INSTRUCTIONS ILLINOIS MEDICAL ASSISTANCE PROGRAM PROVIDER ENROLLMENT APPLICATION

Enrollment in the Illinois Medical Assistance Program requires the completion of an application with an original signature of an individual or if a business entity, an authorized person. All providers are required to complete, sign and date a Provider Agreement. Enclose additional pages when more information is available than space allows.

Providers are required by the U.S. Postal Service to use a 9-digit zip code for all address. Mail without the 9 digits may be returned by the U.S. Postal Service

NOTE: When a Change of Name occurs, a new enrollment application, agreement and attachments must be completed and submitted to the Department.

NOTE: Transportation requires copy of Vehicle Identification Card for all vehicles approved to transport medical clients.

SECTION A: PROVIDER

- 1. Check appropriate box for type of enrollment.
- 2. **PROVIDER TYPE:** Enter allocable three (3) digit code from Attachment A.
- 3. **PROVIDER NAME:** Individual Practitioners must enter name in last name, first name format. All other applicants must enter the complete business name.
- 4. **PRIMARY OFFICE ADDRESS STREET:** Provider must give a physical location, not a PO Box.
- 6. COUNTY: For Transportation providers this must reflect the county where vehicle (s) are located.
- 11. EMAIL ADDRESS: Enter up to three (3) e-mail addresses.
- 12. NATIONAL PROVIDER IDENTIFICATION # NPI: Enter ten (10) digit NPI number assigned by Federal Government to eligible health care providers and provide a copy of NPI approval letter.
- 15. LICENSE/CERTIFICATION/ENROLLMENT REQUIREMENTS: See Attachment B for specific provider requirements.
- 16. **DRUG ENFORCEMENT ACT NUMBER:** Enter the DEA number issued to the above identified address and any additional DEA numbers issued.
- 17. MEDICARE PART A NUMBER: Enclose documentation of Medicare Certification.
- 18. **ORGANIZATION TYPE:** Enter the one (1) digit number to indicate the type of ownership: (1) SOLE PROPRIETARY (2) PARTNERSHIP (3) CORPORATION.
- 19. **CONTROL OF FACILITY:** Enter the one (1) digit number to indicate the type of facility control: (1) STATE/COUNTY/CITY (2) PARTNERSHIP (3) CORPORATION.
- 20. FISCAL YEAR: Enter the end date of your Business Fiscal Year (MM/DD/YYYY.
- 21. CLINICAL LABORATORY IMPROVEMENT ACT NUMBER: Enter appropriate CLIA number documenting the approval to provide laboratory services.

SECTION B: SERVICE/SPECIALTY

- 22. CATEGORY OF SERVICE: Enter all applicable three (3) digit codes (s) from Attachment C.
- 23. PROVIDER SPECIALTY: See Attachment D-1.
- 24. PHYSICIAN UPIN NO: Unique Physicians Identification Number.
- 25. **OMNIBUS BUDGET RECONCILIATION ACT (OBRA) QUALIFICATION:** (Physician only) OBRA'90 mandates that physicians being reimbursed for services to children under the age of 21 meet certain qualifications. Enter each three digit alpha code from Attachment D-2 which applies.
- 27. **PHARMACY LOCATION:** Enter the one (1) digit number which best describes the location of the pharmacy. (1) Hospital based (2) Long Term Care based (3) Other.
- 32. PHARMACY NCPDP #: Enter seven (7) digit National Council for Prescription Drug Program Number.
- 33. **TRANSPORTATION (only):** Usual and Customary rates: TAXI: Enter usual and customary base, meter, or flag and mileage rate. Enclose a copy of documentation approving your municipality rate, if applicable.
- 36. LONG TERM CARE MEDICARE BED CAPACITY: Enter Number of Medicare eligible beds in facility.
- 37. LONG TERM CARE FISCAL MEDICARE FISCAL INTERMEDIARY: Enter Name of Medicare carrier.
- 38. LONG TERM CARE BUILDING ID CODE: Enter seven (7) digit code assigned by Department of Public Health.

SECTION C: FORMER PARTICIPATION

If you are not currently participating in the Illinois Medical Assistance Program, but have participated in the past, please complete this section. If not applicable, leave blank.

