located farther than 50 miles beyond the Virginia border and thus considered an Out-of-State provider for licensing.

Office Phone (Required) _____ Ext. _____ 24 Hour Phone _____

TDD Phone _____ Fax Number _____ Email (Required) _____

Contact Name _____ Contact Phone _____

4. Correspondence Address (Required)

Attention _____

Address _____ _____ _____ _____

Street City State Zip

Office Phone _____ Ext. _____

TDD Phone _____ Fax Number _____ Email (Required) _____

Do you want to receive mailed Medicaid correspondence at this address? ☐ Yes or ☐ No

5. Pay To Address (Optional)

Attention _____

Address _____ _____ _____ _____

Street City State Zip

Office Phone _____ Ext. _____

TDD Phone _____ Fax Number _____ Email _____

Contact Name _____ Contact Phone _____

6. Remittance Advice Address (Optional)

Attention _____

Address _____ _____ _____ _____

Street City State Zip

Office Phone _____ Ext. _____

TDD Phone _____ Fax Number _____ Email _____

7. Social Security Number (SSN) and Date of Birth (Required)

SSN _____ Date of Birth _____

8. IRS Name and Taxpayer Identification Number (Optional for individuals who bill and accept payments through a group practice)

IRS Name _____

Taxpayer Identification Number (TIN) _____

9. Doing Business as (DBA) Name (Optional) _____

10. Requested Effective Date of Enrollment (Required) _____

11. Medical Specialties (Primary Specialty Required)

Primary Specialty (Required) select one

☐ Anesthesiology	☐ Infectious Disease	☐ Physical Medicine & Rehabilitation
☐ Cardiac Surgery	☐ Internal Medicine	☐ Plastic Surgery
☐ Cardiology	☐ Neonatology	☐ Preventative Medicine
☐ Colon and Rectal Surgery	☐ Nephrology	☐ Psychiatry
☐ Critical Care	☐ Neurological Surgery	☐ Pulmonary
☐ Dermatology	☐ Neurology	☐ Radiation Oncology
☐ Doctor of Osteopathy	☐ Nuclear Medicine	☐ Radiology
☐ Emergency	☐ Obstetrics & Gynecology	☐ Rheumatoid
☐ Endocrinology	☐ Ophthalmology	☐ Substance Abuse
☐ Ear, Nose, and Throat	☐ Orthopedic Surgery	☐ Surgery Cardiothoracic
☐ Family Practice	☐ Osteopathy	☐ Thoracic Surgery
☐ Gastroenterology	☐ Otolaryngology	☐ Transplant Surgery
☐ General Practice	☐ Pathologist	☐ Urology
☐ General Surgery	☐ Pediatrics	☐ Vascular
☐ Hematology/Oncology	☐ Perinatology	

Secondary Specialties (Optional) select all that apply

☐ Anesthesiology	☐ Infectious Disease	☐ Physical Medicine & Rehabilitation
☐ Cardiac Surgery	☐ Internal Medicine	☐ Plastic Surgery
☐ Cardiology	☐ Neonatology	☐ Preventative Medicine
☐ Colon and Rectal Surgery	☐ Nephrology	☐ Psychiatry
☐ Critical Care	☐ Neurological Surgery	☐ Pulmonary
☐ Dermatology	☐ Neurology	☐ Radiation Oncology
☐ Doctor of Osteopathy	☐ Nuclear Medicine	☐ Radiology
☐ Emergency	☐ Obstetrics & Gynecology	☐ Rheumatoid
☐ Endocrinology	☐ Ophthalmology	☐ Substance Abuse
☐ Ear, Nose, and Throat	☐ Orthopedic Surgery	☐ Surgery Cardiothoracic
☐ Family Practice	☐ Osteopathy	☐ Telemedicine (Physicians Only)
☐ Gastroenterology	☐ Otolaryngology	☐ Thoracic Surgery
☐ General Practice	☐ Pathologist	☐ Transplant Surgery
☐ General Surgery	☐ Pediatrics	☐ Urology
☐ Hematology/Oncology	☐ Perinatology	☐ Vascular

For out of state physicians selecting Telemedicine as a secondary specialty, answer the following.

Are you currently enrolled as a provider in the Medicaid program in the state in which you are residing?

☐ Yes ☐ No **If no than you are not eligible to enroll in Virginia Medicaid to provide telemedicine services.**

12. License and Required Documents (Required)

☐ **State Medical Board** State _____

License # _____ Begin Date _____ End Date _____

Attach Copy if your license cannot be validated through an Internet search.

