

# Provider Enrollment Manual

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# Before Starting an Application

Ensure the latest version of one of the following browsers is installed to navigate through the Provider Enrollment Portal.

- Internet Explorer Version 9.0 and later
- Firefox
- Safari
- Google Chrome

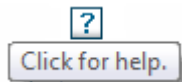
## More Information on a Field


An asterisk (\*) next to a field indicates the field could either be required or optional if the user begins entering data.

Additional information is available in certain fields by hovering the cursor over the ! symbol. Hovering over this symbol opens a box that gives more information about the field. The information box disappears when the cursor is moved.

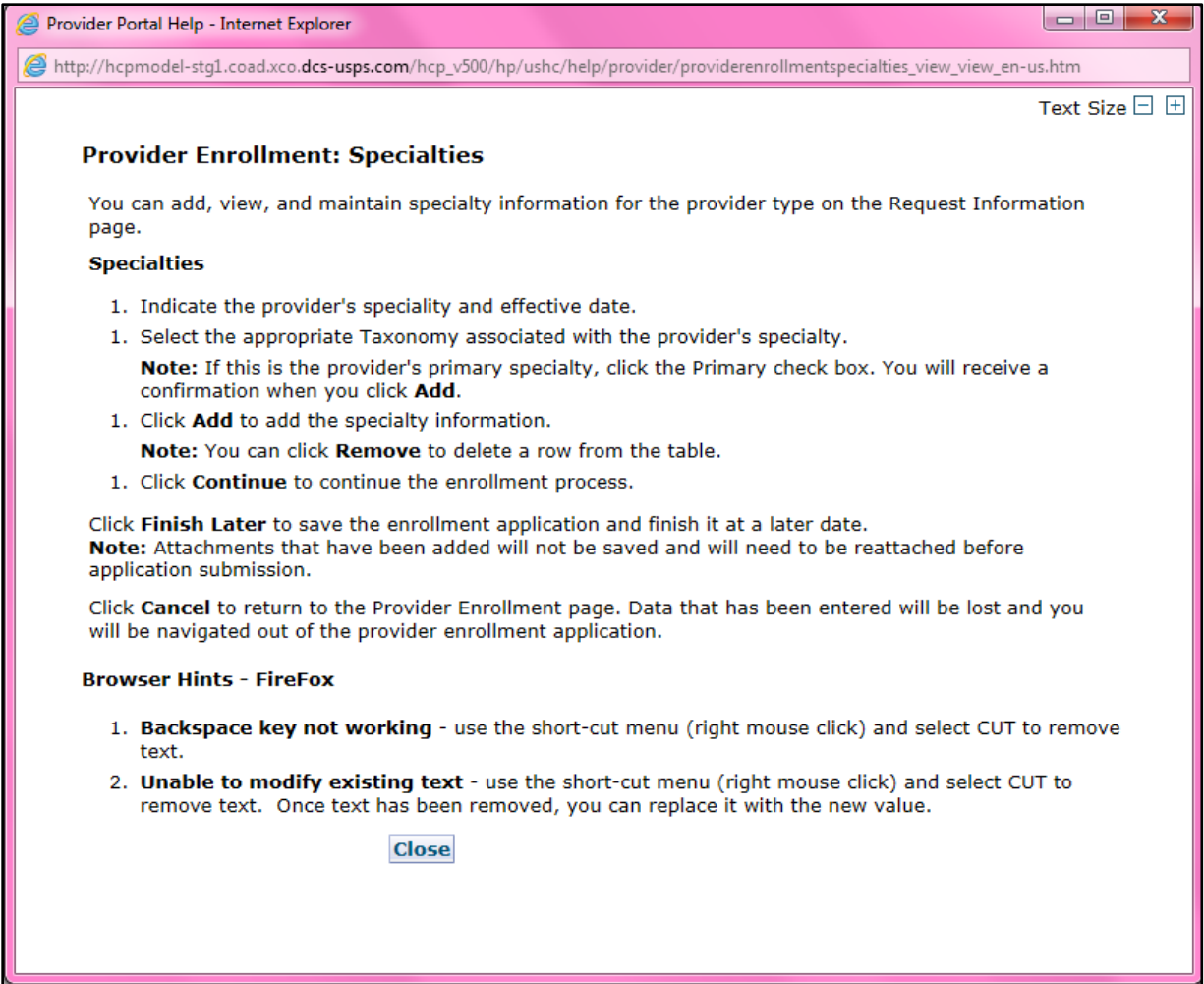


## Help Feature on Each Panel



A question mark  symbol appears toward the top right corner of each panel. Clicking this symbol opens a dialog help window specific to the current screen.

This example displays the **Specialties Help** panel. The screen may look similar to the following:



The screenshot shows a web browser window titled "Provider Portal Help - Internet Explorer". The address bar contains the URL: [http://hcpmodel-stg1.coad.xco.dcs-usps.com/hcp\\_v500/hp/ushc/help/provider/providerenrollmentspecialties\\_view\\_view\\_en-us.htm](http://hcpmodel-stg1.coad.xco.dcs-usps.com/hcp_v500/hp/ushc/help/provider/providerenrollmentspecialties_view_view_en-us.htm). The page content is as follows:

**Provider Enrollment: Specialties**

You can add, view, and maintain specialty information for the provider type on the Request Information page.

**Specialties**

1. Indicate the provider's specialty and effective date.
1. Select the appropriate Taxonomy associated with the provider's specialty.  
**Note:** If this is the provider's primary specialty, click the Primary check box. You will receive a confirmation when you click **Add**.
1. Click **Add** to add the specialty information.  
**Note:** You can click **Remove** to delete a row from the table.
1. Click **Continue** to continue the enrollment process.

Click **Finish Later** to save the enrollment application and finish it at a later date.  
**Note:** Attachments that have been added will not be saved and will need to be reattached before application submission.

Click **Cancel** to return to the Provider Enrollment page. Data that has been entered will be lost and you will be navigated out of the provider enrollment application.

**Browser Hints - FireFox**

1. **Backspace key not working** - use the short-cut menu (right mouse click) and select CUT to remove text.
2. **Unable to modify existing text** - use the short-cut menu (right mouse click) and select CUT to remove text. Once text has been removed, you can replace it with the new value.

[Close](#)

# Provider Enrollment Manual Overview

## Provider Type, Enrollment Type and Enrollment Requirements

**Enrollment requirements vary depending on the provider type and enrollment type.** Having the required enrollment information for the provider and enrollment type prior to beginning the application expedites the enrollment process.

Visit the [Information by Provider Type web page](#) to view additional enrollment requirements for the provider type. Visit the [Enrollment Types web page](#) to view the allowable provider types for each enrollment type. The following section list the enrollment requirements for each enrollment type.

## Enrollment Types

### Individual Within a Group

This enrollment type is for an individual that renders services but does not bill Colorado Medicaid directly. These providers must be associated with a Group that submits claims on their behalf.

- Must use the Social Security Number (SSN) as the Tax ID Type.
- Must associate to at least one (1) Group provider enrollment type.
- The group to which the individual affiliates must have an approved enrollment before the individual can enroll.

### Group

This enrollment type is a clinic or practice that submits claims on behalf of one (1) or more practitioners enrolled as an Individual Within a Group. Income is reported to the Internal Revenue Service (IRS) under the business Employer Identification Number (EIN).

- Must use the EIN as the Tax ID Type
- Billing/direct pay entity
- Must have at least one (1) enrolled Individual Within a Group practitioner associated. (This association is indicated on the Individual Within a Group application). Associations may be added, removed, or changed after enrollment by logging in to the Provider Web Portal.

### Billing Individual

This enrollment type is for an individual who receives direct payment for services rendered and submits claims for his/her own services. Income is reported to the Internal Revenue Service (IRS) under the individual's SSN.

- Must use the SSN as the Tax ID Type
- Billing/direct pay entity

### Individual Who Wants to Use EIN for Enrollment

This is a common scenario for individuals, such as physicians that own their own practice. **Even if the individual is the only practitioner**, if using an EIN for billing, this is a business. A group enrollment type application must be completed to enroll the business. In this example, a Group enrollment type

application would need to be completed as a Provider Type 16 – Clinic Practitioner Group. **The EIN must be used as the Tax ID Type and the group EIN Tax ID entered.**

The physician **must submit a second application as an Individual Within a Group with a provider type of Physician for themselves as the rendering practitioner** after the application for their business has been submitted and approved for enrollment. The physician must indicate they are affiliated to the group that was enrolled for the business while completing the Individual Within a Group application. **The SSN must be used as the Tax ID Type and the individual SSN Tax ID entered.**

This allows the individual physician to bill under their business EIN and render services to members via the SSN enrollment.

## Facility

This enrollment type is for an entity that submits claims for services rendered. An associated Individual Within a Group provider enrollment type is **not** required.

- EIN only
- Billing/direct pay entity

## Atypical

This enrollment type renders non-medical services. These providers may include but are not limited to Home and Community-Based Waiver Services (HCBS) providers, Managed Care Organizations (MCOs) and Regional Accountable Entities (RAEs).

- Enrollment requirements vary. Visit the [Information by Provider Type web page](#) to view enrollment requirements.
- The SSN or EIN Tax ID type may be used depending on provider type requirements.

## Ordering, Prescribing and Referring (OPR)

This enrollment type is for individuals that **only** order, prescribe or refer items or services covered by Health First Colorado (Colorado's Medicaid program) for Health First Colorado members. These physicians and other professionals are not enrolled as an Individual Within a Group or a Billing Individual and do not submit claims for payment of services rendered.

- SSN only

## Program of All-Inclusive Care for the Elderly (PACE)-Only Subcontractor

This enrollment type is for an entity or individual that has a valid contract with a participating PACE organization. the associated PACE organization may submit PACE encounter claims listing the subcontractor's provider number and information once the PACE-Only Subcontractor is enrolled.

- The SSN or EIN Tax ID type may be used depending on the provider type requirements.
- The PACE Subcontractor Participation Attestation Form is required for this enrollment type.
- PACE-Only Subcontractors are exempt from the following enrollment requirements:
  - Electronic Funds Transfer (EFT) Enrollment
  - Addendums
  - Disclosures
  - Fingerprinting

- Submission of licensure, certification, or insurance
- Application fee
- Provider Participation Agreement
- Site Visits
- PACE-Only Subcontractors cannot register for the Provider Web Portal and must contact the [Provider Services Call Center](#) to update provider information or disenroll.

## Additional Required Information

### National Provider Identifier (NPI)

The NPI is a Health Insurance Portability and Accountability Act (HIPAA) Administrative Simplification Standard that is a 10-digit unique identification number for covered healthcare providers. Visit the [National Plan & Provider Enumeration System \(NPPES\) website](#) to apply for an NPI.

- Not all provider types require an NPI. Visit the [Information by Provider Type web page](#) to determine if an NPI is required.
- Refer to the list below to verify which type of NPI is required based on the enrollment type.

Enrollment Type	Requirement
Group	Organizational NPI and associated zip code +4
Facility	Organizational NPI and associated zip code +4
Individual Within a group	Individual NPI and associated zip code +4
Billing Individual	Individual NPI and associated zip code +4
Ordering-Prescribing-Referring	Individual NPI and associated zip code +4
Atypical Provider	*NPI may or may not be required.
PACE-Only Subcontractor	*NPI may or may not be required.

\*Not all Atypical providers require an NPI. Visit the [Information by Provider Type web page](#) or [HCBS Provider Enrollment Information web page](#) to determine whether an individual or organizational NPI is needed for the selected Atypical enrollment.

### Provider Taxonomy Codes

The Healthcare Provider Taxonomy Code Set is a hierarchical code set that consists of codes, descriptions, and definitions designed to categorize the type, classification and/or specialization of health care providers.

Use the [Search NPI Records tool](#) to see the taxonomy codes that were used when originally applying for the NPI.



## Address Information

**Service Address** – This is the location where services are rendered. This address is searchable on the [Health First Colorado Find a Doctor web page](#). The email address associated with the service location is used to send provider communications such as newsletters and bulletins.

**Each service address for an organization requires a separate application and unique NPI.**

**Mailing Address** – This address is where paper Prior Authorization Request (PAR) letters are sent if the provider is not receiving PAR letters electronically.

**Billing Address** – This address is where paper checks and Remittance Advice (RA) statements are sent if the provider is not receiving them electronically.

## Federal Employer Identification Number (EIN) vs Social Security Number (SSN)

An EIN is used to identify a business entity; an SSN is used for individuals.

## Provider License Number (if applicable)

This is the identification number assigned by licensing agencies.

## Completed W-9 Form

This form must be signed and dated within the last six (6) months.

Enrollment Type	Requirement
Group	W-9 with EIN
Facility	W-9 with EIN
Atypical Provider	W-9 with EIN or SSN (as applicable)
Billing Individual	W-9 with SSN
Individual Within a group	Not required
Ordering-Prescribing-Referring	Not required
PACE-Only Subcontractor	Not required

## Malpractice and Liability Insurance Information

Insurance information must be entered on the application by all provider types. A copy of the current insurance face sheet is required for Nursing Facilities. All other provider types are not required to attach a copy.

## Banking Information

Electronic Fund Transfers (EFTs) are required for payments. A copy of a voided check or a bank letter that is signed and dated within six (6) months of the application submission must be uploaded to the application on the **Attachments and Fees** panel.

- Voided checks must be pre-printed. Checks cannot be handwritten or temporary checks.
- The printed name on the voided check must match either the legal name or the Doing Business As (DBA) name entered in the application.
- The routing number on the voided check must match the routing number entered on the **EFT** panel.
- The bank account number listed on the voided check must match the bank account number entered on the **EFT** panel.
- Deposit slips are not acceptable.

**If a bank letter is attached in lieu of a voided check:**

- The bank letter must be printed on the bank's letter head. It cannot be handwritten.
- The bank letter must be signed by a bank representative and dated within six (6) months of the application submission.
- The account holder name must match the legal or DBA name in the application.
- The routing number listed on the bank letter must match the routing number entered in the **EFT** panel.
- The bank account number listed on the bank letter must match the bank account number entered in the **EFT** panel.