SECTION D: ADDITIONAL NPI – NATIONAL PROVIDER IDENTIFICATION

If you have been issued more than one (1) National Provider Identification – NPI, please complete this section and provide a copy of all NPI approval letters. If not applicable, leave blank.

41. **NATIONAL PROVIDER IDENTIFICATION:** Enter additional ten (10) digit NPI numbers assigned by the Federal Government to eligible health care providers.

SECTION E: PAYEE INFORMATION

One or more payee section (s) must be completed.

Individual Practitioners are to complete a payee section for each address to which payments are to be sent. If payments are to be sent to more than two addresses, enclose a sheet of paper with payee information for each.

The enclosed Alternate Payee Form and Power of Attorney must be completed if the payee name is different than the provider name.

- 42. **PAYEE NAME:** Individual Practitioners must enter name in last name, first name format. All other applicants must enter the complete business name.
- 44. **DOING BUSINESS AS (D/B/A):** If a Sole Proprietorship using a d/b/a name, enter the d/b/a name.
- 49. **TAXPAYER IDENTIFICATION NUMBER (TIN) TYPE CODE:** Enter the one (1) digit type code below which identifies the tax structure of the SSN/FEIN entered:
 - **TYPE CODE**
 - 1 Federal Employer Identification Number (Corporation/Partnership)
 - 2 Social Security Number (Individual)
 - 3 Governmental Unit
- 51. **BILLING PROVIDER/PAY TO NPI:** Enter ten (10) digit NPI number assigned by the Federal Government to eligible Billing Providers or Payees.
- 52. MEDICARE PART B NUMBER: Enter the six (6) digit number assigned by your Medicare Part B Carrier.
- 53. PHYSICIAN ID NUMBER (PIN): Enter the six (6) digit number assigned by your Medicare Part B Carrier.
- 54. **DURABLE MEDICAL EQUIPMENT REGIONAL CARRIER (DMERC):** Enter the ten (10) digit number assigned by DME Regional Carrier.

SECTION F: ENROLLMENT DATA/CERTIFICATION/SIGNATURE/HANDBOOK

THIS SECTION MUST BE COMPLETED IN ITS ENTIRETY.

Questions regarding completion of the Provider Enrollment Application should be directed to the Provider Participation Unit, (217) 782-0538. Please mail the completed application, signed agreement, and all other required documentation to:

Illinois Department of Healthcare and Family Services Provider Participation Unit P.O. Box 19114 Springfield, Illinois 62794-9114

Provider Participation Unit email address hfs.ppu@illinois.gov

Additional information regarding Illinois Healthcare and Family Services can be obtained at: <u>http://www.hfs.illinois.gov/</u>

Illinois HFS Laws and Rule Regulations available for viewing at: http://www.hfs.illinois.gov/lawsrules/index.html

Illinois HFS enrollment Forms are available at: http://www.hfs.illinois.gov/enrollment/

DO NOT RETURN THIS PAGE

PROVIDER TYPE

Provider Type Code

Eligible Provider Type

010	Physician
011	Dentist
012	Optometrist
013	Podiatrist
014	Chiropractor
016	Advanced Practical Nurses
022	Physical Therapists
023	Occupational Therapists
024	Speech Therapists
025	Audiologists
030	General Hospital
031	Psychiatric Hospital
032	Rehabilitation Hospital
036	Mental Health Services Providers
039	Hospice
040	Federally Qualified Health Center (FQHC)
043	Encountered Rate Clinic (ERC)
044	Healthy Kids Clinic
046	Ambulatory Surgical Treatment Center (ASTC)
047	Local Education Agency (LEA)
048	Rural Health Clinic
050	Home Health Agency
052	County Health Department
054	Certified Hospital Organized Satellite Clinics (CHOSC)
055	Early Intervention
056	School Based Clinic
060	Pharmacy
061	Independent Laboratory
062	Opticians/Optical Company
063	Durable Medical Equipment/Supply
064	Imaging Centers
070	Transportation (Ambulance)
071	Transportation (Medicar)
072	Taxicab/Livery Companies
073	Other Transportation (non registered)
074	Hospital based Transportation
075	Alcohol and Substance Abuse
080	Prepaid Health (HMO)
083	Prepaid Health Plans
086*	Clinical Social Worker
087*	Psychologist
088*	Other Behavioral Health Providers
089	Physician Assistants

*These provider types are enrolled with the Department for the purpose of collecting Medicaid Managed Care encounter data. The Department does not currently reimburse these provider types for services rendered to Medicaid participants.