☐ **DPOR** State _____

License # _____ Begin Date _____ End Date _____

Attach Copy if your license cannot be validated through an Internet search.

Providers (outside of 50 miles of the VA border) providing an out of state license and selecting a secondary Telemedicine specialty also require a Virginia license to be entered below.

☐ **State Medical Board** State Virginia

License # _____ Begin Date _____ End Date _____

Attach Copy if your license cannot be validated through an Internet search.

☐ **DPOR** State Virginia

License # _____ Begin Date _____ End Date _____

Attach Copy if your license cannot be validated through an Internet search.

13. Specific Requirements for Different Provider Types (Required)

13.1. Specific Requirements for Baby Care Services (Required)

Select all services that you are applying for.

☐ **Care Coordination (Attach Copy)**

License # _____ Begin Date _____ End Date _____

☐ **Homemaker Services (Attach Copy)**

License # _____ Begin Date _____ End Date _____

☐ **Nutritional Services (Attach Copy)**

License # _____ Begin Date _____ End Date _____

☐ **Patient Education Services (Attach Request for Approval and Supporting Documents)**

License # _____ Begin Date _____ End Date _____

13.2. Specific Requirements for Chiropractors (Required)

☐ Attach copy of claim(s) for services rendered or supporting documentation indicating services to be rendered

13.3. Specific Requirements for Nurse Practitioner (Required)

Select one specialty

☐ Acute Care

☐ Adult

☐ Certified Nurse Midwife

☐ Family

☐ Geriatric

☐ Neonatal

☐ Pediatric

☐ Psychiatric

☐ Women's Health (OB/GYN.)

13.4. Specific Requirements for Psychiatrists (Required)

☐ Attach copy of Provider's Three Year Residence Certification of Curriculum Vitae or Three Year Residency in Psychiatry.

14. Mammography Services (Required)

Are you currently conducting breast cancer screening or diagnosis through mammography activities? ☐ Yes ☐ No

If Yes, attach a copy of the required certification issued by the FDA under the Mammography Quality Standards Act (MQSA).

15. Languages Other Than English Spoken - Check All That Apply (Optional)

☐ Farsi ☐ Hindi ☐ Korean ☐ Spanish ☐ Vietnamese ☐ Other: _____

16. Signature Waiver ☐ Yes ☐ No (Required)

I certify that I have authorized submission of claims to Virginia Medicaid, which contain my typed, computer generated, or stamped signature.

SECTION II: DISCLOSURE OF OWNERSHIP AND CONTROL INFORMATION FOR DISCLOSING ENTITY, AUTHORIZED BY 42 C.F.R. §455.104. AND 42 C.F.R. §455.106.

17. Ownership and Control Information for Disclosing Entity (Required)

List any managing employee and/or any individual(s) or organization(s) that has any ownership or controlling interest in this provider entity. The term "managing employee" means any person with management oversight, (i.e. general manager, business manager, administrator, director, or other individual) who exercises operational or managerial control over the day-to-day operations or administrative oversight of the provider/business office, as an employee, under contract with or through any other contractual arrangement.

List the Individual Name or Organization Name, Title (i.e. CEO, MD, Pres.), Date of Birth, SSN/Tax ID (TIN), Type of Ownership, Address and Percentage of Ownership The ownership or controlling interest is an ownership interest of 5% or more in this provider entity.

Name/Organization _____ Title _____

Date of Birth _____ SSN/TIN _____ Ownership Type _____ Percent _____

Street Address _____ City _____ State _____ Zip _____

Name/Organization _____ Title _____

Date of Birth _____ SSN/TIN _____ Ownership Type _____ Percent _____

Street Address _____ City _____ State _____ Zip _____

Name/Organization _____ Title _____

Date of Birth _____ SSN/TIN _____ Ownership Type _____ Percent _____

Street Address _____ City _____ State _____ Zip _____

Name/Organization _____ Title _____

Date of Birth _____ SSN/TIN _____ Ownership Type _____ Percent _____

Street Address _____ City _____ State _____ Zip _____

If more space is needed, attach additional paper listing all of the required information for the additional individual(s) or organization(s).

18. Relationships (Required)

List those individuals named in the previous question who are related to each other (spouse, parent, child, or sibling) and whom they are related to.

