

Instructions to Enroll Individual *Servicing Only* Providers

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Servicing Only providers are individuals who perform services under a Group, Facility, Agency, Organization, or Institution. This includes individual network providers of Managed Care Entities and Behavioral Health Organizations.

Federal regulations require all individual providers who perform services to Washington State Medicaid clients be enrolled with the Washington State Health Care Authority (HCA).

This document provides guidance on completing the enrollment of the individual providers.

If you need additional assistance, please contact Provider Enrollment at:

Phone: 1-800-562-3022 ext. 16137, or

Email: providerenrollment@hca.wa.gov

If you are a practitioner asked to enroll yourself, follow this process:

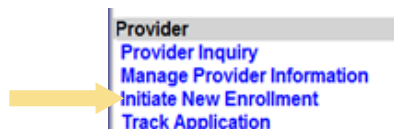
1. Go to www.hca.wa.gov/provider-enrollment to begin your application.
2. For instructions on completing your application, scroll down to page 2 on this document and follow the section titled, "Instructions on completing the individual servicing only application"

Already Enrolled with HCA as a Group, Facility, Agency, Organization, or Institution:

1. Log into your ProviderOne portal at www.waproviderone.org using your domain number, username, and password.

For assistance with your username and/or password, please contact ProviderOne Security at provideronesecurity@hca.wa.gov

2. After logging into your ProviderOne portal, you will be asked to select a Profile to use. Please select either "EXT Provider File Maintenance" or "EXT Provider Super User" for the profile.
3. Next, click on "**Initiate New Enrollment**"



4. For instructions on completing the individual servicing only application, scroll down to page 2 on this document and follow the section titled, "Instructions on completing the individual servicing only application"

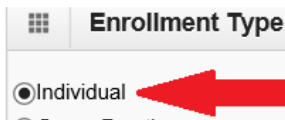
Not Enrolled with HCA as a Group, Facility, Agency, Organization, or Institution:

1. The Group, Facility, Agency, Organization, or Institution must be enrolled with HCA.
2. For Enrollment Instructions:
 - Go to <https://www.hca.wa.gov/enroll-as-a-provider>
 - Scroll down and click on the blue-hyperlink titled “Billing provider” – This will take you to the enrollment instructions for billing providers
3. After reading the enrollment instructions and compiling all requirements listed in the instructions, go to www.hca.wa.gov/provider-enrollment to begin your online application. The online application has up to 18-steps that must be completed.

Instructions on completing the individual servicing only application:

After accessing the ProviderOne Enrollment Portal, follow the below instructions for completing the individual servicing only application.

1. On the Enrollment Type list, select “Individual” and then hit the “Submit” button.



2. On the Basic Information Screen, complete the following sections:
 - Select “SSN” – *For Individual Servicing Only providers, SSN must be selected
 - Complete the following *required fields:
 - First Name, Last Name,
 - Gender, SSN, Date of Birth,
 - Select “Servicing Only” for the Servicing Type dropdown,
 - Enter the Individual’s National Provider Identifier (NPI),
 - Select “Other” for the W-9 Entity Type,
 - Type in “Servicing Only” in the W-9 Entity Type (If Other) field,
 - In the Other Organizational Information dropdown make the applicable selection,
 - Enter the Email Address.

Please also enter Middle Name, Suffix, and Title (if applicable)

- After entering required data, hit the 'Next' button.

Basic Information

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

Tax Identifier Type: ☐ FEIN ☒ SSN

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

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

Provider Name: (First Name) (Middle Name) (Last Name)

Suffix: Gender:

SSN: Title:

Date of Birth: Servicing Type:

National Provider Identifier(NPI): UBI:

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

Other Organizational Information: Email Address:

Enrollment Effective Date:

Next

- The next screen will provide your Application # which is a 14-digit number. Write your application # down in case you must return to the application at a later time. Then, click the 'Next' button.
- This will take you to the Business Process Wizard (BPW) where all of the following required steps must be completed: Step 1, Step 3, Step 5, Step 14, Step 16, and Step 17

Step 1 (Provider Basic Information): This step will already show a status of Complete as this is the data you entered on the Basic Information screen you just completed.