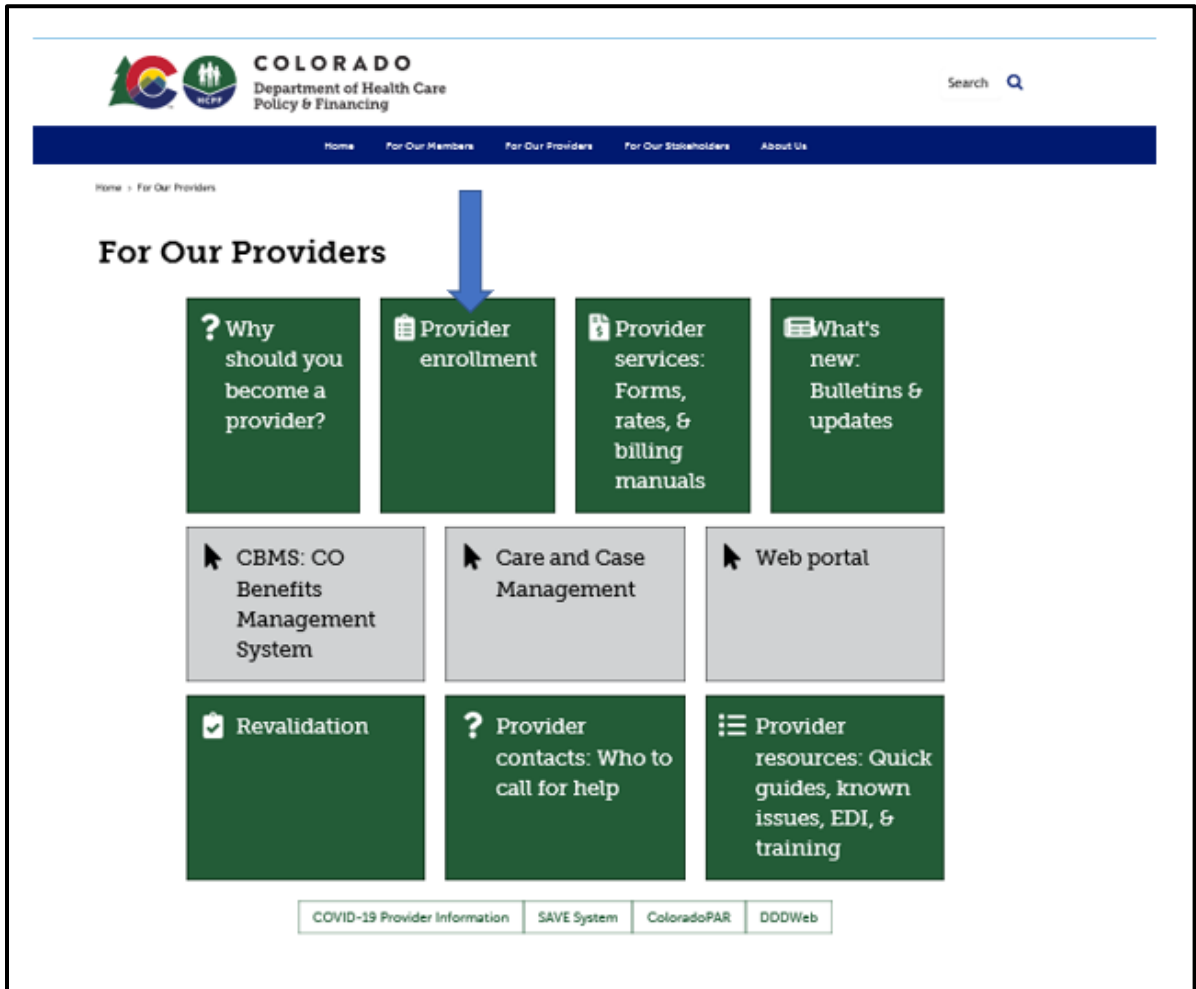
### **Ownership/Controlling Interest and Conviction Disclosure Information**

The following information is needed for each person or entity with an ownership or controlling interest of 5% or more in the enrolling provider (including a Board of Directors with 0% ownership):

- Name
- Address
- Federal Employer ID Number (EIN) or Social Security Number (SSN)
- Date of Birth (DOB) if an individual

# Accessing the Provider Enrollment Portal

1. Click **Provider enrollment** on the [For Our Providers web page](#) to navigate to the Provider Enrollment web page.




2. Click the **Enrollment Instructions & Application** button. [Read through the Common Reasons Enrollment Applications Are Returned to Providers instructions](#) and review each step to determine the [Provider Type](#) and [Enrollment Type](#).

**ATTENTION:** Some providers can now temporarily enroll in Health First Colorado (Colorado's Medicaid program) to provide services during the COVID-19 public health emergency. New applicants will be required to indicate whether they are enrolling temporarily due to the public health emergency or enrolling for the long-term. Refer to the drop-down section further down on this page, titled New Provider Specialties for COVID-19 Long-Term and Temporary Enrollment, for further details.

Revalidation Information      NPI Law Web Page

### Enrollment Instructions & Application



### Enrollment Resources

- [Enrollment Best Practices](#)
- [Trading Partner Enrollment Information](#)
- [Enrollment and Web Portal Quick Guides](#)
- [Information for Ordering, Prescribing, Referring \(OPR\) Providers](#)

Need to speak to a live agent for help with your enrollment? Please call the Provider Services Call Center at 1-844-235-2387, then select option 2 and then option 5.

Completed your application? Click here for next steps

Provider Enrollment Forms can be found on the [Provider Forms web page](#) under the "Provider Enrollment & Update Forms" heading.

3. Click the **Go to Application** button at the bottom of the Enrollment Type web page.

**IMPORTANT:** If choosing "Finish Later", it is important to keep track of the tracking number, password, and the TAX ID used.

The Provider Portal Enrollment Application password cannot be reset. If the password has been forgotten, the application can still be resumed by choosing Forgot Password and then answering the security questions correctly. If both the password and the security answers are forgotten, a new application needs to be started.

It is acceptable to provide a PSV (Primary Source Verification) for the required documents. Copies of documents are accepted.

The application requires a mailing address, a service address, and a billing address. This does not mean that billing will occur.

All documents must be uploaded through the "attachments" section of the online application. **Note:** Upload all documents with the submission of the application. The system will not hold documents when "Finish Later" is selected.

Call the [Provider Services Call Center](#) if the tracking number is lost or for assistance.

Go to Application

The panel below displays after clicking **Go to Application**. Click the **Enrollment Application** link to begin the enrollment.

*Provider Enrollment Home Panel*

The additional links on this panel are:

- Resume Enrollment:** This allows the user to finish an enrollment application that was started earlier and saved or to open an application that has been returned for correction. The user needs the **Tracking Number** (ATN), the **Tax ID** enrolling on the application and the password that was set up when submitting or saving the application.

**Provider Enrollment: Resume Enrollment** ?

Enter your assigned Tracking Number, Tax ID and Password in order to resume an existing provider enrollment application. For any further queries, please refer to the [Provider Resources](#) web page for additional information such as FAQs, Fact Sheets, and other communication regarding Provider Enrollment.

---

\* Indicates a required field.

\*Tracking Number  Tracking Number is a required field.

\*Tax ID

\*Password  [Forgot Password?](#)

- **Enrollment Status:** This allows the user to check the status of a previously submitted application and to view any comments left by reviewers. The user needs the ATN and the Tax ID entered on the application.

**Provider Enrollment - Status** [Back to Home](#)

Enter your assigned tracking number and Tax ID to verify the current status of your enrollment application. For any further queries, please refer to the Provider Resources web page for additional information such as FAQs, Fact Sheets, and other communication regarding Provider Enrollment.

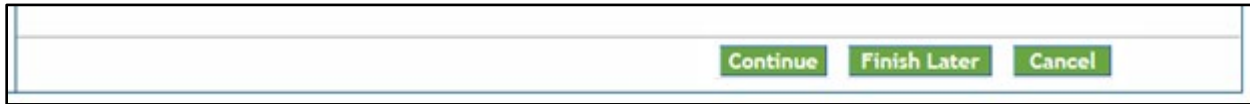
\* Indicates a required field.

\*Tracking Number  \*Tax ID Number

The status of the application and reviewer comments appear after a successful login.

# Completing the Application

The Provider Web Portal autosaves entered data during the enrollment process. There are three (3) buttons available at the bottom of each panel while completing the application.

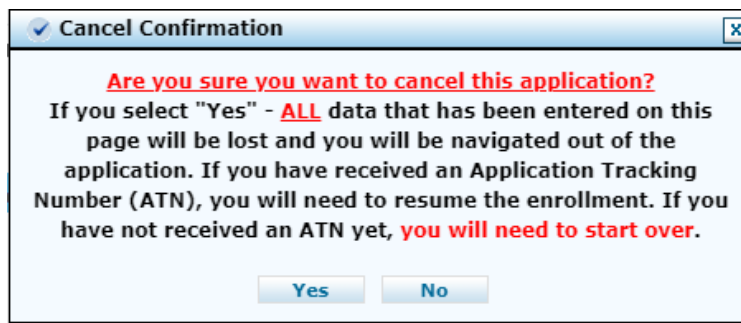


These buttons allow the user to:

**Continue** – Continues to the next panel of the enrollment application. The autosave process is initiated after entering data on each panel and clicking **Continue**.

**Cancel** – Cancels the application process. If an Application Tracking Number (ATN) has been generated, this button prompts the end of the application process without saving the data on the **current** panel (data entered on **prior** panels is already saved). This button prompts the end of the application process **without saving the data** if an ATN has not been generated. A **Cancel Confirmation** notification appears before the user is allowed to proceed.

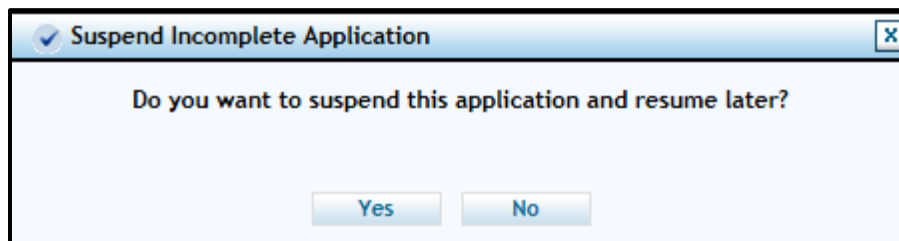
If **Yes** is clicked, all data entered on this panel and any previous panels will be lost if an ATN has not been generated.



**Finish Later** – Saves the information and allows the user to return to the application later.

A **Suspend Incomplete Application** notification appears.

## *Suspend Incomplete Application Pop Up*



Clicking **No** returns users to the application process. Clicking **Yes** prompts the **Provider Enrollment: Credentials** panel to appear, as shown in the screen shot below.

### Provider Enrollment: Credentials Panel

**Provider Enrollment: Credentials** ?

Please provide your password and challenge question answers. Once your credential information is entered and the Submit button is selected, a tracking number will be provided and all subsequent panels will be automatically saved until the application is submitted. To save and access the enrollment application at a later date, click the Finish Later button. The tracking number along with your Tax ID and password will be used as your credentials to resume your incomplete application, or access your submitted application if it is returned to you for additional information.

You will have 60 days to complete your incomplete enrollment application and upon expiration, you will need to reinitiate a new enrollment application.

---

*\* Indicates a required field.*

**Tax ID** 650498709

**\*Password**

**\*Confirm Password**

**\*What is your mother's maiden name?**

**\*What is your high school mascot?**

**\*What is your father's middle name?**

**Password** – Select a password between 8-20 alphanumeric characters to use for the enrollment process. This field is required for all providers saving their application.

**Confirm Password** – Confirm the password to use for the enrollment process. This field is required for all providers saving their application.

**What is your mother's maiden name?** – Enter a maximum of 50 alphanumeric characters for the mother's maiden name. This field is required for all providers saving their application.

**What is your high school mascot?** – Enter a maximum of 50 alphanumeric characters for a high school mascot. This field is required for all providers saving their application.

**What is your father's middle name?** – Enter a maximum of 50 alphanumeric characters for the father's middle name. This field is required for all providers saving their application.

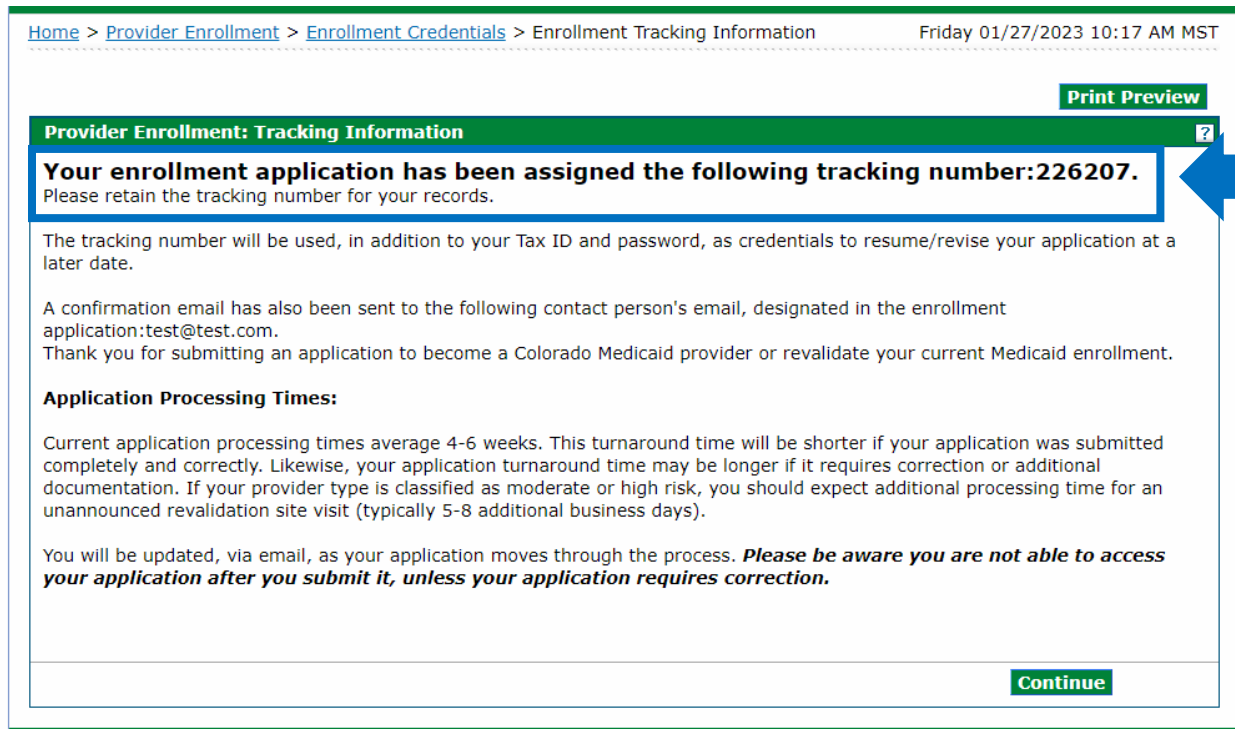
**Tip:** It is important that users store the password somewhere they will not forget. The password cannot be reset for enrollment applications. The user will be unable to access the application and will need to begin a new enrollment application if the password and security question answers are lost.

Click **Submit** to save this information and proceed to the next panel. Click **Cancel** to stop this process and return to the Enrollment process.

Once the **Submit** button is clicked, the user is directed to the next panel that assigns the ATN that is required to resume the application. A **Print Preview** button is in the upper right corner of this panel which may be used to send a copy of this panel to a local or network printer connected to the computer.



## Provider Enrollment: Tracking Information Panel



Home > [Provider Enrollment](#) > [Enrollment Credentials](#) > Enrollment Tracking Information Friday 01/27/2023 10:17 AM MST

[Print Preview](#)

**Provider Enrollment: Tracking Information** ?

**Your enrollment application has been assigned the following tracking number: 226207.**  
Please retain the tracking number for your records.

The tracking number will be used, in addition to your Tax ID and password, as credentials to resume/revise your application at a later date.

A confirmation email has also been sent to the following contact person's email, designated in the enrollment application: test@test.com.  
Thank you for submitting an application to become a Colorado Medicaid provider or revalidate your current Medicaid enrollment.

**Application Processing Times:**

Current application processing times average 4-6 weeks. This turnaround time will be shorter if your application was submitted completely and correctly. Likewise, your application turnaround time may be longer if it requires correction or additional documentation. If your provider type is classified as moderate or high risk, you should expect additional processing time for an unannounced revalidation site visit (typically 5-8 additional business days).

You will be updated, via email, as your application moves through the process. ***Please be aware you are not able to access your application after you submit it, unless your application requires correction.***

[Continue](#)

Click **Continue** to resume the enrollment process.

Note that on the upper left side of the panel, the bolded title indicates the panel that is currently open. Each panel becomes a clickable link as they are completed through the enrollment process, allowing users to access a previous panel if a change is needed.

Returning to a previous panel does **not** save the data entered. Click either the **Continue** or **Finish Later** button to save the data entered in an application.

## Welcome Panel

The first panel to appear after the user clicks the **Enrollment Application** link is the **Welcome** panel.

**Colorado**  
Department of Health Care  
Policy & Financing

**Health First**  
**COLORADO**  
Colorado's Medicaid Program  
[Contact Us](#) | [Login](#)

**Home**

[Home](#) > [Provider Enrollment](#) > Enrollment Application

Thursday 08/05/2021 11:33 AM MST

**Provider Enrollment: Welcome**

<b>Welcome</b>	<b>Welcome to the Online Provider Enrollment Process</b>
Request Information	The Provider enrollment application is not used to revalidate. Enrolled providers are instructed to visit the Revalidation FAQ page on the public website if they need to revalidate.
Change of Ownership	Please complete each step in the enrollment process. Required fields are noted. You will be able to save the information and return using the tracking number assigned by the system. When you have completed all steps of the application, print a copy of the information for your records, "submit" and "confirm" the application for processing.
Specialties	
Addresses	Please click the "Continue" button to start the enrollment process.
Provider Identification	<b>Want to make sure your application is processed as quickly as possible?</b>
Network Participation	Please do NOT begin your application before reviewing all of the training resources available. Starting an application prior to reviewing the training materials will likely result in an incomplete or incorrect application. An incorrect or incomplete application requires additional review, which may add weeks of additional processing time. Please visit the <a href="#">Provider Enrollment web page</a> . Be sure to review the <a href="#">Find Your Provider Type web page</a> before you begin the online trainings - it will help you select the correct training, right from the start.
Languages	
EFT Enrollment	
Other Information	
Addendums	
Disclosures	<b>Continue</b> <b>Cancel</b>
Attachments and Fees	
Agreement	
Summary	

The **Welcome** panel gives some brief instructions. Click the **Continue** button to go to the next panel of the application.