Name Listed Above _____

Relationship (i.e. spouse, parent, child, or sibling) _____

Is Related to (Name) _____

Name Listed Above _____

Relationship (i.e. spouse, parent, child, or sibling) _____

Is Related to (Name) _____

Name Listed Above _____

Relationship (i.e. spouse, parent, child, or sibling) _____

Is Related to (Name) _____

Name Listed Above _____

Relationship (i.e. spouse, parent, child, or sibling) _____

Is Related to (Name) _____

If more space is needed, attach additional paper listing all of the required information for the additional individual(s) or organization(s).

19. Subcontractors (Required)

List the Name, Title, Date of Birth, SSN/TIN, Address and Percentage of Ownership for any individual with an ownership or controlling interest in any subcontractor that the disclosing entity has direct or indirect ownership of 5% or more.

Name/Organization _____ Title _____

Date of Birth _____ SSN/TIN _____ Percent _____

Street Address _____ City _____ State _____ Zip _____

Name/Organization _____ Title _____

Date of Birth _____ SSN/TIN _____ Percent _____

Street Address _____ City _____ State _____ Zip _____

Name/Organization _____ Title _____

Date of Birth _____ SSN/TIN _____ Percent _____

Street Address _____ City _____ State _____ Zip _____

Name/Organization _____ Title _____

Date of Birth _____ SSN/TIN _____ Percent _____

Street Address _____ City _____ State _____ Zip _____

If more space is needed, attach additional paper listing all of the required information for the additional individual(s) or organization(s).

20. Other Disclosing Entity (Required)

List the name, title, Date of Birth, SSN/TIN, Percent Ownership and Address of any other disclosing entity in which a person, with an ownership or controlling interest in this disclosing entity, has an ownership or control interest of at least 5% or more.

Name/Organization _____ Title _____

Date of Birth _____ SSN/TIN _____ Percent _____

Street Address _____ City _____ State _____ Zip _____

Name/Organization _____ Title _____

Date of Birth _____ SSN/TIN _____ Percent _____

Street Address _____ City _____ State _____ Zip _____

Name/Organization _____ Title _____

Date of Birth _____ SSN/TIN _____ Percent _____

Street Address _____ City _____ State _____ Zip _____

Name/Organization _____ Title _____

Date of Birth _____ SSN/TIN _____ Percent _____

Street Address _____ City _____ State _____ Zip _____

If more space is needed, attach additional paper listing all of the required information for the additional individual(s) or organization(s).

21. Criminal Offenses of Persons with Ownership or Controlling Interest (Required)

Has any individual or organization listed previously who has any ownership or controlling interest in the applicant that has been convicted or assessed fines or penalties for any health related crimes or misconduct, or excluded from any Federal or State healthcare program due to fraud, obstruction of an investigation, a controlled substance violation or any other crime or misconduct?

☐ No ☐ Yes (if Yes please provide the Name, Title, Date of Birth, Address, and SSN/TIN information for individual(s) or organization(s). Attach copy of the final disposition.

Name/Organization _____ Title _____

Date of Birth _____ SSN/TIN _____

Street Address _____ City _____ State _____ Zip _____

Name/Organization _____ Title _____

Date of Birth _____ SSN/TIN _____

Street Address _____ City _____ State _____ Zip _____

Name/Organization _____ Title _____

Date of Birth _____ SSN/TIN _____

Street Address _____ City _____ State _____ Zip _____

Name/Organization _____ Title _____

Date of Birth _____ SSN/TIN _____

Street Address _____ City _____ State _____ Zip _____

If more space is needed, attach additional paper listing all of the required information for the additional individual or organization.

22. Criminal Offenses of Any Other Connected Individuals or Organizations (Required)

Has any individual or contractor connected with your practice ever been convicted or assessed fines or penalties for any health related crimes or misconduct, or is excluded from any Federal or State healthcare program due to fraud, obstruction of an investigation, a controlled substance violation or any other crime or misconduct?

☐ No ☐ Yes (if yes, please provide the Name, Date of Birth, Address, and SSN/TIN information for the individual(s) or contractors below. Attach a copy of the final disposition.

Name/Organization _____

Date of Birth _____ SSN/TIN _____

Street Address _____ City _____ State _____ Zip _____

Name/Organization _____

Date of Birth _____ SSN/TIN _____

Street Address _____ City _____ State _____ Zip _____

Name/Organization _____

Date of Birth _____ SSN/TIN _____

Street Address _____ City _____ State _____ Zip _____

Name/Organization _____

Date of Birth _____ SSN/TIN _____

Street Address _____ City _____ State _____ Zip _____

If more space is needed attach additional paper listing all of the required information for the additional individual or organization.