Step 3 (Add Specializations): Add the individual provider's taxonomy to this step by doing the following:

[If you are an individual network provider under a Behavioral Health Organization, please see the table below on page 6 to determine which taxonomy to use.]

- Click on the blue-link titled [Step 3: Add Specializations](#)
- Click on the 'Add' button



- For the Administration dropdown, select "HRSA"
- For the Provider Type dropdown, select the individual's provider type
- For the Specialty dropdown, select the individual's specialty
- After making those selections, a list of Available Taxonomy Codes will appear in the 'Available Taxonomy Codes' section – select the applicable taxonomy(s) for the individual provider being enrolled.

To select a taxonomy, click on the taxonomy just once which will highlight the taxonomy in blue. Then, click the arrow >> to move the taxonomy to the 'Associated Taxonomy Codes' field

- g. After all applicable taxonomies have been added to the 'Associated Taxonomy Codes' field, click the OK button.

Add Specialty/Subspecialty

Administration: *

Provider Type: *

Specialty: *

End Date:

Add Taxonomy Code

Available Taxonomy Codes

Associated Taxonomy Codes *

OK Cancel

Step 5 (Add Licenses and Certifications):

- a. Click on the blue-link titled [Step 5: Add Licenses and Certifications](#)
- b. Click on the 'Add' button

Close Add Update

- c. The following screen will appear:

Add License/Certification

License/Certification Type: ABCD Certification *

License/Certification #: *

Effective Date: *

End Date: *

OK Cancel

- d. In the License/Certification Type dropdown, select "Professional License"
- e. In the License/Certification # field, enter the individual provider's professional license #.
- Note: For Washington State licensed providers, the professional license begins with 2-letters and is followed by 8-digits (no spaces, no dashes). Example: AA00000000
- f. In the Effective Date field, enter the original start-date of the license
- g. In the End Date field, enter the end-date as currently shown on your license
- h. Then, click the OK button

Note: If the individual provider has a DEA #, the DEA # can also be added in Step 5. To do this select “Drug Enforcement (DEA) Number” from the dropdown, enter the DEA # into the License/Certification # field, enter the original start-date of the DEA #, and the end-date as currently shown on the DEA license.

Step 14 (Add Billing Provider Details):

- a. Click on the blue-link titled [Step 14: Add Billing Provider Details](#)
- b. Click on the ‘Add’ button



- c. In the field titled “ProviderOne ID / NPI” enter either the ProviderOne ID or the NPI of the Group, Facility, Agency, Organization, or Institution that the individual provider is performing services under.
- d. Click the “Confirm Provider” button to confirm the provider exists in ProviderOne – If the provider exists in ProviderOne, the Provider Name will appear in the “Provider Name” section
- e. If the provider was confirmed as an existing provider, click the OK button

If the provider was not confirmed as an existing provider, then you will not be able to complete the servicing only application. At this point, please follow the instructions above on page 2 titled “Not enrolled with HCA as a Group, Facility, Agency, Organization, or Institution”

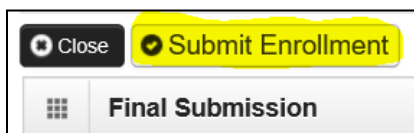
Step 16 (Complete Enrollment Checklist):

- a. Click on the blue-link titled [Step 16: Complete Enrollment Checklist](#)
- b. The Provider Checklist page will appear. All questions on this page must be answered by selecting either “Yes” or “No” in each of the Answer dropdowns.