## Request Information Panel

The **Request Information** panel displays after clicking **Continue** on the **Welcome** panel.

Provider Enrollment: Request Information <span style="float: right;">?</span>	
<ul style="list-style-type: none"> <li><a href="#">Welcome</a></li> <li><b>Request Information</b></li> <li>Specialties</li> <li>Addresses</li> <li>Provider Identification</li> <li>Network Participation</li> <li>Languages</li> <li>EFT Enrollment</li> <li>Other Information</li> <li>Addendums</li> <li>Disclosures</li> <li>Attachments and Fees</li> <li>Agreement</li> <li>Summary</li> </ul>	<p>You are initiating a new Enrollment application. Below is the initial enrollment screen. Complete the fields on each screen and select the Continue button to move forward to the next page. All mandatory data is required to "Finish Later".</p> <p>The contact person listed on this page may be contacted to answer any questions regarding the information provided in this enrollment application.</p> <p>* Indicates a required field.</p> <hr/> <p><b>Initial Enrollment Information</b></p> <p>The Requesting Enrollment Effective Date can be entered as a previous date if services were previously rendered. Providers can be backdated up to 10 months from the enrollment approval date. Providers must complete the enrollment process and submit claims within 365 days.</p> <p>*Enrollment Type <input type="text" value="v"/></p> <p>*Provider Type <input type="text"/></p> <p>*Requesting Enrollment Effective Date <input type="text" value="05/08/2024"/> <input type="text"/></p> <hr/> <p><b>Provider Information</b></p> <p>The provider identification numbers listed below are additional identifiers for the enrolling providers. Not all fields are required.</p> <p>Enrolling providers must validate the entered taxonomy matches at least one taxonomy currently listed on NPPES for the NPI. Perform an NPPES search <a href="#">here</a> to verify the taxonomy.</p> <p>*NPI <input type="text"/></p> <p>*NPI Zip + <input type="text"/> 4 <input type="text"/> *Taxonomy <input type="text"/></p> <hr/> <p>*Tax ID Number <input type="text"/> *Tax ID Type <input type="radio"/> EIN <input type="radio"/> SSN</p> <p>Effective Date <input type="text"/> <input type="text"/></p> <hr/> <p><b>Contact Information</b></p> <p>*Last Name <input type="text"/></p> <p>*First Name <input type="text"/></p> <p>Suffix <input type="text"/></p> <p>*Phone <input type="text"/> Ext <input type="text"/></p> <p>Fax Number <input type="text"/></p> <p>*Contact Email <input type="text"/></p> <p>*Confirm Email <input type="text"/></p> <p>*Email For Provider Publication <input type="text"/></p> <p>*Confirm Email <input type="text"/></p> <p>Preferred Method of Communication <input type="text" value="Email"/></p> <hr/> <p style="text-align: right;"> <input type="button" value="Continue"/> <input type="button" value="Finish Later"/> <input type="button" value="Cancel"/> </p>

\*The example below is for an Individual Within a Group enrollment type. The panel screen may appear similar to the following.

Provider Enrollment: Request Information <span style="float: right;">?</span>													
<ul style="list-style-type: none"> <li><a href="#">Welcome</a></li> <li><b>Request Information</b></li> <li><a href="#">Specialties</a></li> <li><a href="#">Addresses</a></li> <li><a href="#">Provider Identification</a></li> <li><a href="#">Network Participation</a></li> <li><a href="#">Languages</a></li> <li><a href="#">EFT Enrollment</a></li> <li><a href="#">Other Information</a></li> <li><a href="#">Addendums</a></li> <li><a href="#">Disclosures</a></li> <li><a href="#">Attachments and Fees</a></li> <li><a href="#">Agreement</a></li> <li><a href="#">Summary</a></li> </ul>	<p>You are initiating a new Enrollment application. Below is the initial enrollment screen. Complete the fields on each screen and select the Continue button to move forward to the next page. All mandatory data is required to "Finish Later".</p> <p>The contact person listed on this page may be contacted to answer any questions regarding the information provided in this enrollment application.</p> <p>* Indicates a required field.</p> <hr/> <p><b>Initial Enrollment Information</b></p> <p>This enrollment type is for an individual that renders service but does not bill Colorado Medicaid directly. The provider must be associated with a Group that submits claims on their behalf.</p> <ul style="list-style-type: none"> <li>▪ SSN only</li> <li>▪ Must associate to a Group provider enrollment type</li> </ul> <p>The Requesting Enrollment Effective Date can be entered as a previous date if services were previously rendered. Providers can be backdated up to 10 months from the enrollment approval date. Providers must complete the enrollment process and submit claims within 365 days.</p> <p>*Enrollment Type <input type="text" value="Individual within Group"/></p> <p>*Provider Type <input type="text"/></p> <p>*Requesting Enrollment Effective Date <input type="text" value="05/08/2024"/></p> <hr/> <p><b>Group Association</b></p> <p>Enter your group affiliation information here.</p> <p>Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Group NPI</th> <th style="width: 40%;">Group Name</th> <th style="width: 20%;">Address</th> <th style="width: 15%;">Action</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;"> <input type="checkbox"/> Click to collapse.                             </td> </tr> <tr> <td colspan="4" style="padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div> <p>*Group NPI <input type="text"/></p> <p>Group Name <input type="text"/></p> <p>Service Location <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> </div> <div style="text-align: right;"> <input type="button" value="Add"/> <input type="button" value="Reset"/> </div> </div> </td> </tr> </tbody> </table>	Group NPI	Group Name	Address	Action	<input type="checkbox"/> Click to collapse.				<div style="display: flex; justify-content: space-between;"> <div> <p>*Group NPI <input type="text"/></p> <p>Group Name <input type="text"/></p> <p>Service Location <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> </div> <div style="text-align: right;"> <input type="button" value="Add"/> <input type="button" value="Reset"/> </div> </div>			
Group NPI	Group Name	Address	Action										
<input type="checkbox"/> Click to collapse.													
<div style="display: flex; justify-content: space-between;"> <div> <p>*Group NPI <input type="text"/></p> <p>Group Name <input type="text"/></p> <p>Service Location <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> </div> <div style="text-align: right;"> <input type="button" value="Add"/> <input type="button" value="Reset"/> </div> </div>													

**Provider Information**

The provider identification numbers listed below are additional identifiers for the enrolling providers. Not all fields are required.

Enrolling providers must validate the entered taxonomy matches at least one taxonomy currently listed on NPPES for the NPI. Perform an NPPES search [here](#) to verify the taxonomy.

**\*NPI**

**\*NPI Zip + 4**  **\*Taxonomy**

---

**\*Tax ID Number**  **\*Tax ID Type**  EIN  SSN

**Effective Date**

**Contact Information**

**\*Last Name**

**\*First Name**

**Suffix**

**\*Phone**  **Ext**

**Fax Number**

**\*Contact Email**

**\*Confirm Email**

**\*Email For Provider Publications**

**\*Confirm Email**

**Preferred Method of Communication**

### Initial Enrollment Information Section

**Initial Enrollment Information**

The Requesting Enrollment Effective Date can be entered as a previous date if services were previously rendered. Providers can be backdated up to 10 months from the enrollment approval date. Providers must complete the enrollment process and submit claims within 365 days.

**\*Enrollment Type**

**\*Provider Type**

**\*Requesting Enrollment Effective Date**

### Enrollment Type

Select the enrollment type from the **Enrollment Type** drop-down list. Refer to the [Provider Enrollment Manual Overview section](#) above for explanations of the enrollment types.

## Provider Type

Type two (2) asterisks (\*\*) in this field to display all valid provider types specific to the enrollment type selected in the prior field. Type the first few characters of the word if the asterisks do not return the correct value.

**Example:** Type **Phys** and the panel returns items with Phys in the value, e.g., Physician and Physician Assistant.

Visit the [Information by Provider Type web page](#) to see all provider types supported in the Colorado interchange. These are the **only** provider types the system accepts.

We chose Physician for the purposes of this example.

## Requesting Enrollment Effective Date

The **Requesting Enrollment Effective Date** field defaults to the current date for new enrollment applications. Users may enter a backdate up to 10 months prior to the current date. For applications in progress, the field populates with the date entered when the application was last saved. That date must be within 10 months prior to the current date.

A backdate (up to 10 months in the past) can be requested; however, the request is not a guarantee of approval. Additionally, any required licenses, certifications, insurance or specialties must be effective on the requested enrollment effective date.

Complete the remainder of the enrollment application. Providers receive a Welcome Letter which contains the provider's backdated contract effective date if the enrollment and backdate request are approved.

## Group Association Section (Only for Individual Within a Group Enrollment Type)

**Group Association**

Enter your group affiliation information here.

Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the **"Add"** button. Click **"Remove"** to remove the entire row.

	Group NPI	Group Name	Address	Action
[-]	Click to collapse.			
	*Group NPI <input style="width: 80px;" type="text"/>	Group Name <input style="width: 80px;" type="text"/>	Service Location <input style="width: 80px;" type="text"/>	City <input style="width: 80px;" type="text"/>
		State <input style="width: 80px;" type="text"/>		
<input type="button" value="Add"/> <input type="button" value="Reset"/>				

The **Group Association** section of the **Request Information** panel is required and displays only for providers that previously selected Individual Within a Group as the enrollment type. All groups to which the individual provider affiliates should be entered in this section.

Check with the Group representative(s) to ensure the groups are enrolled before completing this portion of the enrollment process. The affiliation cannot be completed if a Group is not enrolled.

### Group NPI

Enter the Group's NPI. The enrolled group's name, service location address, city and state populate if the NPI returns a single group location. Click the **Add** button to add this group affiliation.

An error message displays at the top of the panel indicating **Provider ID does not return a single Provider**. Click the **magnifying glass to search for a provider** if the group NPI is associated with multiple locations. Click the magnifying glass icon next to the **Group NPI** field to display a list of address locations for the group NPI entered. Select the appropriate address location from the list, then click the **Add** button to add the affiliation.

Click the **Reset** button and re-enter the information if the information is not correct and the user would like to start over.


The panel updates and looks similar to the following after the user clicks the **Add** button:

### *Group Association Section – Add*

**Group Association**

Enter your group affiliation information here.  
Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the **"Add"** button. Click **"Remove"** to remove the entire row.

	Group NPI	Group Name	Address	Action
+				<a href="#">Remove</a>
+	Click to add Group Affiliation			



Click the + sign beside **Click to add Group Affiliation** to add each group affiliation if an individual is part of more than one (1) group. If an individual is affiliated to more than 16 groups, group 17 through the last group must be a separate attachment uploaded in the **Attachment and Fees** panel.

## Provider Information Section

**Provider Information**

The provider identification numbers listed below are additional identifiers for the enrolling providers. Not all fields are required.

Enrolling providers must validate the entered taxonomy matches at least one taxonomy currently listed on NPES for the NPI. Perform an NPES search [here](#) to verify the taxonomy.

\*NPI

\*NPI Zip +  \*Taxonomy

4

---

\*Tax ID Number  \*Tax ID Type  EIN  SSN

Effective Date

Enter the requested information within this section for the provider enrolling on the application, including the NPI number and the provider taxonomy and Tax ID.

**Note:** Not all provider types have an NPI number. For this example, the red asterisk indicating a required field is driven by the previous selection of **Physician**.

**NPI** – Enter the applicant’s 10-digit NPI. This information is required for most provider types. Some Atypical providers may not need an NPI.

**NPI Zip + 4** – Enter the nine (9)-digit zip code associated with the service address, as listed in the [NPES NPI Registry](#). No entry is required in this field if an NPI is not required for the selected provider type.

**Taxonomy Codes** – Enter the 10-digit alphanumeric taxonomy code that classifies the enrolling provider as a healthcare provider according to the services offered. Entering two (2) or more characters to begin a search populates a drop-down list of applicable taxonomies from which the user may select. The taxonomy must match at least one (1) taxonomy listed in the [NPES NPI Registry](#). A popup notification appears after a taxonomy is selected that the application will be returned or possibly denied if the taxonomy does not match. The user must acknowledge the notification before continuing the application.

No entry is required in this field if the selected provider type does not require an NPI.

**Tip:** Refer to the [Provider Taxonomy Codes under the Additional Required Information section of this manual for more taxonomy code information](#).

**Tax ID Number** – Enter the nine (9)-digit EIN or SSN associated with the enrolling provider in this required field.

**Tax ID Type** – Select whether an EIN or SSN was entered in the **Tax ID Number** field in this required field. Group, Facility and some Atypical providers require an EIN while individual providers require an SSN.

### Effective Date

- If an EIN was entered, the effective date for this field should be the date the corporation (entity) began doing business.
- If an SSN was entered, the effective date for this field should be the practitioner’s date of birth.



## Contact Information Section

Contact Information	
*Last Name	<input type="text"/>
*First Name	<input type="text"/>
Suffix	<input type="text"/>
*Phone	<input type="text"/> Ext <input type="text"/>
Fax Number	<input type="text"/>
*Contact Email	<input type="text"/>
*Confirm Email	<input type="text"/>
*Email For Provider Publications	<input type="text"/>
*Confirm Email	<input type="text"/>
Preferred Method of Communication	<input type="text" value="Email"/>

The information in this section is required for the practice or organization.

**Last Name** – Enter up to 50 alphanumeric characters in this required field for the last name of the individual who will receive correspondence regarding this enrollment.

**First Name** – Enter up to 25 alphanumeric characters in this required field for the first name of the individual who will receive correspondence regarding this enrollment.

**Suffix** – Enter up to 10 alphanumeric characters in this optional field for the suffix for the name of the individual who will receive correspondence regarding this enrollment, if applicable.

**Phone** – Enter the 10-digit office phone number in this required field, including the area code with the **999-999-9999** format, of the individual who will receive correspondence regarding this enrollment.

**Ext** – Enter the phone extension in this optional field of the individual who will receive correspondence regarding this enrollment, if applicable.

**Fax Number** – Enter the 10-digit fax number in this optional field, including the area code with the **999-999-9999** format, of the individual who will receive correspondence regarding this enrollment.

**Contact Email** – Use the **name@domain** format to enter a valid email address in this required field for the individual who will receive correspondence regarding this enrollment.

**Confirm Email** – Use the **name@domain** format to confirm the valid email address in this required field for the individual who will receive correspondence regarding this enrollment.

**Email for Provider Publications** – Use the **name@domain** format to enter a valid email address in this required field for the contact individual at the practice or organization to which Provider Publications should be sent.

**Confirm Email** – Use the **name@domain** format to confirm the valid email address for the contact individual at the practice or organization to which Provider Publications should be sent.

**Preferred Method of Communication** – Select **Email** to ensure more timely receipt of correspondence.

## Change of Ownership Panel

After clicking **Continue** from the **Request Information** panel, entering credential information and generating an ATN, the **Change of Ownership** panel displays for certain facilities.

- Provider Type (PT) 01 – Hospital
- PT 02 – Mental Hospital
- PT 09 – Pharmacy
- PT 10 – Home Health
- PT 20 and 21 – Skilled Nursing Facility
- PT 50 – Hospice
- PT 62 – Indian Health Services (IHS) Pharmacy

**Note:** The **Change of Ownership** panel does not display for Individual Within a Group; Billing Individual; Ordering, Prescribing and Referring (OPR); Atypical; Group or PACE-Only Subcontractor provider enrollment types; or certain facilities.