LICENSE/CERTIFICATION/ENROLLMENT REQUIREMENTS

MEDICAL LICENSE/PUBLIC HEALTH ASSOCIATION CERTIFICATION NUMBER: Individual practitioners licensed by the Illinois Department of Financial and Professional Regulation are to enter their own professional license number. All other provider types are to enter their Public Health or applicable association certification number.

NOTE: All OUT-OF-STATE applicants must enclose a copy of a currently valid licensure/certification form including expiration date.

APPLICANTS LISTED BELOW MUST ENCLOSE THE DOCUMENTATION DESCRIBED WHEN THE APPLICATION IS SUBMITTED.

AMBULANCE: 1) Copy of certification issued by appropriate regulatory agency (I.e., for Illinois the regulatory agency is the Department of Public Health), and 2) enclose a copy of Medicare letter with approved Method of Payment. (OUT-OF-STATE Ambulance enclose ALS certification if applicable).

AMBULATORY SURGICAL TREATMENT CENTER: 1)Copy of license issued by appropriate regulatory agency (I.e., for Illinois the regulatory agency is the Department of Public Health), and 2) copy of Medicare Certification. An ASTC must submit a copy of CLIA Certification issued by HHS to enroll for laboratory services.

CERTIFIED REGISTERED NURSE ANESTHETISTS: 1) Copy of RN license, and 2) CRNA Certification.

HOME HEALTH AGENCY: 1) Copy of license, 2) copy of letter of Health and Human Services (HHS) certification with approved rate of reimbursement.

HOSPICE: 1) Copy of license and Medicare Letter of Certification with Medicare approved rate of reimbursement.

HOSPITAL: 1) Copy of license issued by State Licensing Board, 2) Copy of Medicare Letter of Certification.

IMAGING CENTERS: 1) Copy of Medicare certification as a Portable X-Ray provider.

LABORATORY: 1) Copy of Clinical Laboratory Improvement Act (CLIA) certification.

MIDWIFE: 1) Copy of RN license, 2) copy of letter of Certification by the College Nurse Midwife Association, and 3) copy of Delivery Privilege Form with delivering physician identified.

ADVANCED PRACTICAL NURSES: 1) Copy of RN license, 2) copy of Certification from American Nurse Association or National Certification Board of Pediatrics, and 3) copy of Medical Practice Agreement between Physician and Nurse Practitioner, and 4) Copy of Clia Certification if applicable, and 5) Copy of DEA certificate if applicable.

PHARMACY: 1) Copy of Pharmacy license, 2) Copy of Pharmacist-In-Charge license, 3) Copy of DEA certificate.

PHYSICIANS: 1) Copy of Physician license, 2) Copy of DEA certificate if applicable.

RURAL HEALTH: Copy of HHS letter of certification with rate or reimbursement.

TRANSPORTATION: Copy of Vehicle Identification Card for all vehicles approved to transport medical clients.

PROVIDER TYPE/CATEGORY OF SERVICE TABLE

PROVIDER TYPE

ALLOWABLE CATEGORY OF SERVICE

Code	Description	Code	Description
010	Physicians	001	Physician Services
		006	Physicians Psychiatric Services
		017	Anesthesia Services
		030	Healthy Kids Services
		045	Optical Supplies
011	Dentists	001	Physician Services
		002	Dental Services
012	Optometrists	001	Physician Services
	1	003	Optometric Services
		045	Optical Services
013	Podiatrists	004	Podiatry Services
014	Chiropractors	005	Chiropractic Services
016	Advanced Practical Nurses	017	Anesthesia Services
		018	Midwife Services
		030	Healthy Kids Services
		057	Nurse Practitioner Services
022	Physical Therapists	011	Physical Therapy Services
023	Occupational therapists	012	Occupational Therapy Services
024	Speech Therapists	013	Speech Therapy/Pathology Services
025	Audiologists	014	Audiology Services
		041 048	Medical Equipment/Prosthetic Devices Medical Supplies