If you mark “Yes” to any answer, you must also enter a comment in the Comments box to the right of the “Yes.”
- c. After answering all questions, click the Save button (located toward the upper-left-hand portion of the screen)

Step 17 (Final Enrollment Instructions):

- a. Click on the blue-link titled [Step 17: Final Enrollment Instructions](#)
- b. Click the “Submit Enrollment” button



- c. A pop-up message will appear that states, “Your application has been sent to the state for processing” – This indicates that you have successfully submitted the online application.

Important: Applications are worked on in the order they were received

The following Table is for use by behavioral health providers to assist in the transition to Integrated Managed Care (IMC).

How do behavioral health providers know which taxonomy code to enroll under?

Providers should enroll under the taxonomy that is most appropriate to their credentialing or licensure. Please see the below table for a crosswalk of 2-digit SERI provider types to 9-digit taxonomy codes.

SERI Provider Types	DOH License (If Applicable)	HCA Taxonomy Crosswalk	Taxonomy Notes
<i>01 RN</i>	Registered Nurse	163W00000X - Registered Nurse	
<i>01 LPN</i>	Licensed Practical Nurse	164W00000X - Licensed Practical Nurse	
<i>02 ARNP</i>	ARNP	363LP0808X - Psych, Mental Health ARNP	HCA recognizes 18 subspecialties for ARNP's
<i>02 PA</i>	Physician Assistant	363A00000X - Physician Assistant	HCA recognizes three subspecialties for PA's
<i>03 Psychiatrist/MD4</i>	Psychiatrist (Physician)	2084P0800X - Psychiatry & Neurology	HCA recognizes 5 subspecialties for Psychiatrists
<i>04 MA/PhD (licensed)</i>	Social Worker Advance License	104100000X - Social Worker	
	Social Worker Independent Clinical License	104100000X - Social Worker	
	Marriage and Family Therapist License	106H00000X - Marriage and Family Therapist	
	Mental Health Counselor License	101YM0800X – Mental Health Counselor	Both DOH credentialed counselor types are enrolled under the same taxonomy; only difference being counselor's with the certified certification cannot be enrolled as a sole proprietor under FFS; should not impact the IMC implementation
	Counselor Certified Certification		
<i>Licensed Psychologist- new</i>	Licensed Psychologist	103T00000X	HCA recognizes 16 subspecialties of Psychologists
<i>MA/PHD (non licensed)- new</i>		101Y99996L - MA/PHD (non licensed)	

<i>05 Below Masters Degree</i>		101Y99995L - MH & CDPT in training; crosswalk with SERI types 05, 09, 10, 12, 21	
<i>06 DBHR Credentialed Certified Peer Counselor</i>		175T00000X - Peer Specialist	
<i>09 Bachelor Level with Exception/Waiver</i>		101Y99995L - MH & CDPT in training; crosswalk with SERI types 05, 09, 10, 12, 21	
<i>10 Master Level with Exception/Waiver</i>		101Y99995L - MH & CDPT in training; crosswalk with SERI types 05, 09, 10, 12, 21	
<i>12 Other (Clinical Staff)</i>		101Y99995L - MH & CDPT in training; crosswalk with SERI types 05, 09, 10, 12, 21	
<i>14 Non-DBHR Credentialed Certified Peer Counselor</i>		175T99994L - Non-DBHR Certified Peer Counselor; crosswalk with SERI type 14	
<i>15 Medical Assistant – Certified</i>		101Y99993L - Medical Assistant - Certified; crosswalk with SERI type 15	
<i>16 PharmD</i>	Pharmacist License	183500000X - Pharmacist	HCA recognizes 7 subspecialties of Pharmacists
<i>20 Chemical Dependency Professional</i>	Chemical Dependency Professional Certificate	101YA0400X - Chemical Dependency Professional (CDP)	
<i>21 Chemical Dependency Professional Trainee</i>	Chemical Dependency Professional <u>Trainee</u> Certificate	101Y99995L - MH & CDPT in training; crosswalk with SERI types 05, 09, 10, 12, 21	