

State of Missouri
Department of Social Services
Missouri Medicaid Audit & Compliance



ENROLLMENT APPLICATION - INDIVIDUAL

LIMITED ENROLLMENT FOR MANAGED CARE NETWORK PROVIDERS (INDIVIDUALS)

To comply with the Medicaid and CHIP Managed Care Final Rule (CMS-2390-F) and 42 CFR § 438.602(b), each State Medicaid Agency (SMA) must screen and enroll all network providers of contracted MCOs. If you execute a network provider agreement with one or more of the contracted MCOs in Missouri, you must submit this enrollment application to the Missouri Medicaid Audit & Compliance (MMAC) Provider Enrollment Unit within 120 days of the effective date of your MCO contract. You only need to submit one application to MMAC, regardless of how many MCOs you hold a contract with. If you do not complete the application process with MMAC, the MCO(s) is required to terminate your network agreement.

Individual providers completing this application will not submit claims to MO HealthNet, nor will they be required to provide any services to Medicaid Fee for Service participants. If you are already enrolled with MO HealthNet as a billing or performing provider, you do not need to complete this application.

Please type or print legibly using BLACK OR BLUE INK ONLY, and retain a copy of this entire document for your records.

Submit this application to: MMAC Provider Enrollment
205 Jefferson Street, 2nd Floor
P.O. Box 6500
Jefferson City, MO 65102
Fax: 573-634-3105
Email: mmac.providerenrollment@dss.mo.gov

Provider Enrollment Application Instructions for MCO Network Providers (Individuals)

This application is to be used by individual providers and only if you are enrolling for the sole purpose of meeting the federally mandated requirements of the Medicaid and CHIP Managed Care Final Rule (CMS-2390-F) and 42 CFR § 438.602(b). All questions must be completed. Attach additional sheets if necessary to answer each question completely and each additional sheet must display the relevant question number from the application.

If you are already enrolled with MO HealthNet and only need to update your information, please complete and submit a Provider Update Form. If you want to terminate your MO HealthNet enrollment, please complete a Provider Update Form.

Requirements:

42 CFR § 438.602(b) states: **(1) The State must screen and enroll, and periodically revalidate, all network providers of MCOs, PIHPs, and PAHPs, in accordance with the requirements of part 455, subparts B and E of this chapter.** This requirement extends to PCCMs and PCCM entities to the extent the primary care case manager is not otherwise enrolled with the State to provide services to Fee-For-Services (FFS) beneficiaries. This provision does not require the network provider to render services to FFS beneficiaries. **(2) MCOs, PIHPs, and PAHPs may execute network provider agreements pending the outcome of the process in paragraph (b)(1) of this section up to 120 days, but must terminate a network provider immediately upon notification from the State that the network provider cannot be enrolled, or the expiration of one 120 day period without enrollment of the provider, and notify affected enrollees.**

This requirement will apply to Ordering, Prescribing, and Referring (OPR) providers in a managed care setting as well.

- **If you are already enrolled with MO HealthNet as a billing or performing provider, you do not need to complete this application.**
- This application is solely for MCO Network providers not participating with the MO HealthNet Fee for Service program. If at any time you would like to become a fully participating MO HealthNet provider, you must enroll by submitting a new enrollment application form for your specific provider type.
- You must have a ten digit National Provider Identifier (NPI). The NPI is the standard, unique health identifier for health care providers and is assigned by the National Plan and Provider Enumeration System (NPPES).
 - The NPI must be for an individual physician or non-physician practitioner (not an organizational NPI).
 - Applying for the NPI is a separate process from MO HealthNet enrollment.
 - To obtain an NPI, apply online at <https://nppes.cms.hhs.gov>.
 - For more information about NPI enumeration, visit www.cms.gov/NationalProvIdentStand.

Provider Enrollment Application for MCO Network Provider (Individual)

Section 1: General Information

1. Provider Name: _____
2. NPI Number: _____
3. Provider Date of Birth: _____
4. Social Security Number: _____
5. Physical Address: _____
6. Mailing Address: _____
7. Provider Email Address: _____
8. Telephone Number: _____
9. Fax Number: _____
10. DEA Number (if applicable): _____

Section 2: License/Certification Information

- List all professional licenses or certifications for all states.
- Add additional copies of this page if more space is needed.

