



2025 Lactation Enrollment Quick Guide

Follow the steps listed to become an approved Health First Colorado (Colorado's Medicaid program) and Child Health Plan *Plus* (CHP+) lactation provider.

Step 1. Acquire a National Provider Identifier (NPI)

- ◆ A Type 1 NPI will be required when registering as an individual lactation provider.
- ◆ A Type 2 NPI will be required when registering as a Lactation/Doula Professional Group.
- ◆ Apply for an NPI through the [NPPES website](#)

For questions about NPI contact:
customerservice@npienumerator.com

Step 2. Gather Necessary Documents and Information

- ◆ Provider enrollment forms can be found on the [Providers Forms web page](#) under the "Provider Enrollment & Updates Forms" heading.
- ◆ Ensure you have all the necessary information available to complete the application.

Step 3. Complete the Application

Once steps 1 and 2 are complete, you can complete the lactation provider application online.

- ◆ From the "Find Your Provider Type" page (hcpf.colorado.gov/find-your-provider-type), scroll down to find your provider type (Lactation Consultant; Lactation Counselor or

Educator; or Lactation/Doula Professional Group) and review the information in that provider type's section. Then, scroll down to the bottom of the page and click on "Continue to Enrollment Type".

- ◆ From the "Enrollment Types" page (hcpf.colorado.gov/enrollment-types) find, review, and download the checklist for your provider type. Then, scroll down and click the "Go to Application" button.

- ◆ Click the "Enrollment Application" link on the left-side of the Provider Enrollment Portal.

- ◆ Follow the prompts to submit the verification documentation needed.

Step 4. Complete Background Check

- ◆ After submitting your application, it will trigger a request for a background check. You will have 30 days to complete your fingerprinting, and the Application Tracking Number (ATN) will be associated with your Colorado Bureau of Investigation (CBI) report.

Fingerprinting: scroll down the page for more info.

- ◆ Notification of acceptance depends on several factors. If an application is returned to the provider for additional information, a prompt response can prevent further delays. Approval timelines vary based on how quickly the provider submits the requested information and schedules a site visit.
- ◆ Once approved, a notification will be sent to the contact information provided in the enrollment application, confirming the approval. At this point, you will be an approved Health First Colorado provider.

Learn more by visiting:

hcpf.colorado.gov/lactation-support-services