COMMONWEALTH of VIRGINIA

Department of Medical Assistance Services

Residential Psychiatric Treatment Facility

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.
- Participation Agreement - This must be signed by the provider.
- Application Fee Submission Form - Applicable fee is submitted with the enrollment application.

ENROLLMENT FORM INSTRUCTIONS

SECTION I: PROVIDER DEMOGRAPHIC INFORMATION

1. National Provider Identifier (NPI) (Required)

Enter your organization's NPI (Required). 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. Facility Name (Required)

Enter the facility name which identifies your organization to the public. 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.
- 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.

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. IRS Name (Required)

Enter IRS name associated with the tax ID registered with the IRS.

8. Taxpayer Identification Number (TIN) (Required)

Enter your nine-digit Taxpayer Identification Number (TIN). This may also be called your Employer Identification Number (EIN), Federal Employer Identification Number (FEIN), or Federal Tax Identification Number (FTIN).

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. Community-Based Residential Services (Level A) Program License (Required if applicable)

- Must meet all requirements in 12 VAC 30-0-130 and be licensed as a children's residential facility under the standards for Interdepartmental Regulation of Children's Residential Facilities. Enter the license number, effective date and end date for one of the following licenses. Attach a copy to your application.

    - Department of Education (DOE)
    - Department of Juvenile Justice (DJJ)
    - Department of Behavioral Health and Developmental Services (DBHDS)

12. Community-Based Residential Services Program Therapeutic Group Home (Level B) Licensing Board (Required if applicable)

- Must meet all requirements in12 VAC 30-60-61 and VAC 30-50-130.
- Must be licensed as a children's residential facility under the standards for Interdepartmental Regulation of Children's Residential Facilities.
- Enter the license number, effective date and end date for the following license. Attach a copy to your application.

    - Department of Behavioral Health and Development Services (DBHDS)

13. Residential Treatment Facility (Level C) Services License and Required Documents (Required if applicable)

- Enter Department of Department of Behavioral Health and Development Services (DBHDS) (Required)
- Select at least one of the following additional required licensing boards which meets all requirements in 42 CFR 441, Subpart D and 42 CFR 483.350-483.376. Enter the license number, effective date and end date. Attach a copy to your application. (Required)

    - Commission on Accreditation of Rehabilitation Facilities (CARF)
    - Council on Quality and Leadership
    - Council on Accreditation Services for Families and Children
    - Joint Commission on Accreditation of Healthcare Organizations (JCAHO)

- Rates and Other Required Documents

    - All facilities must have rates established through the Department of Medical Assistance Services (DMAS) of Virginia. Attach a copy of rates to application.
    - Complete a Restraint and Seclusion Letter of Attestation, a sample of which can be found at the end of this application under Addendum A.

        - The information contained in sample Restraint and Seclusion Letter must be placed on facility letterhead and contain the following.
            - Verbiage: By this letter, I am attesting that I have read the interim final rule and regulations for Seclusion and Restraint for Psychiatric Residential Facilities for Recipients under 21 and that my facility is in compliance with the Centers for Medicare and Medicaid Services (CMS) rule. The regulations begin at 42 CFR 483.350 (Subpart G).
            - Facility Director Name
            - Facility Name
            - National Provider Identifier (NPI)
            - Facility Address
            - Facility Director's Signature
            - Date Seclusion and Restraint Attestation Signed

14. Type of Applicant (Required)

Select the Type of Applicant: Corporation, Limited Liability Company, Partnership or Government Entity.

- Corporation is defined as a legal entity or structure under the authority of the laws of a state consisting of a person or group of persons who become shareholders.
- Limited Liability Company is defined as a business structure allowed by state statute whose owners have limited personal liability for the debts and actions of the Limited Liability Company.
- Partnership is defined as the relationship existing between two or more persons who join and carry on a trade or business.
- Government Entity is defined as a “legally authorized or recognized agency, instrumentality, or other entity of Federal, State, or local government (including multijurisdictional agencies, instrumentalities, and entities)”.