23. Adverse Legal Actions (Required)

Indicate if the applicant has ever had any adverse legal actions imposed by Medicare, Medicaid, any other Federal or State agency or program, or any licensing or certification agency.

☐ No ☐ Yes If Yes, attach a copy of any final disposition documentation.

SECTION III: CLAIM PAYMENT AND PROCESSING INFORMATION (Required)

24. Electronic Funds Transfer (Required for Solo Practitioners. Optional for Individuals Who Bill and Accept Payments through a Group Practice)

☐ Yes, I will participate in EFT of payments directly deposited into my financial account. Complete the following:

Account Type ☐ Checking ☐ Savings ☐ Other

Name of Financial Institution _____

Routing or ABA number _____

Account Number _____

☐ No, I am filing for an exemption from participation in EFT for good cause.

☐ I am attaching a letter from my financial institution stating the inability of the institution to transact business using EFT.

☐ I am attaching a letter describing my good cause for exemption.

25. Electronic Claims Submission (Required for Solo Practitioners. Optional for Individuals Who Practice with a Group)

☐ I will submit claim(s) through Electronic Data Interchange (EDI) or Direct Data Entry (DDE) on the Virginia Medicaid Web Portal as part of my enrollment with Virginia Medicaid and FAMIS.

☐ I am requesting an exemption from filing my claim(s) electronically at this time for the following reasons:

☐ Unavailability of the infrastructure necessary to support electronic claims submission in my geographic region. If checked attach supporting documentation.

☐ No mechanism for electronic submission for the particular claim types I bill Virginia Medicaid. If checked attach supporting documentation.

☐ Financial Hardship. If checked, attach supporting documentation.

☐ Other: _____

To be considered for an exemption, attach supporting documentation.

26. Electronic Remittance Advice (ERA) (Optional)

☐ Yes, I would like to request participation in electronic remittance advices as part of my enrollment with Virginia Medicaid and FAMIS. Complete the following:

Service Center Name _____

Service Center ID Number _____

SECTION IV: REASSIGNMENT OF BENEFITS (ROB)

The completion of this section is required for individuals who bill and accept payments through a group practice. Make additional copies of the ROB as necessary for enrollment into additional Group Practice NPIs under same TIN.

27. Reassignment of Benefits (ROB) (Optional)

Group Practice Legal Business Name _____

Group Practice Taxpayer Identification Number (TIN) _____

Group Practice National Provider Identifier (NPI) _____

☐ Yes I certify that the authorized administrator listed for this group has validated the information above for this group that it is true, accurate, and complete to the best of the applying provider's knowledge, and that the business entity (employer, group, or health care delivery system) requesting to receive payment is legally eligible to receive reassigned benefits per all applicable federal and state laws.

Group Authorized Administrator _____

☐ Yes I certify that this Reassignment of Benefits Statement authorizes the business entity identified in above to receive Virginia Medicaid payments on my behalf.

Individual Provider Signature _____ **Date** _____

Printed Name _____

28. Remarks (Optional)

_____

_____

_____

_____

_____

_____

COMMONWEALTH of VIRGINIA

Department of Medical Assistance Services
Medical Assistance Program

Licensed Clinical Social Worker Participation Agreement

This is to certify:

Provider Name _____

NPI _____

On this _____ day of _____ , _____ agrees to participate in the Virginia Medical Assistance Program (VMAP), the Department of Medical Assistance Services, and the legally designated State Agency for the administration of Medicaid.