PROVIDER TYPE/CATEGORY OF SERVICE TABLE

PROVIDER TYPE

030 General Hospitals

ALLOWABLE CATEGORY OF SERVICE

- 001 Physicians Services
- 012 Occupational Therapy Services
- 013 Speech Therapy/Pathology Services
- 014 Audiology Services
- 017 Anesthesia Services
- 020 Inpatient Hospital Services (General)
- 021 Inpatient Hospital Services (Psychiatric)
- 022 Inpatient Hospital Services (Physical Rehabilitation)
- 024 Outpatient Services (General)
- 025 Outpatient Services (ESRD)
- 026 General Clinic Services
- 027 Psychiatric Clinic Services (Type 'A')
- 028 Psychiatric Clinic Services (Type 'B')
- 029 Clinic Services (Physical Rehabilitation)
- 030 Healthy Kids Services
- 035 Alcohol and Substance Abuse Rehab Services
- 037 Skilled Care Hospital Residing
- 038 Exceptional Care Hospital Residing
- 039 DD/MI Non-Acute Care Hospital Residing
- 040 Pharmacy Services (Drug and OTC)
- 041 Medical Equipment/Prosthetic Devices
- 048 Medical Supplies
- 050 Emergency Ambulance Transportation
- 051 Non-Emergency Ambulance Transportation
- 052 Medicar Transportation
- 054 Service Car
- 069 Subacute Care
- 098 MPE Certification

031 Psychiatric Hospitals

- 001 Physicians Services
- 012 Occupational Therapy Services
- 013 Speech Therapy/Pathology Services
- 014 Audiology Services
- 017 Anesthesia Services
- 021 Inpatient Hospital Services (Psychiatric)
- 024 Outpatient Services (General)
- 026 General Clinic Services
- 027 Psychiatric Clinic Services (Type 'A')
- 028 Psychiatric Clinic Services (Type 'B')
- 035 Alcohol and Substance Abuse Rehab Services
- 037 Skilled Care Hospital Residing
- 038 Exceptional Care Hospital Residing
- 040 Pharmacy Services (Drug and OTC)
- 041 Medical Equipment/Prosthetic Devices
- 048 Medical Supplies
- 050 Emergency Ambulance Transportation
- 051 Non-Emergency Ambulance Transportation
- 052 Medicar Transportation
- 054 Service Car
- 067 Maternal & Child Health Application

ALLOWABLE CATEGORY OF SERVICE

PROVIDER TYPE/CATEGORY OF SERVICE TABLE

PROVIDER TYPE

032	Rehabilitation Hospitals	001	Physicians Services
001		012	Occupational Therapy Services
		013	Speech Therapy/Pathology Services
		014	Audiology Services
		017	Anesthesia Services
		022	Inpatient Hospital Services (Physical
			Rehabilitation
		024	Outpatient Services (General)
		025	Outpatient Services (ESRD)
		029	Clinic Services (Physical Rehabilitation)
		037	Skilled Care – Hospital Residing
		038	Exceptional Care – Hospital Residing
		039	DD/MI Non-Acute Care – Hospital Residing
		040	Pharmacy Services (Drug and OTC)
		041	Medical Equipment/Prosthetic Devices
		048	Medical Supplies
		050	Emergency Ambulance Transportation
		051	Non-Emergency Ambulance Transportation
		052	Medicar Transportation
		054	Service Car
		067	Maternal & Child Health Application
039	Hospice	060	Home Care
	-	061	General Inpatient
		062	Continuous Care Nursing
		063	Respite Care
040	Federally Qualified Health Centers (FQHC)	026	General Clinic Services
		030	Healthy Kids Services
		040	Pharmacy Services (Drug and OTC)
042	School Based Clinics	026	General Clinic Services
		030	Healthy Kids Services
043	Encounter Rate Clinics (ERC)	026	General Clinic Services
		030	Healthy Kids Services
		040	Pharmacy Services (Drug and OTC)
044	Healthy Kids Clinic	030	Healthy Kids Services
046	Ambulatory Surgical Treatment Center	024	Outpatient Services (General)