License Number	License Type	Issuing State	Effective Date	End Date

MEDICAL SPECIALTY: _____

Section 3 – Final Adverse Legal Actions/Convictions

Please provide information on final adverse legal actions, such as convictions, exclusions, revocations and suspensions. All applicable final adverse actions must be reported, regardless of whether any appeals are pending.

Convictions

1. The physician or non-physician practitioner was, within the last 10 years preceding enrollment or revalidation of enrollment, convicted of a federal or state felony offense that CMS has determined to be detrimental to the best interests of the program and its beneficiaries. Offenses include: Felony crimes against persons and other similar crimes for which the individual was convicted, including guilty pleas and adjudicated pre-trial diversions; financial crimes, such as extortion, embezzlement, income tax evasion, insurance fraud, and other similar crimes for which the individual was convicted, including guilty pleas and adjudicated pre-trial diversions; any felony that placed the Medicaid program or its beneficiaries at immediate risk (such as a malpractice suit that results in a conviction of criminal neglect or misconduct); and any felonies that would result in a mandatory exclusion under Section 1128(a) of the Social Security Act.
2. Any misdemeanor conviction, under federal or state law, related to: (a) the delivery of an item or service under Medicare or a state health care program, or (b) the abuse or neglect of a patient in connection with the delivery of a health care item or service.
3. Any misdemeanor conviction, under federal or state law, related to theft, fraud, embezzlement, breach of fiduciary duty, or other financial misconduct in connection with the delivery of a health care item or service.
4. Any felony or misdemeanor conviction, under federal or state law, relating to the interference with or obstruction of any investigation into any criminal offense described in 42 C.F.R. Section 1001.101 or 1001.201.
5. Any felony or misdemeanor conviction, under federal or state law, relating to the unlawful manufacture, distribution, prescription, or dispensing of a controlled substance.

Exclusions, Revocations, or Suspensions

1. Any revocation, suspension, probation, censure, or reprimand of a license to provide health care by any state licensing authority. This includes the surrender of such license while a formal disciplinary proceeding was pending before a state licensing authority.
2. Any revocation, suspension, probation, censure, or reprimand of an accreditation.
3. Any termination, suspension or exclusion from participation in, or any sanction imposed by, a federal or state health care program, or any debarment from participation in any federal Executive Branch procurement or non-procurement program.
4. Any past or present Medicare/Medicaid payment suspension under any Medicare/Medicaid identification number.
5. Any Medicare/Medicaid revocation of any Medicare/Medicaid identification number.

Have you, under any past or present name or business entity, ever had a final adverse legal action, listed above, imposed against you?

_____ **Yes** _____ **No**

If no, skip to the Provider Signature in Section 5.

If yes, complete the fields listed below to report each final adverse legal action, when it occurred, the federal or state agency or the court/administrative body that imposed the action, and the resolution. If you need more room, attach a separate sheet.

If yes, attach a copy of the final adverse legal action documentation.

Briefly describe adverse legal action:	Date:	Taken By:	Resolution:

Section 4 – Provider Signature/Attestation

By execution of this attestation, the undersigned individual “Provider” agrees to enroll with MO HealthNet as a non-participating provider, solely for the purpose of meeting the federally mandated requirements of Medicaid and CHIP Managed Care Final Rule (CMS-2390-F) and 42 CFR § 438.602(b). To the best of my knowledge, the information supplied on this application is accurate, complete and is hereby released to the Department of Social Services (DSS) and the Missouri Medicaid Audit & Compliance Unit (MMAC). I also understand that pursuant to 13 CSR 70-3.020(7), I must advise the Department, in writing, of any changes affecting the provider’s enrollment records.

Legal Name of Provider: _____

Provider Signature: _____

Date Signed: _____

Completed applications may be submitted:

By mail:	Missouri Medicaid Audit & Compliance 205 Jefferson Street, 2 nd Floor P.O. Box 6500 Jefferson City, MO 65102
By fax:	573-634-3105
By email:	mmac.providerenrollment@dss.mo.gov

Contact Person Information:

If questions arise during the processing of this application, MMAC will attempt to contact you directly at the location listed in Section 1. If you are not available, you may designate a credentialing specialist or alternate contact person below.

Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Email Address (if applicable) _____

Relationship or Affiliation to You: _____

Note: The contact person reported in this section will only be authorized to discuss issues concerning this application and enrollment as a provider with MO HealthNet. MMAC will not discuss any other Medicaid issues about you with the above Contact Person.