1. The provider is authorized to practice under the laws of the state in which he is licensed and is not as a matter of state or federal law disqualified from participating in the Program.
2. Services will be provided without regard to age, sex, race, color, religion, national origin, or type of illness or condition. No handicapped individual shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in (Section 504 of the Rehabilitation Act of l973 29 USC.794) VMAP.
3. The provider agrees to keep such records as VMAP determines necessary. The provider will furnish VMAP on request information regarding payments claimed for providing services under the State Plan. Access to records and facilities by authorized VMAP representatives and the Attorney General of Virginia or his authorized representatives, and federal personnel will be permitted upon reasonable request.
4. The provider agrees that charges submitted for services rendered will be based on the usual, customary, and reasonable concept and agrees that all requests for payment will comply in all respects with the policies of VMAP for the submission of claims.
5. Payment made by VMAP constitutes full payment except for patient pay amounts determined by VMAP, and the provider agrees not to submit additional charges to the recipient for services covered under VMAP. The collection or receipt of any money, gift, donation or other consideration from or on behalf of a medical assistance recipient for any service provided under medical assistance is expressly prohibited.
6. The provider agrees to pursue all other available third party payment sources prior to submitting a claim to VMAP.
7. Payment by VMAP at its established rates for the services involved shall constitute full payment for the services rendered. Should an audit by authorized state or federal officials result in disallowance of amounts previously paid to the provider by VMAP, the provider will reimburse VMAP upon demand.
8. The provider agrees to comply with all applicable state and federal laws, as well as administrative policies and procedures of VMAP as from time to time amended. The provider agrees to comply with the regulations of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), including the protection of confidentiality and integrity of VMAP information.
9. The provider agrees to comply with 42 CFR §455.105. Disclosure by providers: Information related to business transactions within 35 days of request.
10. Except as otherwise provided by applicable state or federal law, this agreement may be terminated at will on thirty days' written notice by either party. This agreement may be terminated by DMAS if DMAS determines that the provider poses a threat to the health, safety or welfare of any individual enrolled in any program administered by the Department.
11. Except as otherwise provided by applicable state or federal law, all disputes regarding provider reimbursement and/or termination of this agreement by VMAP for any reason shall be resolved through administrative proceedings conducted at the office of VMAP in Richmond, Virginia. These administrative proceedings and judicial review of such administrative proceedings shall be pursuant to the Virginia Administrative Process Act.
12. The provider agrees that DMAS may disclose the provider's NPI in directories and listings for dissemination to other health industry entities for purposes of using the NPIs for all purposes directly related to the administration of the State Plan for Medical Insurance.
13. This agreement shall commence upon the approval date of your enrollment application. Your effective date of participation is listed on your approval letter which is sent to your correspondence address upon approval of your application. The provider shall retain a copy of this approval letter as part of the Participation Agreement. Your continued participation in the Virginia Medicaid Program is contingent upon the timely renewal of your license. Failure to renew your license through your licensing authority shall result in the termination of your Medicaid Participation Agreement.

For Virginia Medicaid use only

Director, Division of Program Operations Date

Original Signature of Provider Date

Addendum A - Additional Servicing Addresses (make additional copies as needed)

A. If you are a member of a group practice, enter the group practice NPI for this servicing address: _____

Attention _____

Address _____ _____ _____ _____

Street City State Zip

☐ Check here if Servicing address is not Virginia and is located farther than 50 miles beyond the Virginia border and thus considered an Out-of-State provider for licensing.

Office Phone (required) _____ Ext. _____ 24 Hour Phone _____

TDD Phone _____ Fax Number _____ Email (required) _____

Contact Name _____ Contact Phone _____

B. If you are a member of a group practice, enter the group practice NPI for this servicing address: _____

Attention _____

Address _____ _____ _____ _____

Street City State Zip

☐ Check here if Servicing address is not Virginia and is located farther than 50 miles beyond the Virginia border and thus considered an Out-of-State provider for licensing.

Office Phone (required) _____ Ext. _____ 24 Hour Phone _____

TDD Phone _____ Fax Number _____ Email (required) _____

Contact Name _____ Contact Phone _____

C. If you are a member of a group practice, enter the group practice NPI for this servicing address: _____

Attention _____

Address _____ _____ _____ _____

Street City State Zip

☐ Check here if Servicing address is not Virginia and is located farther than 50 miles beyond the Virginia border and thus considered an Out-of-State provider for licensing.

Office Phone _____ Ext. _____ 24 Hour Phone _____

TDD Phone _____ Fax Number _____ Email (required) _____

Contact Name _____ Contact Phone _____

D. If you are a member of a group practice, enter the group practice NPI for this servicing address: _____

Attention _____

Address _____ _____ _____ _____

Street City State Zip

☐ Check here if Servicing address is not Virginia and is located farther than 50 miles beyond the Virginia border and thus considered an Out-of-State provider for licensing.

Office Phone (required) _____ Ext. _____ 24 Hour Phone _____

TDD Phone _____ Fax Number _____ Email (required) _____

Contact Name _____ Contact Phone _____