

July 17, 2019

## 1115 Provider Enrollment “Helpful Hints”

As providers begin to receive the new 1115 Location Approvals from DBH, the additional step of enrolling each location as a unique Medicaid location is required. It is extremely important that providers follow these steps or enrollment will not be successful.

### Step #1:

On the initial screen for Provider Type you must select:

**Behavioral Health**

The screenshot shows the initial screen of the 1115 Provider Enrollment application. At the top is a navigation bar with links: Home, Project Control, Member, Provider, Ct Mgmt, Claims, EPSDT, Rules Mgmt, Benefits, Info Analysis, Financial, and M. Below this is a blue header bar with the text "Demographic". A red asterisk indicates a "Required Field".

On the left side, there is a sidebar with "Application Links" and a "Help" section. The "Application Links" section includes a list of links: Instructions, Identifying Information, Licensure / Certification, Provider Identifier Number, Service Location / Billing Information, Affiliation, Electronic Transmission, Ownership, and Exclusions / Sanctions. The "Help" section includes a "Group Name" section and a "FEIN" section.

The main content area is titled "Provider Type" and contains a dropdown menu for "Provider Type" with "Behavioral Health" selected. Below this is a section titled "Identifying Information- Section 1". This section contains several fields and questions:

- A text field for "Please enter group as the pay-to business legal name (This name must match the business name provided to the IRS. Payments and tax name)." with a red asterisk.
- A text field for "\*Group Name" with a red asterisk.
- A text field for "\*Federal Employer Identification # (FEIN)" with a red asterisk.
- A text field for "Doing Business As(DBA) Name".
- A question: "Have you ever used a different DBA Name?" with radio buttons for "Yes" and "No".
- An "Important" note: "Your FEIN will be linked to your Alaska Medical Assistance provider number. All claims paid to your Alaska Medical Assistance submitted as income under the FEIN listed here to the IRS. The FEIN listed here will override any tax ID submitted on a claim billed by for the group whose information was provided."
- A question: "Is this application due to a change of ownership?" with radio buttons for "Yes" and "No".

## Step #2:

Under the Specialty you must select:

### SUD Group Practice

Home

Project Control ▸

Member ▸

Provider ▸

Ct Mgmt ▸

Claims ▸

EPSDT ▸

Rules Mgmt ▸

Benefits ▸

Info Analysis ▸

Financial ▸

My Account ▸

License / Certification

Print

Required Field

Application Links

Application Tracking Number -

Instructions

Identifying Information

**License / Certification**

Provider Identifier Number

Service Location / Billing Information

Affiliation

Electronic Transmission

Ownership

Exclusions / Sanctions

help

**Provider Type**

Select a Provider Type from the available list.

**License/Certification, Specialty & Taxonomy:**

To add License, Certification, Specialty and/or Taxonomy information, click the appropriate 'Add' button. Enter the required information, and Save the form. Click anywhere on an existing row to update or delete the row.

Specialty

Note: Enter information for **all** the specialties for which you are board certified or eligible. A specialty requires completion of the appropriate residency program and board certification or eligibility.

If you are a hospital provider type please click on the **Add Specialty** button and indicate if you are a small hospital, critical access hospital, or a sole community hospital. Please also use this button to indicate if you have swing beds or administrative wait beds at your facility.

Specialty List

Add

Specialty ▾	Certification # ▾	Certification Agency ▾	State ▾
SUD Group Practice			Alaska

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Taxonomy

Add Tax

Taxonomy ▾	Begin Date ▾	End Date ▾
251S00000X	07/01/2019	12/31/9999

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