PROVIDER TYPE/CATEGORY OF SERVICE TABLE

PROVIDER TYPE		ALLOWABLE CATEGORY OF SERVICE	
047	Local Education Agencies (LEA)	001	Physicians Services
		002	Dental Services
		003	Optometric Services
		006	Physicians Psychiatric Services
		010	Nursing Services
		011	Physical Therapy Services
		012	Occupational Therapy Services
		013	Speech Therapy/Pathology Services
		014	Audiology Services
		030	Healthy Kids Services
		052	Medicar Transportation
		053	Taxicab Services
		054	Service Car
		055	Auto Transportation (Private)
		056	Other Transportation
		058	Social Work
		059	Psychologist
048	Rural Health Clinics	026	General Clinic Services
		030	Healthy Kids Services
050	Henry Herlich Association	010	Namina Camina
050	Home Health Agencies	010	Nursing Services
		011	Physical Therapy Services
		012	Occupational Therapy Services
		013	Speech Therapy/Pathology Services
		016	Home Health Aids
052	County Health Departments	001	Physicians Services
	· ·	010	Nursing Services
		011	Physical Therapy Services
		012	Occupational Therapy Services
		013	Speech Therapy/Pathology Services
		016	Home Health Aids
		017	Anesthesia Services
		030	Healthy Kids Services
054	Certified Hospital Organized	001	Physicians Services
	Satellite Clinics (CHOSC)	012	Occupational Therapy Services
		013	Speech Therapy/Pathology Services
		014	Audiology Services
		017	Anesthesia Services
		030	Healthy Kids Services
		040	Pharmacy Services (Drug and OTC)
		041	Medical Equipment/Prosthetic Devices
		048	Medical Supplies
055	Early Intervention	007	Development Therapy, Orientation and Mobility Services
		031	Early Intervention Services

068 Targeted Care Management Services

ALLOWABLE CATEGORY OF SERVICE

PROVIDER TYPE/CATEGORY OF SERVICE TABLE

PROVIDER TYPE

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	088*	Other Behavioral Health Providers	064	Other Behavioral Health

*These provider types are enrolled with the Department for the purpose of collecting Medicaid Managed Care encounter data. The Department does not currently reimburse these provider types for services rendered to Medicaid participants.

SPECIALTY CODES FOR PHYSICIANS

(For Use In Completion Of Enrollment Application)

ADL	ADOLESCENT MEDICINE
AI	ALLERGY AND IMMUNOLOGY
AM	AEROSPACE MEDICINE
Α	ALLERGY
AN	ANESTHESIOLOGY
BLB	BLOODBANKING
BE	BRONCHO-ESOPHAGOLOGY
С	CARDIOLOGY
CD	CARDIOVASCULAR DISEASES
D	DERMATOLOGY
DMP	DERMATOPATHOLOGY
DIA	DIABETES
DLI	IMMUNOLOGY, DIAGNOSTIC LABORATORY
EM	
END	ENDOCRINOLOGY
FP	FAMILY PRACTICE
GE	GASTROENTEROLOGY
GP	GENERAL PRACTICE
GPM	GENERAL PREVENTIVE MEDICINE
GER	GERIATRICS
GYN	GYNECOLOGY
HEM	HEMATOLOGY
HYP	HYPNOSIS
IG	IMMUNOLOGY
ID	INFECTIOUS DISEASES
IM	
LAR	
LAK	LEGAL, MEDICINE
MFS	MAXILLOFACIAL SURGERY
MM	MEDICAL MICROBIOLOGY
ND	NEOPLASTIC DISEASES
NEP	NEOH EASTIC DISEASES NEPHROLOGY
NEF	NEUROLOGY
NN	NEONATOLOGY
NPM	NEONATOLOGI NEONATAL-PERINATAL MEDICINE
CHN	NEUROLOGY, CHILD
NA	NEUROPATHOLOGY
NA NM	
NR	NUCLEAR RADIOLOGY
NTR	NUTRITION
MFM	MATERNAL & FETAL MEDICINE
OBS	OBSTETRICS
OBG	OBSTETRICS AND GYNECOLOGY
OLO	OTOLARYNGOLOGY
OM	OCCUPATIONAL MEDICINE
ON	ONCOLOGY
OPH	OPHTHALMOLOGY
OSU	ORAL SURGERY
OT	OTOLOGY
ΟΤΟ	OTORHINOLARAYNGOLOGY

