

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 to the bottom of the page and click "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, including the codes to use when setting up your appointment.

- ◆ 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.

- ◆ To be eligible for reimbursement for services provided to Child Health Plan *Plus* (CHP+) members, all CHP+ providers must contract with a CHP+ Managed Care Organization (MCO). Learn more by visiting <https://hcpf.colorado.gov/chp-provider>.

Learn more by visiting:
hcpf.colorado.gov/lactation-support-service