15. Facility Administrator’s Name (Required)

Enter name of the Facility Administrator.

16. 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.

17. 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.

18. Provider Screening (Not required for provider types utilizing this application)

19. Application Fee (Required for Residential Psychiatric Treatment Facility Application)

- If your organization has submitted a fee to Medicare or another state’s Medicaid agency for the provider type and servicing address on this application, select one of the next two options and to whom the fee was paid. No fee is necessary at this time, but may be required later, depending on where the fee has already been paid. Continue to Section II.
- If you have not paid a fee to Medicare or another state’s Medicaid agency for the provider type and servicing address on this application, you will be required to select one of the final four choices.
- Make a payment to Virginia Medicaid. Prior to submission of this application you will have an option to choose your method of payment. See the Application Fee Form at the end of this Application.
- Submit a hardship exception request to Virginia Medicaid. Attach a letter to this application describing the reason for your request. The letter should be on letterhead, signed by an authorized person, dated, and include your NPI. In addition, please submit a copy of your current financial statement, business bank statement, tax return, and a copy of your profit and loss statement for the location where you are claiming the hardship.
- Submitted a hardship exception request to Medicare and it is in-process. Attach a copy of your request to this enrollment application.
- Was granted approval for a hardship exception request by Medicare. Attach a copy to this enrollment application.

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.

20. 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 (Board of Directors, Controlling Interest, Managing Employee, Owner or Other)
- Address
- Percentage of ownership (Owners with 5% or greater ownership only)

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.

21. 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.

22. 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.

ENROLLMENT FORM INSTRUCTIONS

23. 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.

24. 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.

25. 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.

26. 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.

27. Electronic Funds Transfer (Required)

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

28. Electronic Claims Submission (Required)

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

29. 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.

30. 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. Facility Name (Required) _____

Enter the name which identifies your organization to the public

3. Primary Servicing Address (Required)

Attention _____

Address _____ _____ _____ _____

Street City State Zip

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. IRS Name (Required) _____

8. Taxpayer Identification Number (TIN) (Required) _____

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

10. Requested Effective Date of Enrollment (Required) _____

11. Community Residential Services (Level A) License (Required if applicable)

Select all that apply:

☐ Department of Education (DOE) License

License #: _____ Begin Date: _____ End Date: _____ **(Attach Copy)**

☐ Department of Juvenile Justice (DJJ) License

License #: _____ Begin Date: _____ End Date: _____ **(Attach Copy)**

☐ Department of Behavioral Health and Developmental Services (DBHDS) License

License #: _____ Begin Date: _____ End Date: _____ **(Attach Copy)**

12. Community Residential Services (Level B) License and Required Documents (Required if applicable)

☐ Department of Behavioral Health and Development Services (DBHDS)

License #: _____ Begin Date: _____ End Date: _____ **(Attach Copy)**

13. Residential Treatment Facility (Level C) Services License and Required Documents (Required if applicable)

Select all that apply:

☐ Department of Behavioral Health and Development Services (DBHDS) (Required)

License #: _____ Begin Date: _____ End Date: _____ **(Attach Copy)**

☐ Commission on Accreditation of Rehabilitation Facilities (CARF)

License #: _____ Begin Date: _____ End Date: _____ **(Attach Copy)**

☐ Council on Quality and Leadership

License #: _____ Begin Date: _____ End Date: _____ **(Attach Copy)**

☐ Council on Accreditation Services for Families and Children

License #: _____ Begin Date: _____ End Date: _____ **(Attach Copy)**

☐ Joint Commission on Accreditation of Healthcare Organizations (JCAHO)

License #: _____ Begin Date: _____ End Date: _____ **(Attach Copy)**

☐ Completed Addendum A Restraint and Seclusion Attestation **(Attach Copy -- Required)**

☐ Attach copy of rate sheet established with DMAS **(Attach Copy -- Required)**

14. Type of Applicant - Check Only One (Required)

☐ Corporation ☐ Limited Liability Company

☐ Partnership ☐ Government Entity

15. Facility Administrator's Name (Required) _____

16. Languages Other Than English Spoken - Check All that Apply (Optional)

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

17. 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.