РТН	PATHOLOGY
CLP	PAATHOLOGY CLINICAL
CMP	PATHOLOGY CHEMICAL
FOP	PATHOLOGY FORENSIC
PD	PEDIATRICS
PDA	PEDIATRIC ALLERGY
PDP	PEDIATRIC PULMONARY
PDC	PEDIATRIC CARDIOLOGY
PDE	PEDIATRIC ENDOCRINOLOGY
РНО	PEDIATRIC HEMATOLOGY-ONCOL
PNP	PEDIATRIC NEPHROLOGY
PA	PHARMACOLOGY, CLINICAL
PM	PHYSICAL MEDICINE & REHAB
Р	PSYCHIATRY
CHP	PSYCHIATRY, CHILD
PYA	PSYCHOANALYSIS
PYM	PSYCHOSOMATIC MEDICINE
PH	PUBLIC HEALTH
PUD	PULMONARY DISEASES
RO	RADIATION ONCOLOGY
R	RADIATION
DR	RADIOLOGY, DIAGNOSTIC
PDR	RADIOLOGY, PEDIATRIC
TR	RADIOLOGY, THERAPEUTIC
REN	REPRODUCTIVE ENDOCRINOLOGY
RHU	RHEUMATOLOGY
RHI	RHINOLOGY
RIP	RADIOSOTOPIC PATHOLOGY
ABS	SURGERY, ABDOMINAL
CDS	SURGERY, COLON & RECTAL
GS	SURGERY, GENERAL
FPS	SURGERY, FACIAL PLASTIC
CVS	SURGERY, CARDIOVASCULAR
HS	SURGERY, HAND
HNS	SURGERY, HEAD AND NECK
NS	SURGERY, NEUROLOGICAL
ORS	SURGERY, ORTHOPEDIC
PDS	SURGERY, PEDIATRIC
PS	SURGERY, PLASTIC
TS	SURGERY, THORACIC SURGERY, TRAUMATIC
TRS	SURGERY, TRAUMATIC
U	SURGERY, UROLOGICAL
VS	SURGERY, VASCULAR
UR	UROLOGY
<u>HOSPI</u>	TAL DELIVERY PRIVILEGES
DAP	ADMITTING PRIVILEGES

- DPR REFERRING PHYSICIANS
- DPX DELIVERY PRIVILEGES

SPECIALTY CODES FOR DENTISTS

(For Use In Completion of Enrollment Application)

ENSENDODONTICSGDGENERAL DENTISTRYGDAGENERAL DENTISTRY ANESTHESIAMFSMAXILLOFACIAL SURGERYORPORAL PATHOLOGY

ORTORTHODONTISTOSUORAL SURGERYPEDPEDODONTICSPERPERIODONTISTSPROPROSTHODONTIST

SPECIALTY CODES FOR OPTOMETRISTS

DPA DIAGNOSTIC PHARMACEUTICAL AGENTS TPA THERAPEUTIC PHARMACEUTICAL AAGENTS

HOSPITAL PRIVILEGE CODES

- DAP HAVE ADMITTING PRIVILEGES AT A HOSPITAL
- DPF CERTIFIED IN FAMILY PRACTICE BY THE MEDICAL SPECALTY BOARD RECOGNIZED BY THE AMERICAN BOARD OF MEDICAL SPECIALATIES.
- DPP CERTIFIED IN PEDIATRICS BY THE MEDICAL SPECIALTY BOARD RECOGNIZED BY THE AMERICAN BOARD OF MEDICAL SPECIALTIES.
- DPS HAVE CURRENT, FORMAL CONSULTATION AND REFERRAL ARRANGEMENTS WITH A PEDIATRICIAN OR FAMILY PRACTITIONER FOR THE PURPOSES OF SPECIALIZED TRREATMENT AND ADMISSION TO A HOSPITAL.
- FQH EMPLOYED BY OR AFFILIATED WITH A FEDERALLY QUALIFIED HEALTH CENTER (FQHC).
- NHS MEMBER OF THE NATIONAL HEALTH SERVICES CORPS.