



2024 Lactation Enrollment Quick Guide

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

Step-by-step guidance, resources, and contact information.

Sign up for the [Reproductive Health Newsletter](#)

Provider Enrollment

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

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

Sign up for provider training (optional):

- [Provider Training](#)

Policy Information

- [Lactation Support Services billing manual](#), available in the CMS 1500 section on the [Billing Manuals web page](#).

Additional Resources

- [Provider Enrollment Portal](#)
- [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 an individual lactation provider.

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

For questions about NPI's contact: email: 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, it is time to complete the HFC lactation provider application.

- ◆ Complete the application online by clicking on '[Provider Enrollment](#)' and selecting 'enrollment information' based on provider type: [Lactation Consultant](#) or [Lactation Counselor/Educator](#)
- ◆ Submit the verification documentation requested.

Step 4. Complete Background check

- ◆ After your application is submitted, it will trigger a request for a background check. You will have 30 days to complete your fingerprinting, and the ATN (Application Tracking Number) will be associated with your 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.