The panel defaults to **No** for the **Is this application due to a change of ownership where the EIN is changing?** field.

### Change of Ownership and EIN Section

Indicate if this enrollment is due to a change of ownership or federal Employer Identification Number (EIN).

If **No**, click **Continue** to proceed to the next panel of the application.

If **Yes**, the **Previous Ownership** section displays.


Provider Enrollment: Change of Ownership and Change of Federal Employer Identification Number (EIN) ?	
<a href="#">Welcome</a>	* Indicates a required field.
<a href="#">Request Information</a>	<b>Change of Ownership and EIN</b>
<b>Change of Ownership</b>	A change of ownership resulting in a change of EIN terminates the Provider Participation Agreement. New owners and providers with a new EIN must re-apply and complete a new Provider Participation Agreement to participate in Health First Colorado (Colorado's Medicaid Program) and Child Health Plan Plus (CHP+).
Specialties	Claims cannot be submitted before the application is activated for the new enrollment. Additionally, claims may not be submitted by the new owner using the old EIN or the selling provider's NPI/Health First Colorado Provider ID.
Addresses	
Provider Identification	<b>Change of Ownership and EIN</b>
Network Participation	*Is this application due to a change of ownership where the EIN is changing? <input type="radio"/> Yes <input checked="" type="radio"/> No
Languages	
EFT Enrollment	<b>Continue</b> <b>Finish Later</b> <b>Cancel</b>
Other Information	
Addendums	
Disclosures	
Attachments and Fees	
Agreement	
Summary	

**Note:** Providers are reminded that new owners and providers with a new EIN must re-apply submitting a new enrollment application that includes the Selling Provider's information and a new Provider Participation Agreement. Changes in ownership that do not result in an EIN change may continue to be submitted through the **Disclosures** panel of the Provider Maintenance or Revalidation applications. A change of ownership or change in EIN is not applicable to an individual (SSN) enrollment.

Visit the [Provider Enrollment web page](#) and click the Change of Ownership/Federal Employer Identification Number (EIN) drop-down for additional information.

## Previous Ownership Section

Complete all required fields under the **Previous Ownership** section with the selling provider's information.

Provider Enrollment: Change of Ownership and Change of Federal Employer Identification Number (EIN) ?	
<a href="#">Welcome</a>	* Indicates a required field.
<a href="#">Request Information</a>	<b>Change of Ownership and EIN</b>
<b>Change of Ownership</b>	A change of ownership resulting in a change of EIN terminates the Provider Participation Agreement. New owners and providers with a new EIN must re-apply and complete a new Provider Participation Agreement to participate in Health First Colorado (Colorado's Medicaid Program) and Child Health Plan Plus (CHP+).
Specialties	Claims cannot be submitted before the application is activated for the new enrollment. Additionally, claims may not be submitted by the new owner using the old EIN or the selling provider's NPI/Health First Colorado Provider ID.
Addresses	
Provider Identification	<b>Change of Ownership and EIN</b>
Network Participation	*Is this application due to a change of ownership where the EIN is changing? <input checked="" type="radio"/> Yes <input type="radio"/> No
Languages	<b>Previous Ownership</b>
EFT Enrollment	Enter previous ownership information. All fields are required. Click the magnifying glass to search for and select the appropriate Selling NPI/Health First CO Provider ID. The Change of Ownership Effective Date can be a retroactive date to the first of the current calendar year, the current date, or date in the future up to 90 days.
Other Information	
Addendums	
Disclosures	
Attachments and Fees	*Selling NPI/Health First CO Provider ID <input type="text"/>  *ID Type <input type="text"/>
Agreement	Name <input type="text"/>
Summary	*Selling Provider Contact Name <input type="text"/>
	*Selling Provider Contact Phone Number <input type="text"/>
	*Change of Ownership Effective Date <input type="text"/>
	<input type="button" value="Continue"/> <input type="button" value="Finish Later"/> <input type="button" value="Cancel"/>

**Selling NPI/Health First CO Provider ID** – Enter the Medicaid number or NPI number of the selling provider or previous provider. Click the magnifying glass icon to search for a provider.

**ID Type** – Select the ID type from the drop-down list.

**Name** – This field populates with the NPI/Provider ID being entered.

**Selling Provider Contact Name** – Enter the selling provider's first and last name.

**Selling Provider Contact Phone Number** – Enter the selling provider's 10-digit phone number in this required field, including the area code with the **999-999-9999** format.

**Change of Ownership Effective Date** – Enter the effective date of the change of ownership.

Click **Continue**, **Finish Later** or **Cancel** when all fields are completed.

**Note:** Upon receipt of a completed Change of Ownership enrollment application, the selling provider receives a notification from the Department with instructions on submitting a voluntary disenrollment application. The Change of Ownership enrollment application cannot be processed for approval until the selling provider completes and submits a voluntary disenrollment application through the Provider Web Portal.

## Specialties Panel

**Provider Enrollment: Specialties**
?

[Welcome](#)

[Request Information](#)

**Specialties**

[Addresses](#)

[Provider Identification](#)

[Network Participation](#)

[Languages](#)

[Other Information](#)

[Addendums](#)

[Disclosures](#)

[Attachments and Fees](#)

[Agreement](#)

[Summary](#)

**Specialties**

The provider type is established on the Request Information screen. All specialties available for the selected provider type can be added on this screen.

- \* Indicates a required field.
- Indicates a primary record.

Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

Specialty	Taxonomy	Effective Date	End Date	Action
<div style="display: flex; justify-content: space-between; align-items: flex-start; padding: 5px;"> <div style="width: 45%;"> <p><input type="checkbox"/> Click to collapse.</p> <p>*Specialty <input style="width: 80%;" type="text"/></p> <p>*Effective Date <input style="width: 40%;" type="text"/></p> <p>*Taxonomy <input style="width: 80%;" type="text"/></p> </div> <div style="width: 50%;"> <p>Provider Type <span>Physician</span></p> <p>End Date <input style="width: 40%;" type="text"/></p> <p>Primary <input checked="" type="checkbox"/></p> </div> </div> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 5px;"> <span>Add</span> <span>Reset</span> </div>				

**Additional Taxonomies**

Fields marked "required" in this section are only required if any information is entered in this section. Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

Taxonomy	Action
<div style="display: flex; justify-content: space-between; align-items: flex-start; padding: 5px;"> <div style="width: 95%;"> <p><input type="checkbox"/> Click to collapse.</p> <p>*Taxonomy <input style="width: 90%;" type="text"/></p> </div> </div> <div style="display: flex; justify-content: center; margin-top: 5px;"> <span>Add</span> </div>	

Continue
Finish Later
Cancel

The specialties available on this panel are based on the **Enrollment Type** and **Provider Type** selection made on the **Request Information** panel. At least one (1) specialty is required. Some provider types allow for only one specialty, and some provider types allow for multiple specialties. However, only one specialty can be designated as the primary specialty. The system accepts only certain specialties.

Refer to the [Provider Type, Enrollment Type and Enrollment Requirements section](#) of this document for additional information on provider types, enrollment types and specialties.

A Taxonomy code must be provided for each specialty, except for when **Atypical** is selected as the **Enrollment Type**.

## Specialties Section

**Specialties**

The provider type is established on the Request Information screen. All specialties available for the selected provider type can be added on this screen.

\* Indicates a required field.  
 Indicates a primary record.


Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.


	Specialty	Taxonomy	Effective Date	End Date	Action
[-]	Click to collapse.				
+	*Specialty <input type="text" value="Physician"/>	*Effective Date <input type="text" value="Physician"/>	*Taxonomy <input type="text" value="Physician"/>	Provider Type Physician End Date <input type="text"/>	Primary <input checked="" type="checkbox"/>
<input type="button" value="Add"/> <input type="button" value="Reset"/>					

**Specialty** – Select the specialty from the drop-down list. The specialty selected drives the choices available under the **Taxonomy** drop-down.

**Note:** There are many instances where the only Specialty option is the Provider Type selected. Select the only option available if this is the case and use the Taxonomy drop-down to indicate the area of specialty.

**Example:** If the enrolling provider is a Pediatrician, select the only option shown (Physician) as the specialty, then select Pediatrics in the Taxonomy drop-down.

**Effective Date** – Click the calendar icon  next to this required field to enter the effective date of the specialty.

**End Date** – Click the calendar icon  next to this optional field to enter the end date for the specialty, if applicable.

### Specialties Section – Taxonomy Code

**Provider Enrollment: Specialties**

**Specialties**

The provider type is established on the Request Information screen. All specialties available for the selected provider type can be added on this screen.

\* Indicates a required field.  
 Indicates a primary record.

Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

Specialty	Taxonomy	Effective Date	End Date	Action
<input type="checkbox"/> Click to collapse.				
*Specialty	Physician	01/01/2020	Provider Type Physician	
*Specialty Effective Date			End Date	
*Taxonomy	<ul style="list-style-type: none"> <li>Independent Medical Examiner</li> <li>Phlebology</li> <li>Neuromusculoskeletal Medicine - Sports Medicine</li> <li>Neuromusculoskeletal Medicine OMM</li> <li>Oral Maxillofacial Surgery</li> <li>Transplant Surgery</li> <li>Electrodiagnostic Medicine</li> <li>Allergy Immunology</li> <li>Allergy Immunology - Allergy</li> <li>Allergy Immunology - Clinical Laboratory Immunology</li> <li>Anesthesiology</li> <li>Anesthesiology - Addiction Medicine</li> <li>Anesthesiology - Critical Care Medicine</li> <li>Anesthesiology - Hospice and Palliative Medicine</li> <li>Anesthesiology - Pain Medicine</li> <li>Anesthesiology - Pediatric Anesthesiology</li> <li>Dermatology</li> <li>Dermatology - MOHS-Micrographic Surgery</li> <li>Dermatology - Dermatopathology</li> <li>Dermatology - Clinical Laboratory Dermatological Immunology</li> <li>Dermatology - Pediatric Dermatology</li> <li>Dermatology - Procedural Dermatology</li> <li>Emergency Medicine</li> <li>Emergency Medicine - Emergency Medical Services</li> <li>Emergency Medicine - Undersea and Hyperbaric Medicine</li> <li>Emergency Medicine - Hospice and Palliative Medicine</li> <li>Emergency Medicine - Pediatric Emergency Medicine</li> <li>Emergency Medicine - Sports Medicine</li> <li>Emergency Medicine - Medical Toxicology</li> </ul>			
<input type="checkbox"/> Click to collapse.				
Taxonomy				
<input type="button" value="Add"/>				

Additional Taxonomy

Fields marked required  
 Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

Click to collapse.

Taxonomy

05.00.364

**Taxonomy** – Select a taxonomy (specialization) associated with the provider in this required drop-down list.

**Primary** – Select the **Primary** checkbox if this is the primary specialty. Only one (1) specialty can be designated as primary.

At least one taxonomy entered must match a taxonomy listed in the [NPPES NPI Registry](#).

Do not forget to click the  button!



## Additional Taxonomies Section

**Additional Taxonomies**

Fields marked required in this section are only required if any information is entered in this section. Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" link to remove the entire row.

Taxonomy
<input type="checkbox"/> Click to collapse.
*Taxonomy <input type="text"/>
<input type="button" value="Add"/>

Additional taxonomies are *not* required. Click the Continue button if the user does not want to add additional taxonomy codes.

**Taxonomy** – Select an additional taxonomy code, **if applicable**. This alphanumeric search field responds to characters entered and returns a list of valid taxonomy codes. Enter two (2) or more characters to begin a search, then select a code from the list.

This panel is complete. Click **Continue**, **Finish Later** or **Cancel**.

## Addresses Panel

Provider Enrollment: Addresses <span style="float: right;">?</span>																													
<a href="#">Welcome</a> <a href="#">Request Information</a> <a href="#">Change of Ownership</a> <a href="#">Specialties</a> <b>Addresses</b> Provider Identification Network Participation Languages EFT Enrollment Other Information Addendums Disclosures Attachments and Fees Agreement Summary	<p>* Indicates a required field.</p> <p><b>Provider Addresses</b></p> <p>The provider addresses identify the location where a provider renders services, as well as locations that are used for billing and payment.</p> <p>All Providers must enter a Service Location, Billing, and Mailing address.</p> <p>The Service Location Address Office Phone number is public facing and will be printed on member documentation.</p> <p>Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 25%;">Type</th> <th style="width: 25%;">Address</th> <th style="width: 10%;">City</th> <th style="width: 10%;">State</th> <th style="width: 10%;">Action</th> </tr> </thead> <tbody> <tr> <td colspan="6"> <input type="checkbox"/> Click to collapse.                             </td> </tr> <tr> <td colspan="6"> <div style="padding: 5px;"> <p>*Address <input type="text"/></p> <p>Type <input type="text"/></p> <p>*Location Code <input type="text"/></p> <p>*Address <input type="text"/></p> <p>*City <input type="text"/> County <input type="text"/></p> <p>*State <input type="text"/> *Zip Code <input type="text"/></p> <p>Primary Email <input type="text"/> Confirm Email <input type="text"/></p> <p>Secondary Email <input type="text"/> Confirm Email <input type="text"/></p> <p>Phone <input type="text"/> <input type="text"/> Ext <input type="text"/> Phone <input type="text"/> <input type="text"/> Ext <input type="text"/></p> <p>Phone <input type="text"/> <input type="text"/> Ext <input type="text"/> Phone <input type="text"/> <input type="text"/> Ext <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Add"/> <input type="button" value="Reset"/> </p> </div> </td> </tr> <tr> <td colspan="6" style="text-align: right;"> <input type="button" value="Continue"/> <input type="button" value="Finish Later"/> <input type="button" value="Cancel"/> </td> </tr> </tbody> </table>						Type	Address	City	State	Action	<input type="checkbox"/> Click to collapse.						<div style="padding: 5px;"> <p>*Address <input type="text"/></p> <p>Type <input type="text"/></p> <p>*Location Code <input type="text"/></p> <p>*Address <input type="text"/></p> <p>*City <input type="text"/> County <input type="text"/></p> <p>*State <input type="text"/> *Zip Code <input type="text"/></p> <p>Primary Email <input type="text"/> Confirm Email <input type="text"/></p> <p>Secondary Email <input type="text"/> Confirm Email <input type="text"/></p> <p>Phone <input type="text"/> <input type="text"/> Ext <input type="text"/> Phone <input type="text"/> <input type="text"/> Ext <input type="text"/></p> <p>Phone <input type="text"/> <input type="text"/> Ext <input type="text"/> Phone <input type="text"/> <input type="text"/> Ext <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Add"/> <input type="button" value="Reset"/> </p> </div>						<input type="button" value="Continue"/> <input type="button" value="Finish Later"/> <input type="button" value="Cancel"/>					
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<input type="button" value="Continue"/> <input type="button" value="Finish Later"/> <input type="button" value="Cancel"/>																													

All providers regardless of enrollment type are required to enter three (3) different address types:

- Service Location
- Mailing
- Billing

There are slight differences in the information collected for each address type.

Refer to the [Provider Type, Enrollment Type and Enrollment Requirements section](#) of this document for additional information on these address types.

**Note:** Business entities enrolling with a federal Employer Identification Number (EIN) must complete a separate enrollment application for each service location address.

Individuals enrolling with a Social Security Number (SSN) are limited to one (1) enrollment only.



### Provider Addresses Section

An additional section displays when **Service Location** is selected in the **Address Type** drop-down list. Refer to the example below.

#### Adding Service Location Address Information

**Provider Enrollment: Addresses**
?

[Welcome](#)  
[Request Information](#)  
[Change of Ownership](#)  
[Specialties](#)  
▶ **Addresses**  
 Provider Identification  
 Network Participation  
 Languages  
 EFT Enrollment  
 Other Information  
 Addendums  
 Disclosures  
 Attachments and Fees  
 Agreement  
 Summary

*\* Indicates a required field.*

**Provider Addresses**

The service location name and address generally is the site where members obtain services and is either owned or rented by the provider. This location should be where supporting documentation related to claims is maintained.

The service location address must be a physical location. A post office box is not a valid service location address.

