

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 (42 CFR 455.410 Enrollment and Screening of Providers) effective August 1, 2017.

Enrolling with Medicaid

The provider enrollment applications:

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

Find these forms at CommunitySolutions.PacificSource.com. They are located under the Provider tab in the Document Library.

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

Every provider with an NPI must 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 a solo practitioner, and no other providers will be billing under your Tax ID, you will only need to complete the [Oregon Provider Medicaid ID application](#). If you plan to have additional providers bill under your Tax ID, please obtain a type 2 NPI and also complete the [Oregon Organization Medicaid ID Application](#).

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

You need to complete a [Provider Enrollment Agreement](#) any time you fill out the [Oregon Organization Medicaid ID Application](#) and/or [Oregon Provider Medicaid ID Application](#) as a new provider, or are seeking renewal and revalidation.

Note: ALWAYS check your taxonomy code via the [NPI registry](#) prior to submitting your Oregon Medicaid Enrollment ID application(s). This will help ensure your taxonomy matches the scope of care rendered and billed. (See information about Taxonomy below.)

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

Questions?

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

ORProviderService@PacificSource.com

855-247-7575



PacificSource
Community Solutions

What is needed to complete a Medicaid ID application?

- The [Oregon Provider Medicaid ID Application](#) and [Provider Enrollment Agreement](#) - Type I NPI
- The [Oregon Organization Medicaid ID Application](#) and [Provider Enrollment Agreement](#) - 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 is 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 ID number can have a retroactive effective date of up to one year to include service rendered. Please note that a retroactive Medicaid ID does not override PacificSource timely filing guidelines. Please see our [Provider Manual](#) for additional information.

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

All providers included on claims submissions must be enrolled with Medicaid in order for services to be reimbursed.

What is an NPI?

A National Provider Identifier (NPI) is a 10-digit identification number, issued to healthcare providers by the Center for Medicare and Medicaid Services (CMS).

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

Register or find your NPI by visiting 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](https://www.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, visit NPIregistry.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 Medicaid ID Application Form(s).

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

You can use our online tool, LineFinder, to see what services OHP covers. OHP generally updates this information quarterly. The tool can be found at [InTouch.PacificSource.com/LineFinder](https://PacificSource.com/LineFinder).

What if I'm not contracted with PacificSource—can I still be reimbursed for services 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 an approved prior authorization 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?

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

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



Enrollment Checklist

Please use to ensure your enrollment application is complete. All documents must be legible and sent as PDF if emailed.

Oregon Provider Medicaid ID Application

- Confirm application is completely filled out, including SSN and date of birth.
- Taxonomy must match the scope of care rendered and billed.
- Taxonomy listed on application must also match provider's NPI registry.
- Complete Provider Enrollment Agreement (3975) as well. See check list below.

Oregon Organization Medicaid ID Application

Required documents must be attached:

- W9
- License for Facilities
- 501(c) for Not-for-profit
- Copy of associated claim(s) if applicable

Select "Provider Type" according to DHS/OHA Provider type list.

Common examples include, but are not limited to:

- 09 billing type enrollment: OHA required taxonomy is 193200000X or 193400000X
- 36 DME type enrollment: OHA required taxonomy is 332B00000X
- 44 Optician type enrollment: OHA required taxonomy 332H00000X

Taxonomy listed on application must match organization/facility's NPI registry.

Confirm application is complete.

Page 2: Section I. Disclosing entity information – all information here should match Oregon Organization Medicaid ID Application enrollment information.

Page 3: Disclosure #1 – if the owner or managing employee is an individual, we need the name, SSN and date of that individual. If the owner or managing employee is an organization, you will need to list the corporation's EIN. This must be different from the TIN that is being enrolled.

ALL questions on the Disclosure MUST be answered.

Page 4: Additional Disclosures – if there are additional owners, this need to be filled out for each owner. If there is only one owner, this page is not needed.

Page 5: Section III. Business transactions. This section is required by OHA. Be sure to complete in its entirety.

Signature must be completed and legible.

Complete Provider Enrollment Agreement as well. See check list below.

Provider Enrollment Agreement

- Required for each enrollment, provider and organization
- NPI and name must match what is being enrolled
- Signature needs to be complete and legible