

Medicaid Provider Enrollment **FAQ**

State Law Requirements

The State of Oregon requires that any billing or rendering provider seeking to be reimbursed for services under a Medicaid benefit enroll with the Oregon Health Authority (OHA) and obtain a Medicaid identification number, under OAR 410-120-1260.

This requirement has been expanded and now captures ordering, referring, prescribing and attending (ORPA) providers. CMS, in conjunction with the Patient Protection and Affordable Care Act, requires all ORPA providers to be enrolled with Oregon Medicaid program (42 CFR 455.410 Enrollment and Screening of Providers).

PacificSource began enforcing this requirement in alignment with the Oregon Health Authority August 1, 2017. All claims submitted with dates of service on or after August 1, 2017, will be validated for ORPA providers against enrollment in the Oregon Medicaid program.

Enrolling with Medicaid

The provider enrollment applications:

- **Oregon Provider Medicaid ID Application and Provider Enrollment Form**
- **Oregon Organization Medicaid ID Application and Provider Enrollment Form**

Find these forms at CommunitySolutions.PacificSource.com. Under the Providers tab, go to the Document Library.

How do I become a Medicaid-approved provider (MAP) and obtain a MAP ID?

Please reach out to our Provider Service department; this team will be able to direct you to the next steps in becoming a Medicaid-approved provider. Contact information is below.

How do I know what application is appropriate for me and/or my business?

Every provider with an NPI needs to enroll to be a Medicaid-approved provider; this includes providers involved in ordering, rendering, referring, prescribing and attending via the Oregon Provider Medicaid ID application.

If you bill with a type 2 NPI, you will also need to enroll your business by filling out the Oregon Organization Medicaid ID application in addition to the Oregon Provider Medicaid ID application.

If I'm a solo provider billing with my individual NPI and a Tax ID, what type of enrollment do I need?

If you are the sole practitioner, and no other providers will be billing under your Tax ID, you will only need the Oregon Provider Medicaid ID application. If you plan to have additional providers bill under your Tax ID, you need to obtain a type 2 NPI and also complete the organizational enrollment section.

Note: Each Medicaid ID Application type **MUST** be accompanied by a signed and completed Provider Enrollment Form, at the time of submission.

Questions?

We're happy to help. Contact your PacificSource Provider Service Representative.

**orproviderservice@
pacificsource.com**
855-247-7575



When do I need to fill out a Provider Enrollment Agreement?

You need to complete a Provider Enrollment Agreement any time you fill out form 3108 or 3974 as a new provider, or are seeking renewal and revalidation.

Note: ALWAYS check your taxonomy code via the **NPI registry** prior to submitting your Medicaid Enrollment ID application(s). This will help you ensure your taxonomy matches the scope of care rendered and billed. (See information about Taxonomy on the top of the next page.)

What is needed to complete a Medicaid ID application?

- Forms 3108 and 3975
 - Type I NPI
- Forms 3975 and 3974
 - Type I and Type II NPI
- Copy of the claim
 - If you have billed prior to becoming enrolled with Medicaid.
- Business license
- W-9
- 501C if applicable

I may already be a Medicaid-approved provider. How can I verify that?

Please reach out to our Provider Service team at ORProviderService@pacificsource.com.

What is the typical processing time to obtain a MAP ID?

The typical processing time can take 6 to 8 weeks.

I have already provided services to a member, but am not enrolled in Oregon Medicaid. Can the enrollment be retroactive?

Yes, an Oregon Medicaid enrollment number can have a retroactive effective date of up to one year to include service rendered.

How do I know if I need to become enrolled with Oregon Medicaid?

All providers billed on a claim need to be enrolled with Medicaid in order for services to be reimbursed.

What is an NPI?

A National Provider Identifier (NPI) is a 10-digit number identifier.

Where can you register for an NPI or find your NPI?

For an NPI, visit the National Plan & Provider Enumeration System (NPPES). All providers are required to obtain an NPI in order to enroll as a Medicaid-approved provider and receive a Medicaid ID. For more information, go to NPIRegistry.CMS.hhs.gov.

Where can I find more information regarding NPI and what I might need to know?

A 10-page guide, "NPI: What You Need to Know" is available for download (PDF) at CMS.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/NPI-What-You-Need-To-Know.pdf

Taxonomy

What is the taxonomy code?

The Healthcare Provider Taxonomy Code Set is a hierarchical code set that consists of codes, descriptions, and definitions. The codes are designed to categorize the type, classification, and/or specialization of healthcare providers. The code is different from your Tax ID number.

Who has a taxonomy code?

All providers who have a National Provider Identification (NPI) will have an associated taxonomy code as well. For more information, see the National Plan & Provider Enumeration System (NPPES) website at [NPIregistry.cms.hhs.gov](https://nppes.cms.hhs.gov).

Does our taxonomy need to match our services?

Yes! It's important to have your taxonomy match the type of services you will be billing. Discrepancies will cause claim errors.

Billing and Reimbursement

What if I have billed a claim before I obtain a MAP ID?

If you have submitted a claim and have yet to enroll to become a Medicaid-approved provider, you will receive a claim denial and the Oregon Enrollment form.

How do I know if a service is covered under the Oregon Health Plan (OHP)?

This is identified when using LineFinder, our online tool to assist providers in determining what OHP covers. OHP generally updates this information quarterly. The tool can be found at Intouch.PacificSource.com/LineFinder.

What if I'm not contracted with PacificSource—can I still be reimbursed for service rendered?

If you're not contracted with PacificSource, you are likely to be reimbursed for services rendered if you are a reimbursable provider type, have a referral in place, the services rendered are covered under OHP, and you have an active enrollment with Oregon Medicaid.

Forms and Resources

Where can I find forms and more information?

For forms and more information, go to CommunitySolutions.PacificSource.com. Under the **Providers** tab, see our Document Library.

How do I become a contracted provider with PacificSource Community Solutions?

Please reach out to Provider Service. This team will direct you to the next steps in becoming a contracted provider.

Where can I find general PacificSource Community Solutions policies and procedures?

Our policies and procedures are included in our Provider Manual, available for download at CommunitySolutions.pacificsource.com/document/PSCS_PDF_ProviderManual.

Who can I contact if I have other questions?

Provider Service: **855-247-7575** or ORProviderService@pacificsource.com

Medicaid Customer Service: **800-431-5920** or CommunitySolutionsCS@pacificsource.com