The service location address must include an **office** phone number and at least one **email** address. It is desired that the service location address provide a **fax** phone number.

Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

	Type	Address	City	State	Action
<input type="checkbox"/> Click to collapse.					
*Address Type <input type="text" value="Service Location"/>	*Location Code <input type="text"/>	*Address <input type="text"/>	*City <input type="text"/>	*State <input type="text" value="Colorado"/>	County <input type="text"/>
Primary Email <input type="text"/>	Confirm Email <input type="text"/>				
Secondary Email <input type="text"/>	Confirm Email <input type="text"/>				
Phone <input type="text"/> <input type="text"/> Ext <input type="text"/>	Phone <input type="text"/> <input type="text"/> Ext <input type="text"/>				
Phone <input type="text"/> <input type="text"/> Ext <input type="text"/>	Phone <input type="text"/> <input type="text"/> Ext <input type="text"/>				

**Service Address Information**

If 'Address Type' is changed from 'Service', the service information below will be lost upon Add or Save of address.

Opt Out of Provider Directory

Accepting New Members       ADA Compliant       Accepting New Members with Special Needs

TDD Capability       Phone  Ext

TTY Capability       Phone  Ext

Add
Reset

Continue
Finish Later
Cancel

Primary Email and Phone (Office Phone) are required for each address, even though there is no asterisk (\*).

Revised: 6/27/2024

Page 30

**Address Type** – Select the **Service Location** from this required drop-down list, which opens the **Service Address Information** panel at the bottom of the screen.

**Location Code** – Select the address location in relation to the State of Colorado in this required drop-down list. Possible selections are **Border Provider**, **In-State** and **Out-of-State**.

**Note:** Click the ? Help button on the upper right corner on this panel for a list of approved border providers.

- Refer to [Appendix F: Border Towns](#) located on the [Billing Manuals web page](#) under the [Appendices drop-down](#) for a list of approved border cities/town by bordering state.
- Visit the [Information by Provider Type web page](#), select the appropriate provider type drop-down and refer to the **BT Allowed?** field in the table to determine if your provider type allows enrollment when the service location is in an approved border town.

Risk Level:	Limited	Fee Req'd?	No	NPI Req'd?	No
Medicare Req'd?	No	OOS Allowed?	Yes	BT Allowed?	Yes

**Address** – Enter up to 55 alphanumeric characters in this required field for the street address of the location. The **Service Location** must be a physical address and cannot be a PO Box. This address can be two (2) lines with suite, building or unit numbers on the second line.

**City** – Enter up to 30 alphanumeric characters in this required field for the appropriate city or town for the location.

**County** – Enter up to 30 alphanumeric characters in this optional field for the appropriate county for the location. Do not select **State of Colorado** as the **County**.

**State** – Select a valid state option for the location in this required drop-down list, which defaults to **Colorado**.

**Zip Code** – Enter the nine (9)-digit zip code for the location in this required field.

**Primary Email** – Use the **name@domain** format to enter up to 50 alphanumeric characters in this required field for the primary email address associated with the provider.

**Confirm Primary Email** – Use the **name@domain** format to re-enter up to 50 alphanumeric characters in this required field for the primary email address associated with the provider.

**Secondary Email** – Use the **name@domain** format to enter up to 50 alphanumeric characters in this optional field for the secondary email address associated with the provider.

**Confirm Secondary Email** – Use the **name@domain** format to re-enter up to 50 alphanumeric characters for the secondary email address associated with the provider. This field is required if the **Secondary Email** field is completed.

**Phone (Type 1 of 4)** – Select the **Office** phone number type from the drop-down list. **At least one (1) office number is required per location.**

**Phone (1 of 4)** – Enter the 10-digit office phone number associated to the location in this required field. The service location address office phone number is public facing and is printed on member documentation.

**Ext (1 to 4)** – Enter the extension for the office phone number associated to the location in this optional field, if applicable.

**Phone (Type 2 through 4)** – Select the type of phone number from the optional drop-down list. Available selections are **Cell, Fax, Office, Toll Free** and **Other**.

**Phone (2 through 4)** – Enter additional 10-digit phone numbers associated to the location and phone type indicated in these optional fields, if applicable.

**Ext (2 through 4)** – Enter extensions applicable to the additional phone numbers entered in these optional fields.

## Service Address Information

These fields display only on the **Service Location Address** panel.

**Opt Out of Provider Directory** – Select this optional checkbox if the service location should be omitted from the provider directory. Leaving this field blank will include the location in the provider directory.

**Accepting New Members** – Select this optional checkbox if the service location is accepting new patients. Leaving this field blank indicates the location is not accepting new patients.

**ADA Compliant** – Select this optional checkbox to indicate if the service location is compliant with the American Disabilities Act (ADA). Leaving this field blank indicates the location is not compliant.

**Accepting New Members with Special Needs** – Select this optional checkbox if the service location is accepting new patients with special needs. Leaving this field blank indicates the location is not accepting new patients with special needs.

**TDD Capability** – Select this optional checkbox if the service location provides a Telecommunications Device for the Deaf (TDD). Leaving this field blank indicates the location does not offer TDD capability.

**Phone (TDD)** – Enter the 10-digit phone number associated with the TDD capability. This field is required only if the **TDD Capability** checkbox is selected.

**Ext (TDD)** – Enter the four (4)-digit extension associated with the TDD in this optional field, if applicable.

**TTY Capability** – Select this optional checkbox if the service location provides a Teletypewriter (TTY) for the Deaf. Leaving this field blank indicates the location does not offer TTY capability.

**Phone (TTY)** – Enter the 10-digit phone number associated with the TTY capability. This field is required only if the **TTY Capability** checkbox is selected.

**Ext (TTY)** – Enter the four (4)-digit extension associated with the TTY in this optional field, if applicable.

Clicking the **Add** button after completing this panel stores the information in the application but does **not** save the information until either the **Finish Later** button is clicked, or the application is submitted at the end of the process. The panel updates to the version below after the **Add** button is clicked.

**Provider Addresses Section – Service Location Added**

Provider Enrollment: Addresses																				
<a href="#">Welcome</a>	* Indicates a required field.																			
<a href="#">Request Information</a>	<b>Provider Addresses</b>																			
<a href="#">Change of Ownership</a>	The service location name and address generally is the site where members obtain services and is either owned or rented by the provider. This location should be where supporting documentation related to claims is maintained.																			
<a href="#">Specialties</a>	The service location address must be a physical location. A post office box is not a valid service location address.																			
<b>Addresses</b>	The service location address must include an <b>office</b> phone number and at least one <b>email</b> address. It is desired that the service location address provide a <b>fax</b> phone number.																			
Provider Identification	Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.																			
Network Participation	<table border="1"> <thead> <tr> <th>Type</th> <th>Address</th> <th>City</th> <th>State</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Service Location</td> <td>1 Any Street</td> <td>Denver</td> <td>Colorado</td> <td><a href="#">Copy</a> <a href="#">Remove</a></td> </tr> <tr> <td colspan="5"><input type="checkbox"/> Click to add address.</td> </tr> </tbody> </table>					Type	Address	City	State	Action	<input type="checkbox"/> Service Location	1 Any Street	Denver	Colorado	<a href="#">Copy</a> <a href="#">Remove</a>	<input type="checkbox"/> Click to add address.				
Type	Address	City	State	Action																
<input type="checkbox"/> Service Location	1 Any Street	Denver	Colorado	<a href="#">Copy</a> <a href="#">Remove</a>																
<input type="checkbox"/> Click to add address.																				
Languages																				
EFT Enrollment																				
Other Information																				
Addendums																				
Disclosures																				
Attachments and Fees	<input type="button" value="Continue"/> <input type="button" value="Finish Later"/> <input type="button" value="Cancel"/>																			
Agreement																				
Summary																				

Click the + sign beside **Click to add address** to add the next address. Click **Copy** if the next address is the same, then edit as needed. The **Copy** feature is helpful when two (2) or more addresses are the same.

**Provider Addresses Section - Add Another Address**

Type	Address	City	State	Action
<input type="checkbox"/> Service Location	1 Any Street	Denver	Colorado	<a href="#">Copy</a> <a href="#">Remove</a>
<input type="checkbox"/> Click to add address.				

Select **Billing** or **Mailing** in the **Address Type** drop-down list and complete the information to add a billing or mailing address. There is one (1) additional field when the Billing or Mailing address panels are displayed.

**Pay To Name** or **Mail To Name** – Enter the person, area or entity to which billing or mailed information should be sent (e.g., Office Manager, Billing Manager, Front Desk, Mail Room, etc.) in these required fields.

*Address Type	<input type="text" value="Billing"/>
*Location Code	<input type="text" value="In-State"/>
*Pay To Name	<input type="text" value="Bob"/>

Click the **Remove** link in the **Action** column to delete an entire row. The row must be re-entered once removed.

*Provider Addresses Panel – Completed*

Provider Enrollment: Addresses <span style="float: right;">?</span>					
<a href="#">Welcome</a>	* Indicates a required field.				
<a href="#">Request Information</a>	<b>Provider Addresses</b>				
<a href="#">Change of Ownership</a>	The provider addresses identify the location where a provider renders services, as well as locations that are used for billing and payment.				
<a href="#">Specialties</a>	All Providers must enter a Service Location, Billing, and Mailing address.				
<b>Addresses</b>	The Service Location Address Office Phone number is public facing and will be printed on member documentation.				
Provider Identification	Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the <b>"Add"</b> button. Click <b>"Remove"</b> to remove the entire row.				
Network Participation		<b>Type</b>	<b>Address</b>	<b>City</b>	<b>State</b>
Languages	<input type="checkbox"/>	Service Location	1 Any Street	Denver	Colorado
EFT Enrollment					<a href="#">Copy</a> <a href="#">Remove</a>
Other Information	<input type="checkbox"/>	Billing	1 Any Street	Denver	Colorado
Addendums					<a href="#">Copy</a> <a href="#">Remove</a>
Disclosures	<input type="checkbox"/>	Mailing	1 Any Street	Denver	Colorado
Attachments and Fees					<a href="#">Remove</a>
Agreement	You have reached the maximum number of addresses allowed for this list.				
Summary	<span style="background-color: #006633; color: white; padding: 2px 5px;">Continue</span> <span style="background-color: #006633; color: white; padding: 2px 5px;">Finish Later</span> <span style="background-color: #006633; color: white; padding: 2px 5px;">Cancel</span>				

Click **Continue**, **Finish Later** or **Cancel** when all three (3) addresses are entered.

## Provider Identification Panel

The example below displays a Group enrollment type. The panel may look similar to the following. Refer to the additional examples below.

**Provider Enrollment: Provider Identification**
?

Welcome

Request Information

Change of Ownership

Specialties

Addresses

▶ **Provider Identification**

Network Participation

Languages

EFT Enrollment

Other Information

Addendums

Disclosures

Attachments and Fees

Agreement

Summary

\* Indicates a required field.

**Provider Legal Name**

The provider legal name and information is provided once for each enrollment.

\*Provider Legal Name

Doing Business As

**Organizational Structure**

Select the applicable type of business.

\*Organization Type

**Payer**

Select at least one payer. Providers will be required to view and electronically sign a Provider Participation Agreement (PPA) specific to each payer selected.

\*Payer  Colorado BHA  Title XIX Payer

**License**

Primary license data must be entered if required for the selected provider type and specialties. Non-required licenses may be added and indicated as secondary. Click [here](#) to search for a Colorado Department of Regulatory Agencies (DORA) license. Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

License #	Effective Date	Expiration Date	Issuing State	Action
<input type="checkbox"/> Click to collapse.				
<div style="font-size: 0.7em;">Enter the entire license ID including alpha, numeric, dots, dashes, etc. The license record must be effective prior to or as of 08/02/2023. If the Issuing Authority is the Colorado Department of Regulatory Agencies (DORA), an automatic license look up will be performed. If a matching license record is found, the data will be returned for review. If no matching license record is found, manually enter the license information.</div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <p>*Issuing Authority <input style="width: 80%;" type="text"/></p> <p>*Effective Date <input style="width: 80%;" type="text"/></p> <p>*Issuing State <input style="width: 80%;" type="text"/></p> <p>*Type <input style="width: 80%;" type="text"/></p> </div> <div style="width: 45%;"> <p>*License # <input style="width: 80%;" type="text"/></p> <p>*Expiration Date <input style="width: 80%;" type="text"/></p> <p>Description <input style="width: 80%;" type="text"/></p> </div> </div> <div style="display: flex; justify-content: center; margin-top: 5px;"> <input style="margin-right: 10px;" type="button" value="Add"/> <input type="button" value="Reset"/> </div>				

**Certification**

Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

Enter Certification information if applicable. If certified, please provide the specialty certification number, effective date, and expiration date of certification.

Specialty	Certificate Number	Certification Type	Effective Date	End Date	Action
<input type="checkbox"/> Click to add certification.					

**Medicare Participation**

To receive Medical Assistance Program payments for services provided to individuals who have Medicare and Medical Assistance Program benefits, providers must accept assignment of their Medicare claims.

Automatic crossover is an exchange of claim information between Medicare and the Medical Assistance Program. When automatic crossover occurs, providers do not have to submit a crossover claim to the Medical Assistance Program. The Colorado Medical Assistance Program obtains crossover claim information from Colorado Medicare carriers and intermediaries. For automatic crossover to occur, providers must identify their NPI number.

Automatic crossovers should occur when the participant has registered their NPI with Medicare Part A and/or Part B and in the Colorado interChange.

Medicare numbers are no longer used for automatic crossover from Medicare Part A and Part B to the Medical Assistance Program.

Medicare #  Effective Date  Medicare Type

The **Provider Identification** panel requests information such as the legal name, a group practice or facility information, school information, and any appropriate identification numbers, such as the U.S. Drug Enforcement Administration (DEA), state license numbers and Medicare numbers. The Provider Enrollment Tool presents appropriate identification fields for the provider type, based on previous selections. For example, an individual is presented with fields to identify their education while a facility application does not include these fields.

Below is a comprehensive list of the **Provider Identification** fields that could display:

## Provider Legal Name Section

### Group, Atypical or Facility Providers

**Provider Legal Name** – Enter up to 70 alphanumeric characters in this required field for the provider’s legal name for a Group, Atypical provider or Facility.

**Doing Business As** – Enter up to 30 alphanumeric characters for the Doing Business As name of the provider in this optional field, if applicable.

### Individual Providers

**Last Name** – Enter up to 60 alphanumeric characters in this required field for the last name of an individual provider.

**First Name** – Enter up to 25 alphanumeric characters in this required field for the first name of an individual provider.

**Middle** – Enter one (1) letter for the middle initial associated to the middle name of the provider.

**Suffix** – Enter up to 10 alphanumeric characters for the suffix for an individual provider, if applicable. This field should be used to indicate MD, PhD, etc.

## Organizational Structure Section or Individual Provider Section

### Organizational Structure Section

**Organization Type** – Select the organization type for the enrolling entity from the drop-down list. Typical values could include Corporation, Estate, Trust, etc. Visit the [Secretary of State Business Database Search web page](#) to locate the organization type if unsure of this information.

### Individual Providers Section

**Gender** – Select the gender associated with an individual provider from the required drop-down list.

**Birth Date** – Enter eight (8) numeric characters using the **MM/DD/YYYY** format for the birth date associated with the individual provider. This field displays only if the enrollment type is Individual Within a Group, Ordering, Prescribing, Referring (OPR) or Billing Individual. The **Birth Date** must be between 0 and 150 years old.

**Degree** – Select the appropriate professional degree received by the individual provider from the drop-down. The **Degree** field is required if any of the **Professional Education** fields are completed.

**School** – Enter up to 25 alphanumeric characters for the name of school from which the individual provider received the degree. The **School Name** field is required if any of the **Professional Education** fields are completed.

**Year of Graduation** – Enter four (4) numeric characters for the year in which the provider obtained the degree. The **Year of Graduation** field is required if any of the **Professional Education** fields are completed. **Year of Graduation** cannot be more than 125 years in the past or future.

## Payer Section

**Payer** – Select the appropriate payer. Applicable payer checkboxes are enabled, and at least one (1) payer must be selected.

