



COLORADO
Department of Health Care
Policy & Financing

2024 Doula Enrollment Quick Guide

Follow the steps listed to become an approved Health First Colorado (Colorado's Medicaid program) doula provider.

Step-by-Step Guidance and information on resources and who to contact

Sign up for the [MCH Listserv](#)

Provider Enrollment

- [Provider Services Call Center](#)
- [Provider Enrollment](#)

Common reasons enrollment applications are returned [Common Reasons for Enrollment Application Return](#)

Sign up for provider training (optional): [Provider Training](#)

Policy Information

[Doula Billing Manual](#)

Additional Resources

- [Doula Webpage](#)
- [Provider Enrollment Portal](#)
- Training Video - located on the doula webpage
- [Provider Bulletin](#)

Important note: Make sure to finish each step before moving on to the next one.

Step 1. Acquire a National Provider Identifier (NPI) A Type 1 NPI will be required when registering as a Doula.

◆ Apply for a Type 1 Individual NPI through the [NPPES website](#)

For questions about NPI's contact:

email: customerservice@npinumerator.com

Step 2. Gather Necessary Documents and Information - Review Forms for doulas

[HCPF Doula Resources](#)

Ensure you have all the necessary information available to complete the application

Step 3. Complete the Application

Once Steps 1 and 2 are complete, it is now time to complete the HFC doula provider application.

◆ Complete the application online: [Provider Enrollment - click enrollment information by provider type - Doula](#)

◆ Submit the verification documentation requested.

Step 4. Complete Background check

◆ Once your application is submitted, it will trigger a request for a background check, you will have 30 days to complete your fingerprinting, the ATN aka 'application tracking number' will be associated with your CBI report.

[Fingerprinting](#): scroll down page for more info.

◆ Notification of acceptance depends on several factors. If an application is returned to the provider for additional information, prompt responses can prevent further delays. Approval timelines vary based on how quickly the provider submits the requested information and schedules a site visit.

◆ Once approved, notification will be sent to the contact information provided in the enrollment application confirming the approval. At this point you are an approved enrolled HFC provider.