18. Provider Screening (Not required for provider types utilizing this application)

Select one of the following:

☐ I have been screened by Medicare for the provider type and servicing address on this application.

☐ I have been screened by another state Medicaid Agency for the provider type and servicing address on this application.

State: _____

☐ Screening is currently in process by Medicare or another state Medicaid Agency for the provider type and servicing address on this application. State: _____

☐ I have not yet been screened by Medicare or another state Medicaid Agency for the provider type and servicing address on this application

19. Application Fee (Required for Residential Psychiatric Treatment Facility Application)

☐ I have paid an application fee for the provider type and servicing address on this application. (Must Select One)

- ☐ I have paid an application fee to Medicare for the provider type and servicing address on this application.
- ☐ I have paid an application fee to another state Medicaid agency for the provider type and servicing address on this application.

  State: _____

☐ I have not paid an application fee to another state Medicaid agency for the provider type and servicing address on this application. (Must Select One)

- ☐ I will pay the application fee to Virginia Medicaid - see Application Fee Submission Form at the end of application.
- ☐ I am submitting a Hardship Exception Request. Attach request and financial statement to application.
- ☐ I have submitted a Hardship Exception Request and it is in-process. Attach a copy to application.
- ☐ I have received an approved Hardship Exception Request letter from CMS. Attach a copy to application.

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.

20. 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).

21. 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).

22. 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).

23. 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).

24. 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.

25. 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.

26. 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)

27. Electronic Funds Transfer (Required)

☐ 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.

28. Electronic Claims Submission (Required)

☐ 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.

29. 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 _____

30. Remarks (Optional)

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_____

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COMMONWEALTH of VIRGINIA

Department of Medical Assistance Services
Medical Assistance Program

Residential Psychiatric Treatment Facility 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

APPLICATION FEE SUBMISSION FORM

An application fee is required to enroll in the Virginia Medicaid Program for certain provider types and for providers that have not paid Medicare or another state Medicaid program for the provider type and servicing address on this application. To determine whether your application for the provider type is required to submit a fee, refer to question 19 in Section I.

The application fee is $631. This fee must be paid and clear our financial institution prior to the processing of your enrollment application.

Provider Name _____ NPI _____

To Pay by Check:

- Make the check payable to **Department of Medical Assistance Services.**
- The amount of the payment is **$631.00.**
- Write your NPI on the Memo line of the check to ensure it will be credited to your application.
- Write the check number here: _____.
- Include this form with the rest of the enrollment application and send to:

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

To Pay by Credit Card:

- Paying by credit card is quick and easy.
- Provide your credit card information below:

o Mark the type of credit card you are paying with:

☐ Master Card ☐ Visa ☐ Discover ☐ American Express

o Credit Card Number:

_____ - _____ - _____ - _____

o Card Expiration Date

Month: _____ Year: _____

o Security Code: _____

- For Visa, Master Card and Discover, the three digit security code is found on the back as shown in the image on the left.
- For American Express the four digit security code is found on the front as shown in the image on the right.

o Name on the Credit Card: _____

o Billing Address:

Street_____ Suite_____

City _____ State _____ Zip_____

ADDENDUM A - SAMPLE ATTESTATION LETTER (Required)

Date

Virginia Medicaid Provider Enrollment Services
PO Box 26803
Richmond, VA 23261-6803
804-270-7027 or 888-335-8476 (Fax)

By this letter, I am attesting that I have read the interim final rule and regulations for Seclusion and Restraint for Psychiatric Residential Facilities for Recipients under 21 and that my facility is in compliance with the Centers for Medicare and Medicaid Services (CMS) rule. The regulations begin at 42 CFR 483.350 (Subpart G).

Facility Director

Facility Name

National Provider Identifier (NPI)

Address

Sincerely,

Facility Director/Date