## License Section

If the license is a Colorado Department of Regulatory Agencies (DORA), an automatic lookup is performed when the **Issuing Authority** and **License #** are entered. The **Effective Date**, **Expiration Date** and **Issuing State** are retrieved and populated automatically if a match is found in DORA.

**Issuing Authority** – Select the agency that issued the license. (Examples: Colorado DORA, Colorado Department of Public Health and Environment [CDPHE]). The **Issuing Authority** field is required if any of the other **License** fields are completed.

**License #** – Enter up to 20 characters for the entire license number, including alphanumeric, dots, dashes, etc. The **License #** field is required if any of the other **License** fields are completed. Each license listed in the application must have a corresponding attachment for verification showing the license number, the effective date and the expiration date of the license.

**Effective Date (License)** – Enter eight (8) numeric characters using the **MM/DD/YYYY** format for the effective date for the license number assigned to the provider. Enter the *effective* date, not the *issue* date. The **Effective Date** field is required if any of the other **License** fields are completed.

**Expiration Date (License)** – Enter eight (8) numeric characters using the **MM/DD/YYYY** format for the expiration date for the license number assigned to the provider. The *expiration* date cannot be before the *effective* date. The **Expiration Date** is required if any of the other **License** fields are completed.

**Issuing State** – Select the state from which the license is issued from the drop-down list. The **Issuing State** field is required if any of the other **License** fields are completed.

**Description** – Enter up to 50 characters for the license description in this optional free form field.

**Type** – Select the appropriate value for the license type in the drop-down list. Valid values are **Primary** or **Secondary**. Provider types or specialties that require a license must add required licenses with a type of **Primary**. Visit the [Information by Provider Type web page](#), click the Provider Type drop-down and refer to the **Required Attachments** section for more information on required licenses. Non-required licenses may be added with a type of **Secondary**. The **Type** field is required if any of the other **License** fields are completed.

## Certification Section

**Specialty** – Select the **Specialty** from this required drop-down list. Typical values could include Physician, Pharmacy, Nursing Facility, etc.

**Certificate Number** – Enter 20 alphanumeric characters for the **Certification Number** in this required field.


**Certification Type** – Select the appropriate **Certification Type** from this required drop-down list. Values could include Accreditation, National Specialty Board, Other, Tax Exempt, etc.



**Effective Date** – Enter eight (8) numeric characters using the **MM/DD/YYYY** format for the effective date for the certification. This field is required if the **Certificate Number** is completed.

**End Date** – Enter eight (8) numeric characters in this required field using the **MM/DD/YYYY** format for the end date for the certification. The **End Date** cannot be before the **Effective Date**.



Click the  button to add the certificate information. Click the + sign next to **Click to add certification** to add additional certificates.

Certification						
Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.						
Enter Certification information if applicable. If certified, please provide the specialty certification number, effective date, and expiration date of certification.						
	Specialty	Certificate Number	Certification Type	Effective Date	End Date	Action
<input type="checkbox"/>	Clinic - Practitioner	AA123	Other	01/01/2023	12/31/2023	<a href="#">Remove</a>
<input type="checkbox"/>	Click to add certification.					

## Medicare Participation Section

**Medicare #** – Enter 10 alphanumeric characters for the Medicare number assigned by the federal government to the provider. The **Medicare Number** field is required if any of the other **Medicare** fields are completed.

**Effective Date (Medicare Number)** – Enter eight (8) numeric characters using the **MM/DD/YYYY** format for the effective date of the **Medicare #**. This is the date the Medicare contractor received the signed and dated Certification Statement. The **Effective Date** field is required if any of the other **Medicare** fields are completed.

**Medicare Type** – Select the **Medicare Type** associated with the **Medicare #** from the drop-down list. The **Medicare Type** field is required if any of the other **Medicare** fields are completed. Typical values could include Medicare Part A, Medicare Part B, etc.

## CLIA Certification Section or DEA Section

### CLIA Certification Section

**CLIA #** – Enter up to 10 numeric characters for the Clinical Laboratory Improvement Amendment (CLIA) certification number assigned to Group, Facility or Atypical providers. The **CLIA #** field is required if any other **CLIA** fields are completed. A copy of the CLIA certificate is required as an attachment. The CLIA data panel displays in applications for individuals.

**Effective Date (CLIA)** – Enter eight (8) numeric characters using the **MM/DD/YYYY** format for the CLIA certification number's effective date. The **Effective Date** field is required if the **CLIA #** field is completed.

**End Date (CLIA)** – Enter eight (8) numeric characters using the **MM/DD/YYYY** format for the CLIA certification number's end date. Enter **12/31/2299** if there is no end date for the CLIA certification. The **End Date** field is required if any of the other **CLIA** fields are completed.

## DEA Section

**DEA #** – Enter nine (9) alphanumeric characters for the Drug Enforcement Agency (DEA) number assigned to the provider. The **DEA #** is required if the **Effective Date** field is completed.

**Effective Date (DEA)** – Enter eight (8) numeric characters using the **MM/DD/YYYY** format for the DEA number's effective date. The **Effective Date** field is required if the **DEA #** field is completed.

## Other Identifiers

### Managed Care Organizations (MCOs)

**Health Plan Identifier (HPID)** – Enter up to 15 alphanumeric characters for the provider's Health Plan ID. The HPID is for only MCOs.

### Pharmacy Enrollments

**NCPDP Provider ID Number** – Enter 10 alphanumeric characters in this optional field for the provider's National Council for Prescription Drug Programs (NCPDP) Provider ID Number. This field is applicable to Pharmacy enrollments only.

**Pharmacy Classification** – Select the classification of the Pharmacy ID from the drop-down list. Values included are such as Chain, Federal Government, Hospital, etc.

Click **Continue**, **Finish Later** or **Cancel** when the panel is complete.

## Billing Individuals, Individual Within Group and OPR

Below is an example of the panel for an Individual Within a Group Provider Type selection.

### Provider Identification Panel – Individual within Group

**Provider Enrollment: Provider Identification**

Welcomes \* Indicates a required field.

**Request Information**

**Provider Legal Name:**  
The provider legal name and information is provided once for each enrollment.  
 \*Last Name  
 \*First Name  
 Middle Suffix  
 Doing Business AS

**Individual Providers**

\*Gender \*Birth Date

Fields marked required in this section are only required if any information is entered in this section. Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

Degree	School	Year of Graduation	Action
*Degree	*School	*Year of Graduation	

Add Reset

**Payer**

Select at least one payer. Providers will be required to view and electronically sign a Provider Participation Agreement (PPA) specific to each payer selected.

\*Payer Colorado BHA  
 T&E XIX Payer

**License**

Primary license data must be entered if required for the selected provider type and specialties. Non-required licenses may be added and indicated as secondary. Click here to search for a Colorado Department of Regulatory Agencies (DORA) license.  
 Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

License #	Effective Date	Expiration Date	Issuing State	Action
*License #	*Effective Date	*Expiration Date	*Issuing State	

Add Reset

**Certification**

Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

Enter Certification information if applicable. If certified, please provide the specialty certification number, effective date, and expiration date of certification.

Specialty	Certificate Number	Certification Type	Effective Date	End Date	Action
Physician	ABC123	Accreditation	01/01/2023	12/31/2023	Remove

Click to add certification.

**Medicare Participation**

To receive Medical Assistance Program payments for services provided to individuals who have Medicare and Medical Assistance Program benefits, providers must accept assignment of their Medicare claims.

Automatic crossover is an exchange of claim information between Medicare and the Medical Assistance Program. When automatic crossover occurs, providers do not have to submit a crossover claim to the Medical Assistance Program. The Colorado Medical Assistance Program obtains crossover claim information from Colorado Medicare carriers and intermediaries. For automatic crossover to occur, providers must identify their NPI number.

Automatic crossovers should occur when the participant has registered their NPI with Medicare Part A and/or Part B and in the Colorado interChange.

Medicare numbers are no longer used for automatic crossover from Medicare Part A and Part B to the Medical Assistance Program.

Medicare # Effective Date Medicare Type

**CLIA Certification**

Fields marked required in this section are only required if any information is entered in this section. Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.  
 If a CLIA certificate is not required for the provider type and/or not applicable because testing is not performed at this location, then the information below may be left blank.

CLIA #	Effective Date	End Date	Action
*CLIA #	*Effective Date	*End Date	

Add Reset

**DEA #**

When changing your DEA #, supporting documentation is required as an attachment to this request.

Fields marked required in this section are only required if any information is entered in this section. Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

DEA #	Effective Date	End Date	Action
*DEA #	*Effective Date	*End Date	

Add Reset

Continue Finish Later Cancel

Fields marked required in this section are required only if information is entered in this section.

A license may be required depending on the Provider Type and/or Specialty selected.

## Facility and Atypical

Below is an example of the panel for an Atypical Provider Type selection.

### Provider Identification Panel – Atypical

**Provider Enrollment: Provider Identification**
?

[Welcome](#) \* Indicates a required field.

[Request Information](#)

[Change of Ownership](#)

[Specialties](#)

[Addresses](#)

▶ Provider Identification

[Network Participation](#)

[Languages](#)

[EFT Enrollment](#)

[Other Information](#)

[Addendums](#)

[Disclosures](#)

[Attachments and Fees](#)

[Agreement](#)

[Summary](#)

**Provider Legal Name**

The provider legal name and information is provided once for each enrollment.

\***Provider Legal Name**

**Doing Business As**

**Organizational Structure**

Select the applicable type of business.

\***Organization Type**

**Payer**

Select at least one payer. Providers will be required to view and electronically sign a Provider Agreement (PPA) specific to each payer selected.

\***Payer**  Colorado BHA  Title XIX Payer

**License**

Primary license data must be entered if required for the selected provider type and specialties. Non-required licenses may be added and indicated as secondary. Click [here](#) to search for a Colorado Department of Regulatory Agencies (DORA) license. Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

License #	Effective Date	Expiration Date	Issuing State	Action
[-] Click to collapse.				
Enter the entire license ID including alpha, numeric, dots, dashes, etc. The license record is valid prior to or as of 08/02/2023. If the Issuing Authority is the Colorado Department of Regulatory Agencies (DORA), an automatic license look up will be performed. If a matching license record is found, manually enter the license ID for review. If no matching license record is found, manually enter the license ID.				
* <b>Issuing Authority</b> <input type="text"/>	* <b>Effective Date</b> <input type="text"/>	* <b>Expiration Date</b> <input type="text"/>	* <b>License #</b> <input type="text"/>	<b>Description</b> <input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Reset"/>				

**Certification**

Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

Enter Certification information if applicable. If certified, please provide the specialty certification number, effective date, and expiration date of certification.

Specialty	Certificate Number	Certification Type	Effective Date	End Date	Action
[-] Click to collapse.					
* <b>Specialty</b> <input type="text"/>	* <b>Effective Date</b> <input type="text"/>	* <b>Certification Type</b> <input type="text"/>	* <b>Certificate Number</b> <input type="text"/>	* <b>End Date</b> <input type="text"/>	
<input type="button" value="Add"/> <input type="button" value="Reset"/>					

**Medicare Participation**

To receive Medical Assistance Program payments for services provided to individuals who have Medicare and Medical Assistance Program benefits, providers must accept assignment of their Medicare claims.

Automatic crossover is an exchange of claim information between Medicare and the Medical Assistance Program. When automatic crossover occurs, providers do not have to submit a crossover claim to the Medical Assistance Program. The Colorado Medical Assistance Program obtains crossover claim information from Colorado Medicare carriers and intermediaries. For automatic crossover to occur, providers must identify their NPI number.

Automatic crossovers should occur when the participant has registered their NPI with Medicare Part A and/or Part B and in the Colorado interChange.

Medicare numbers are no longer used for automatic crossover from Medicare Part A and Part B to the Medical Assistance Program.

**Medicare #**  **Effective Date**  **Medicare Type**

Visit the [Secretary of State Business Database Search web page](#) to locate the organization type if unsure of this information

A license may be required depending on the Provider Type and/or Specialty selected.





**Provider Enrollment: Network Participation**

**Managed Care Network Participation**

\* Indicates a required field.

Documentation confirming your participation in a MCO/BHO network will be required on the Attachments and Fees step of enrollment.

Fields marked required in this section are only required if any information is entered in this section. Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

	Managed Care Network	Effective Date	Action
<input type="checkbox"/>	Colorado Access Behavioral Health for DHMC	01/01/2021	<a href="#">Remove</a>
<input type="checkbox"/>	Click to add Managed Care Network		

**Continue** **Finish Later** **Cancel**

The **Network Participation** panel is where providers may enter any medical networks in which they participate. Adding a network option does not create an enrollment into that network. Additionally, a copy of the signed contract or a completed Network Participation Verification Form, located on the [Provider Forms web page](#) under the Provider Enrollment & Update Forms drop-down, must be scanned and attached on the **Attachments and Fees** panel.

Select from the available Colorado networks:

<input type="checkbox"/> ASOD - DentaQuest USA Insurance	<input type="checkbox"/> PACE - InnovAge/Total Longterm Care Lakewood
<input type="checkbox"/> CHP+ - Colorado Access	<input type="checkbox"/> PACE - InnovAge/Total Longterm Care Loveland
<input type="checkbox"/> CHP+ - DentaQuest USA	<input type="checkbox"/> PACE - InnovAge/Total Longterm Care Thornton
<input type="checkbox"/> CHP+ - Denver Health Medical Plan Inc.	<input type="checkbox"/> PACE - Rocky Mountain Health Care Services
<input type="checkbox"/> CHP+ - Kaiser Permanente	<input type="checkbox"/> PACE - Senior Community Care
<input type="checkbox"/> CHP+ - Rocky Mountain HMO Inc.	<input type="checkbox"/> RAE (Region 1) Rocky Mountain Health Plans
<input type="checkbox"/> MCO - Denver Health Medical Choice	<input type="checkbox"/> RAE (Region 2) Northeast Health Partners
<input type="checkbox"/> MCO - Rocky Mountain Health Plans Prime	<input type="checkbox"/> RAE (Region 3) Colorado Access
<input type="checkbox"/> MCO - Total Longterm Care Pueblo (PACE)	<input type="checkbox"/> RAE (Region 4) Health Colorado, Inc.
<input type="checkbox"/> MCO - TRU Community Care (PACE)	<input type="checkbox"/> RAE (Region 5) Colorado Access
<input type="checkbox"/> PACE - HopeWest	<input type="checkbox"/> RAE (Region 6) Colorado Community Health Alliance
<input type="checkbox"/> PACE - InnovAge/Total Longterm Care Aurora	<input type="checkbox"/> RAE (Region 7) Colorado Community Health Alliance
<input type="checkbox"/> PACE - InnovAge/Total Longterm Care Denver	<input type="checkbox"/> Colorado Access Behavioral Health for Denver Health Medicaid Choice (DHMC)

Click the **Add** button once a network and its effective date are selected to add it to the list.

**Network Participation Panel – MCO/RAE Add Network**

Managed Care Network	Effective Date	Action
<input type="checkbox"/> Click to collapse.		
*Network <input type="text" value="MCO - Rocky Mountain"/>	*Effective Date <input type="text" value="03/08/2017"/>	
<input type="button" value="Add"/>		
<input type="button" value="Continue"/> <input type="button" value="Finish Later"/> <input type="button" value="Cancel"/>		

Click the + sign next to **Click to add Managed Care Network** to add another network if a provider is a member of more than one (1) network. Repeat the steps above until this panel is complete.

**Network Participation Panel – MCO/BHO Network Add another MCO Network**

Managed Care Network	Effective Date	Action
<input type="checkbox"/> MCO - Rocky Mountain Health Plans Prime	03/08/2017	<a href="#">Remove</a>
<input type="checkbox"/> Click to add Managed Care Network		
<input type="button" value="Continue"/> <input type="button" value="Finish Later"/> <input type="button" value="Cancel"/>		

Click **Continue**, **Finish Later** or **Cancel** when the panel is complete.

## Languages Panel

Provider Enrollment: Languages <span style="float: right;">?</span>													
<a href="#">Welcome</a> <a href="#">Request Information</a> <a href="#">Change of Ownership</a> <a href="#">Specialties</a> <a href="#">Addresses</a> <a href="#">Provider Identification</a> <a href="#">Network Participation</a> <b>▶ Languages</b> EFT Enrollment Other Information Addendums Disclosures	<p>Providers that have the ability to translate different languages for members should select the appropriate language(s) below. This field is not required.</p> <p>Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the <b>"Add"</b> button. Click <b>"Remove"</b> to remove the entire row.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Language</th> <th style="width: 30%;">Proficiency</th> <th style="width: 20%;">Action</th> </tr> </thead> <tbody> <tr> <td colspan="3"> <input type="checkbox"/> Click to collapse.                             </td> </tr> <tr> <td>                     *Language <input style="width: 80%;" type="text"/> </td> <td>                     Proficiency <input style="width: 80%;" type="text"/> </td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;"> <input type="button" value="Add"/> </td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="Continue"/> <input type="button" value="Finish Later"/> <input type="button" value="Cancel"/> </p>	Language	Proficiency	Action	<input type="checkbox"/> Click to collapse.			*Language <input style="width: 80%;" type="text"/>	Proficiency <input style="width: 80%;" type="text"/>		<input type="button" value="Add"/>		
Language	Proficiency	Action											
<input type="checkbox"/> Click to collapse.													
*Language <input style="width: 80%;" type="text"/>	Proficiency <input style="width: 80%;" type="text"/>												
<input type="button" value="Add"/>													

The user may enter up to 60 available languages and the proficiency level spoken within the office or facility. This information is searchable on the [Health First Colorado Find a Doctor web page](#).

Click the **Add** button after each language is selected. The screen updates and adds the selected item to the list of languages. Click the **Remove** link on the right of the screen to remove a language.

### *Languages Panel – Add Additional Language*

Provider Enrollment: Languages <span style="float: right;">?</span>										
<a href="#">Welcome</a> <a href="#">Request Information</a> <a href="#">Change of Ownership</a> <a href="#">Specialties</a> <a href="#">Addresses</a> <a href="#">Provider Identification</a> <a href="#">Network Participation</a> <b>▶ Languages</b> EFT Enrollment Other Information Addendums Disclosures	<p>Providers that have the ability to translate different languages for members should select the appropriate language(s) below. This field is not required.</p> <p>Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the <b>"Add"</b> button. Click <b>"Remove"</b> to remove the entire row.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Language</th> <th style="width: 30%;">Proficiency</th> <th style="width: 20%;">Action</th> </tr> </thead> <tbody> <tr> <td>English</td> <td>Native/Bilingual Proficiency</td> <td style="text-align: center;"><a href="#">Remove</a></td> </tr> <tr> <td colspan="3"> <input type="checkbox"/> Click to add language.                             </td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="Continue"/> <input type="button" value="Finish Later"/> <input type="button" value="Cancel"/> </p>	Language	Proficiency	Action	English	Native/Bilingual Proficiency	<a href="#">Remove</a>	<input type="checkbox"/> Click to add language.		
Language	Proficiency	Action								
English	Native/Bilingual Proficiency	<a href="#">Remove</a>								
<input type="checkbox"/> Click to add language.										

Click **Continue**, **Finish Later** or **Cancel** when the panel is complete.



## Electronic Funds Transfer (EFT) Enrollment Panel

**Note:** The EFT Enrollment panel does not display for PACE-Only Subcontractor provider enrollment types.

The following comprehensive list describes the fields on the EFT Enrollment panel:

### *EFT Enrollment Panel – Part 1*

Provider Enrollment: EFT Information	
<ul style="list-style-type: none"> <li>Welcome</li> <li><b>EFT Enrollment</b></li> <li>Attachments</li> <li>Agreement</li> <li>Summary</li> </ul>	<p>In order to have payments electronically deposited, Providers must enter all applicable fields within the Financial Institution Information section below. Financial Institution Address is optional and can be added by clicking the checkbox next to Financial Institution Address. For further explanation on EFT Enrollment, please refer to the Help page by clicking the question mark near the top of the screen.</p> <p>* Indicates a required field.</p> <p><b>Provider Information</b></p> <p>*Provider Name <input type="text"/></p> <p>Business Name <input type="text"/></p> <p>Provider Address is an optional. If you wish to include provider address information with your application, please click the checkbox and enter the required information. If you un-check the checkbox, any data entered will be removed.</p> <p><input checked="" type="checkbox"/> <b>Provider 'Pay To' Address</b></p> <p>*Address <input type="text"/></p> <p>*City <input type="text"/></p> <p>*State <input type="text"/> *Zip Code/Postal Code <input type="text"/></p> <p>*Country <input type="text"/></p> <p><b>Provider Identification Numbers</b></p> <p>*Tax ID <input type="text"/></p> <p>*NPI must be provided if one has been issued.</p> <p>Provider National Provider Identifier (NPI) <input type="text"/></p> <p>Other Identifier <input type="text"/> Assigning Authority <input type="text"/></p> <p>Trading Partner ID <input type="text"/></p> <p>Provider License Number <input type="text"/> License Issuer <input type="text"/></p> <p>Provider Type <input type="text"/></p> <p>Taxonomy <input type="text"/></p> <p><b>Provider Contact Information</b></p> <p>*Provider Contact Name <input type="text"/> Suffix <input type="text"/></p> <p>*Phone <input type="text"/> Ext <input type="text"/></p> <p>*Email <input type="text"/> Fax Number <input type="text"/></p>

A scanned copy of a bank letter or a voided business check must be added on the **Attachments and Fees** panel.

This panel collects information needed for direct deposit of claims reimbursement into a bank account via EFT. EFT allows quicker access to claim payments by depositing them directly to the bank account.

Not all enrollment types see this panel. If the user is an Individual Within a Group, the user does not see this panel as the Group submits claims on behalf of the individual and would be responsible for submitting the information for this panel. If the user is an OPR provider, the user does not see this panel as an OPR provider does not submit claims for payment.

## Provider Information Section

**Provider Name** – This field prepopulates with the complete legal name of the institution, corporate entity, practice or individual provider that was entered previously in the application. If applicable, this field is display-only and is supplied by the value from the **Provider Identification** panel.

**Business Name** – This field prepopulates with the name under which the business or operation is conducted that was entered previously in the application. If applicable, this field is display-only and is supplied by the value from the **Provider Identification** panel.

## Provider Pay To Address Section

**Address** – Enter the address associated to the provider. If applicable, this field is display-only and is supplied by the value from the **Pay To Address** panel.

**City** – Enter up to 30 alphanumeric characters for the city associated to the provider address. If applicable, this field is display-only and is supplied by the value from the **Pay To Address** panel.

**State** – Select the state associated to the provider's **Pay To Address** from the drop-down list.

**Zip Code / Postal Code** – Enter the Zip Code associated to the provider address. If applicable, this field is display-only and is supplied by the value from the **Pay To Address** panel.

**Country** – Select the country code associated to the provider's address from the drop-down list. This field is supplied by the values from the **Pay To Addresses** panel.

## Provider Identification Numbers Section

**Tax ID** – Enter nine (9) numeric characters for the federal Tax ID Number used to identify the business entity. If applicable, this field is display-only and is supplied by the value from the **Request Information** panel.

**Provider National Provider Identifier (NPI) (Provider Identification Numbers)** – Enter 10 numeric characters for the unique identification number for the provider. If applicable, this field is display-only and is supplied by the value from the **Request Information** panel.

**Other Identifier** – Enter 10 alphanumeric characters for an additional provider identifier. If applicable, this field is display-only and is supplied by the value from the **Request Information** panel.

**Assigning Authority** – Select the organization that issues and assigns the additional provider identifier from the drop-down list. If applicable, this field is display-only and is supplied by the value from the **Request Information** panel. This field is required if the **Other Identifier** field is completed.

**Trading Partner ID** – Enter 10 alphanumeric characters in this optional field for the provider's submitter ID assigned by the health plan or the provider's clearinghouse or vendor.

**Provider License Number** – Enter 20 alphanumeric characters for the provider's license number. If applicable, this field is display-only and is supplied by the value from the **Request Information** panel.

**License Issuer** – Enter up to 30 alphanumeric characters for the entity that issued the provider's license number. This field is supplied by the **Request Information** panel.

**Provider Type** – Enter up to 50 alphanumeric characters for the type of provider. If applicable, this field is display-only and is supplied by the value from the **Request Information** panel.

**Taxonomy Code** – Enter 10 alphanumeric characters for the provider’s taxonomy code. The code set is structured into three (3) distinct levels including provider type, classification and area of specialization. If applicable, this field is display-only and is supplied by the value from the **Request Information** panel.

### Provider Contact Information Section

**Provider Contact Name** – Enter up to 70 alphanumeric characters for the name of the contact person. If applicable, this field is display-only and is supplied by the value from the **Request Information** panel.

**Suffix (Provider Contact)** – Enter up to 30 alphanumeric characters for the suffix of the contact person. If applicable, this field is display-only and is supplied by the value from the **Request Information** panel.

**Phone (Provider Contact)** – Enter the 10-digit phone number, including the area code with the **999-999-9999** format, for the contact person. If applicable, this field is display-only and is supplied by the value from the **Request Information** panel.

**Ext (Provider Contact)** – Enter four (4) numeric characters for the telephone extension for the contact person. If applicable, this field is display-only and is supplied by the value from the **Request Information** panel.

**Email (Provider Contact)** – Use the **name@domain** format to enter up to 50 alphanumeric characters for the email address for the contact person. If applicable, this field is display-only and is supplied by the value from the **Request Information** panel.

**Fax Number (Provider Contact)** – Enter the 10-digit phone number, including the area code with the **999-999-9999** format, for the fax number for the contact person. If applicable, this field is display-only and is supplied by the value from the **Request Information** panel.

This panel also includes several optional sections that can be completed during the enrollment process, which are indicated by blue arrows on the panel below.

**EFT Enrollment Panel – Part 2**

**Provider Agent Information**

Federal Agency Information is optional. If you wish to provide federal agency information with your application, please click the checkbox and enter the required information. If you un-check the checkbox, any data entered will be removed.

**Federal Agency Information**

Retail Pharmacy Information is optional. If you wish to include retail pharmacy information with your application, please click the checkbox and enter the required information. If you un-check the checkbox, any data entered will be removed.

**Retail Pharmacy Information**

**Financial Institution Information**

Financial Institution Address is optional. If you wish to include financial institution address with your application, please click the checkbox and enter the required information. If you un-check the checkbox, any data entered will be removed.

**Financial Institution Address**

\*Financial Institution Name

Financial Institution Telephone Number  Ext

\*ABA Routing Number

\*Type of Account at Financial Institution

\*Provider's Account Number with Financial Institution

Account Number Linkage to Provider Identifier  
Enter either a Provider Tax Identification Number (TIN) or Provider National Provider Identifier (NPI). Provider preference for grouping (bulking) claim payments - must match preference for v5010 X12 83

Provider Tax Identification Number (TIN)

Provider National Provider Identifier (NPI)

**Either a TIN or an NPI is required.**

**Submission Information**

Reason For Submission New Enrollment

Include with Enrollment Submission

Requested EFT Start/Change/Cancel Date 08/04/2015

Selecting the white checkboxes opens each area. This information is optional. Unselecting the checkboxes closes each area and removes any information entered in these fields.

## Provider Agent Information Section

**Provider Agent Information**

Agent Address is optional. If you wish to include agent address with your application, please click the checkbox and enter the required information. If you un-check the checkbox, any data entered will be removed.

**Agent Address**

\*Address

\*City

\*State  \*Zip Code/Postal Code

Country

\*Provider Agent Name

\*Provider Agent Contact Name  Suffix

\*Phone  Ext

\*Email  Fax Number

Federal Agency Information is optional. If you wish to provide federal agency information with your application, please click the checkbox and enter the required information. If you un-check the checkbox, any data entered will be removed.

**Agent Address** – Enter up to 55 alphanumeric characters for the number and street name of the agent address. This field is required only when the **Agent Address** checkbox is selected.

**City** – Enter up to 30 alphanumeric characters for the city associated to the agent address. This field is required only when the **Agent Address** checkbox is selected.

**State** – Select the state associated to the agent address in this drop-down list. This field is required only when the **Agent Address** checkbox is selected.

**Zip Code / Postal Code** – Enter nine (9) numeric characters for the Zip code associated to the agent address. This field is required only when the **Agent Address** checkbox is selected.

**Country** – Select the country code associated to the agent address from the drop-down list. This field is required only when the **Agent Address** checkbox is selected.

**Provider Agent Name** – Enter up to 70 alphanumeric characters for the name of the agent. This field is required only when the **Provider Agent Information** checkbox is selected.

**Provider Agent Contact Name** – Enter up to 70 alphanumeric characters for the name of the agent contact. This field is required only when the **Provider Agent Information** checkbox is selected.

**Suffix (Agent Contact)** – Enter up to 30 alphanumeric characters for the suffix of the agent contact. This field is required only when the **Agent Address** checkbox is selected.

**Phone (Agent Contact)** – Enter 10 numeric characters using the **999-999-9999** format for the phone number for the agent contact. This field is required only when the **Provider Agent Information** checkbox is selected.

**Ext (Agent Contact)** – Enter four (4) numeric characters for the telephone number extension for the agent contact. This field is required only when the **Agent Address** checkbox is selected.

**Email (Agent Contact)** – Use the **name@domain** format to enter up to 50 alphanumeric characters for a valid email address for the agent contact. This field is required only when the **Provider Agent Information** checkbox is selected.

**Fax Number (Agent Contact)** – Enter 10 numeric characters using the **999-999-9999** format for the fax number for the agent contact in this required field.

### Federal Agency Information Section

<input checked="" type="checkbox"/> Federal Agency Information	
<b>Federal Program Agency Name</b>	<input type="text"/>
<b>Federal Program Agency Identifier</b>	<input type="text"/>
<b>Federal Agency Location Code</b>	<input type="text"/>
Retail Pharmacy Information is optional. If you wish to include retail pharmacy information with your application, please click the checkbox and enter the required information. If you un-check the checkbox, any data entered will be removed.	

**Federal Program Agency Name** – Enter up to 70 alphanumeric characters for the name of the Federal Program Agency.

**Federal Program Agency Identifier** – Enter up to 10 alphanumeric characters for the identifier of the Federal Program Agency.

**Federal Agency Location Code** – Enter up to 25 alphanumeric characters for the location code of the Federal Program Agency.

### Retail Pharmacy Information Section

<input checked="" type="checkbox"/> Retail Pharmacy Information	
<b>*Pharmacy Name</b>	<input type="text"/>
<b>Chain Number</b>	<input type="text"/>
<b>Parent Organization ID</b>	<input type="text"/>
<b>Payment Center ID</b>	<input type="text"/>
<b>NCPDP Provider ID Number</b>	<input type="text"/>
<b>Medicaid Provider Number</b>	<input type="text"/>

**Pharmacy Name** – Enter up to 70 alphanumeric characters for the pharmacy name. This field is required only when the **Retail Pharmacy Information** checkbox is selected.

**Chain Number** – Enter five (5) alphanumeric characters for the identification number assigned to the entity allowing linkage for a business relationship (i.e., chain, buying groups or third-party contracting organizations). This may also be known as Affiliation ID or Relation ID.

**Parent Organization ID** – Enter 10 alphanumeric characters for the headquarter information for chains, buying groups or third-party contracting organizations where multiple relationship entities exist and need to be linked to a common organization such as common ownership for several chains.

**Payment Center ID** – Enter 10 alphanumeric characters for the assigned payment center identifier associated with the provider/corporate entity.

**NCPDP Provider ID Number** – Enter seven (7) alphanumeric characters for the National Council for Prescription Drug Programs (NCPDP)-assigned unique identification number.

**Medicaid Provider Number** – Enter 10 alphanumeric characters for the number issued to a provider by the U.S. Department of Health and Human Services (HHS) through state health and human services agencies.

## Financial Institution Information Section

**Financial Institution Information**

Financial Institution Address is optional. If you wish to include financial institution address with your application, please click the checkbox and enter the required information. If you un-check the checkbox, any data entered will be removed.

**Financial Institution Address**

**\*Address**

**\*City**

**\*State**

**Country**

**\*Zip Code/Postal Code**

**\*Financial Institution Name**

**Financial Institution Telephone Number**  **Ext**

**\*ABA Routing Number**

**\*Type of Account at Financial Institution**

**\*Provider's Account Number with Financial Institution**

**\*Confirm Provider's Account Number with Financial Institution**

**\*Account Number Linkage to Provider Identifier**  
 Enter either a Provider Tax Identification Number (TIN) or Provider National Provider Identifier (NPI). Provider preference for grouping (bulking) claim payments - must match preference for v5010 X12 835 remittance advice.

**Provider Tax Identification Number (TIN)**

**Provider National Provider Identifier (NPI)**

**Either a TIN or an NPI is required.**

Several required fields are indicated with a red asterisk in the **Financial Institution Information** section. The user has the option to enter the Financial Institution's address information by selecting the white checkbox indicated by a blue arrow on the panel above.

**Address (Financial Institution)** – Enter up to 55 alphanumeric characters for the number and street name of the financial institution address. This field is required only when the **Financial Institution Address** checkbox is selected.

**City (Financial Institution)** – Enter up to 30 alphanumeric characters for the city associated to the financial institution address. This field is required only when the **Financial Institution Address** checkbox is selected.



**State (Financial Institution)** – Select the state associated to the financial institution address in the drop-down list. This field is required only when the **Financial Institution Address** checkbox is selected.

**Zip Code / Postal Code (Financial Institution)** – Enter nine (9) numeric characters for the zip code associated to the financial institution address. This field is required only when the **Financial Institution Address** checkbox is selected.

**Country (Financial Institution)** – Select the country code associated to the financial institution address in the drop-down list. This field is required only when the **Financial Institution Address** checkbox is selected.

**Financial Institution Name** – Enter up to 39 alphanumeric characters in this required field for the name of the provider's financial institution.

**Financial Institution Telephone Number** – Enter 10 numeric characters using the **999-999-9999** format for the phone number for the provider's financial institution. This field is required only when the **Financial Institution Address** checkbox is selected.

**Ext (Financial Institution)** – Enter four (4) numeric characters for the telephone number extension for the provider's financial institution. This field is required only when the **Financial Institution Address** checkbox is selected.

**ABA Routing Number** – Enter nine (9)-digits in this required field for the identifier of the financial institution where the provider maintains an account to which payments will be deposited.

**Type of Account at Financial Institution** – Select the type of account the provider uses to receive EFT payments (e.g., Checking, Savings) in the required drop-down list.

**Provider's Account Number with Financial Institution** – Enter 10 alphanumeric characters in this required field for the provider's account number at the financial institution to which EFT payments will be deposited.

**Provider Tax Identification Number (TIN) – (Financial Institution Information)** – Enter nine (9) numeric characters for the federal Tax ID Number (TIN) used to identify a business entity. Either a provider's NPI or TIN is required.

**Provider National Provider Identifier (NPI) (Financial Institution Information)** – Enter 10 numeric characters for the unique identification number for the provider. Either a provider's NPI or TIN is required.

## Submission Information Section

**Submission Information**

**Reason For Submission** New Enrollment

**Include with Enrollment Submission on the Attachments and Fees page**

**Requested EFT Start/Change/Cancel Date**

**Continue** **Finish Later** **Cancel**

**Reason For Submission – New Enrollment** is the only option that populates for the reason for the EFT enrollment.



**Include with Enrollment Submission** – Select **Bank Letter** or **Voided Check** in the drop-down list. The bank account verification document type must be attached as part of the enrollment application. The user must attach the bank letter or the voided check in the **Attachment and Fees** panel.

**Requested EFT Start/Change/Cancel Date** – Enter eight (8) numeric characters using the **MM/DD/YYYY** format for the date on which the requested action is submitted. This field is display-only and defaults to the current date.

Click **Continue**, **Finish Later** or **Cancel** when the panel is complete.

## Other Information Panel

**Note:** The **Other Information** panel does not display for PACE-Only Subcontractor provider enrollment types.

The example below displays a Group enrollment type. The screen may look similar to the following:

Provider Enrollment: Other Information

Additional information is provided for each enrollment, for group/facility and individual providers.

\* Indicates a required field.

Malpractice/General Liability Insurance

Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

All Applicants must complete, Malpractice/General liability insurance is mandatory under current State and Federal law.

Name	Policy ID	Effective Date	Expiration Date	Action
<input type="checkbox"/> Click to collapse.				
*Carrier Name	*Policy ID	*Effective Date	*Expiration Date	
<input type="button" value="Add"/> <input type="button" value="Reset"/>				

Supplemental Questions

PROVIDER ENROLLMENT MEDICAID PARTICIPATION QUESTIONNAIRE  
Medicaid Participation

**Medicaid Participation**

- \*Are you currently enrolled in the Title XVIII (Medicare) program or the Title XIX (Medicaid) program or CHIP of any other state(s)?  
 Yes  No
- \*Are you currently applying for enrollment in the Title XVIII (Medicare) program or the Title XIX (Medicaid) program or CHIP of any other state(s)?  
 Yes  No
- \*Have you ever been denied enrollment for cause in the Title XVIII (Medicare) program or the Title XIX (Medicaid) program or CHIP in Colorado or of any other state(s)?  
 Yes  No
- \*Has your enrollment in the Title XVIII (Medicare) program or the Title XIX (Medicaid) program or CHIP of any other state(s) ever been terminated or revoked for cause?  
 Yes  No
- \*Have you ever been excluded from participation in Medicare, Medicaid and all other Federal health care programs by the Office of the Inspector General, U.S. Department of Health and Human Services?  
 Yes  No
- \*Have you ever been excluded from participation in federal procurement?  
 Yes  No
- \*Do you hold all licenses and certifications as required based on your provider type?  
 Yes  No
- \*Is this license expired, or subject to conditions or restrictions?  
 Yes  No
- \*Have you ever been subject to a payment suspension based on a credible allegation of fraud?  
 Yes  No
- \*Do you currently have an outstanding overpayment of \$1,500 or more that is over 30 days past due, you have not entered into a payment plan for, and is not currently the subject of an appeal?  
 Yes  No

Additional Information

Please begin the Provider Website with "http://" or "https://".

Website Address

Additional Provider Search Options

Data entered in the optional fields below will be searchable in the Health First Colorado Find a Doctor website.

Community Association

Select any Community Associations that the provider belongs to. This field is not required. Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

Community Association	Action
<input type="checkbox"/> Click to collapse.	
*Community Association	
<input type="button" value="Add"/>	

Cultural Competency

Select any Cultural Competencies that the provider offers. This field is not required. Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

Cultural Competency	Action
<input type="checkbox"/> Click to collapse.	
*Cultural Competency	
<input type="button" value="Add"/>	

Preferred Name

Enter a Preferred Name that is different than the legal or doing business as name. The Preferred Name should be the name the community knows the entity as. This field is not required.

Preferred Name

The **Other Information** panel is where the user may enter additional information for the practice or facility, such as degrees, schools attended, number of Medicaid-eligible or certified/licensed beds and liability insurance information. The Provider Enrollment Tool automatically presents the appropriate questions based on the **Enrollment Type** selected earlier in the process.

An example of each **Other Information** panel and possible fields are listed in the following sections.

### Malpractice/General Liability Insurance Section


**Carrier Name** – Enter up to 25 alphanumeric characters in this required field for the name of the insurance carrier.

**Policy ID** – Enter up to 20 alphanumeric characters in this required field for the Policy ID for the insurance carrier.

**Effective Date** – Enter eight (8) numeric characters in this required field using the **MM/DD/YYYY** format for the effective date for the provider insurance.

**Expiration Date** – Enter eight (8) numeric characters in this required field using the **MM/DD/YYYY** format for the expiration date for the provider insurance.



Click the  button to add the policy. Click the + sign next to **Click to add commercial insurance** to add additional policies.

All Applicants must complete, Malpractice/General liability insurance is mandatory under current State and Federal law.				
Name	Policy ID	Effective Date	Expiration Date	Action
<input type="checkbox"/> Nationwide	456987123	02/08/2019	02/08/2020	<a href="#">Remove</a>
<input type="checkbox"/> Click to add commercial insurance.				

## Supplemental Questions Section

Select **Yes** or **No** for the **Supplemental Questions**. These fields are required.

**Supplemental Questions**

PROVIDER ENROLLMENT MEDICAID PARTICIPATION QUESTIONNAIRE  
Medicaid Participation

**Medicaid Participation**

- \*Are you currently enrolled in the Title XVIII (Medicare) program or the Title XIX (Medicaid) program or CHIP of any other state(s)?**  
 Yes  No
- \*Are you currently applying for enrollment in the Title XVIII (Medicare) program or the Title XIX (Medicaid) program or CHIP of any other state(s)?**  
 Yes  No
- \*Have you ever been denied enrollment for cause in the Title XVIII (Medicare) program or the Title XIX (Medicaid) program or CHIP in Colorado or of any other state(s)?**  
 Yes  No
- \*Has your enrollment in the Title XVIII (Medicare) program or the Title XIX (Medicaid) program or CHIP of any other state(s) ever been terminated or revoked for cause?**  
 Yes  No
- \*Have you ever been excluded from participation in Medicare, Medicaid and all other Federal health care programs by the Office of the Inspector General, U.S. Department of Health and Human Services?**  
 Yes  No
- \*Have you ever been excluded from participation in federal procurement?**  
 Yes  No
- \*Do you hold all licenses and certifications as required based on your provider type?**  
 Yes  No
- \*Is this license expired, or subject to conditions or restrictions?**  
 Yes  No
- \*Have you ever been subject to a payment suspension based on a credible allegation of fraud?**  
 Yes  No
- \*Do you currently have an outstanding overpayment of \$1,500 or more that is over 30 days past due, you have not entered into a payment plan for, and is not currently the subject of an appeal?**  
 Yes  No

Selecting **Yes** to questions 1-4 opens a required text box to elaborate on the answer.

**Supplemental Questions** -

PROVIDER ENROLLMENT MEDICAID PARTICIPATION QUESTIONNAIRE  
Medicaid Participation

**Medicaid Participation**

1. **\*Are you currently enrolled in the Title XVIII (Medicare) program or the Title XIX (Medicaid) program or CHIP of any other state(s)?**  
 Yes  No  
**\*Which states?**
2. **\*Are you currently applying for enrollment in the Title XVIII (Medicare) program or the Title XIX (Medicaid) program or CHIP of any other state(s)?**  
 Yes  No  
**\*Which states?**
3. **\*Have you ever been denied enrollment for cause in the Title XVIII (Medicare) program or the Title XIX (Medicaid) program or CHIP in Colorado or of any other state(s)?**  
 Yes  No  
**\*Which states?**
4. **\*Has your enrollment in the Title XVIII (Medicare) program or the Title XIX (Medicaid) program or CHIP of any other state(s) ever been terminated or revoked for cause?**  
 Yes  No  
**\*Which states?**
5. **\*Have you ever been excluded from participation in Medicare, Medicaid and all other Federal health care programs by the Office of the Inspector General, U.S. Department of Health and Human Services?**  
 Yes  No
6. **\*Have you ever been excluded from participation in federal procurement?**  
 Yes  No
7. **\*Do you hold all licenses and certifications as required based on your provider type?**  
 Yes  No
8. **\*Is this license expired, or subject to conditions or restrictions?**  
 Yes  No
9. **\*Have you ever been subject to a payment suspension based on a credible allegation of fraud?**  
 Yes  No
10. **\*Do you currently have an outstanding overpayment of \$1,500 or more that is over 30 days past due, you have not entered into a payment plan for, and is not currently the subject of an appeal?**  
 Yes  No

## Additional Information Section

**Website Address** – Enter up to 55 alphanumeric characters for the provider’s website URL in this optional field.

## Institutional Bed Information Section

A facility enrollment type has the following section in these panels:

### Assisted Care Facilities

Institutional Bed Information			
Nursing Facility applicants must complete.			
<b>Number Skilled Beds</b>	<input type="text" value="100"/>	<b>Effective Date</b>	<input type="text" value="02/02/2021"/> <input type="button" value="▼"/>
<b>End Date</b>	<input type="text" value="12/31/2299"/>	<input type="button" value="▼"/>	
<b>Number ICF Beds</b>	<input type="text" value="25"/>	<b>Effective Date</b>	<input type="text" value="01/01/2015"/> <input type="button" value="▼"/>
<b>End Date</b>	<input type="text" value="12/31/2299"/>	<input type="button" value="▼"/>	

**Number of ICF Beds** – Enter five (5) numeric characters in this required field for the number of beds at the nursing facility for Intermediate Care Facilities (ICF) patients.

**Effective Date** – Enter eight (8) characters in this required field using the **MM/DD/YYYY** format for the effective date of the hospital bed.

**End Date** – Enter eight (8) characters in this required field using the **MM/DD/YYYY** format for the end date of the hospital bed.

### Hospitals

Institutional Bed Information			
Hospital applicants must complete. Number of Inpatient Beds, Effective Date and End Date are required if any Institutional Bed Information is entered. If no end date enter the max end date of 12/31/2299.			
<b>Number of Inpatient Beds</b>	<input type="text" value="220"/>	<b>Effective Date</b>	<input type="text" value="01/01/2021"/> <input type="button" value="▼"/>
<b>End Date</b>	<input type="text" value="12/31/2299"/>	<input type="button" value="▼"/>	

**Number of Skilled Beds** – Enter five (5) numeric characters in this required field for the number of beds in a facility that are certified and/or licensed.

**Effective Date** – Enter eight (8) characters in this required field using the **MM/DD/YYYY** format for the effective date of the hospital bed.

**End Date** – Enter eight (8) characters in this required field using the **MM/DD/YYYY** format for the end date of the hospital bed.

### Substance Use Disorder (SUD) Disorder Facilities

**Substance Use Disorder Bed Information**

Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

**Substance Use Disorder applicants must complete.** Number of SUD Beds, Effective Date, and End Date are all required.

**Note:** The number of beds must be the total number of beds at this service location address regardless of:

- the number allocated to individual levels of care;
- the number of beds allotted for detox versus treatment or;
- the number allotted for psychiatric versus substance use disorder treatment.

Outpatient programs should enter zero "0" in the "Number of SUD Beds" field.

When entering the Effective Date:

- enter today's date or;
- if submitting a change in the number of beds, enter the date when the change in bed count was effective.

When entering the End Date, a future date must be entered (e.g. 12/31/2299) to avoid the need to update the system if no changes to bed counts occur.

	Number of SUD Beds	Effective Date	End Date	Action
+	16	01/01/2020	12/31/2020	
+	0	01/01/2018	12/31/2018	
+	12	01/01/2019	12/31/2019	
-	Click to collapse.			

\*Number of SUD Beds

\*Effective Date

\*End Date

Refer to the [Provider Maintenance - Provider Web Portal Quick Guide](#) for more information on updating bed counts for Assisted Care Facilities (ACFs), hospitals and SUD facilities.



An individual enrollment with Provider Type 24 Non-physician Practitioner Individual (Registered Nurses only) has the following section on this panel:

**On Premise Supervision for non-physician practitioners (Registered Nurses Only)**

**Registered nurses, by state regulation, require on premise supervision and must complete this form to enroll with Colorado Medicaid.**

**Registered Nurses (Other than employees of a Certified Health Department\* and employees of a Nurse Home Visitor Program (NHVP) site\*\*).**

**Benefit services by registered nurses must be provided in compliance with the following requirements:**

- Services must be performed under the direct and personal supervision of an advanced practice nurse (APN) or physician (MD) who is immediately available when services are provided. This means that the supervising APN/MD must be physically present on the premises when the service is provided.
  - The on premise requirement does not apply to targeted case management provided by registered nurses under the Nurse Home Visitor Program. Registered nurses can provide this service without a supervising APN/MD on premises.
- Services must be ordered by the supervising APN/MD.
- Claims must be submitted through the supervising APN/MD. Registered nurses must look to the supervising or billing APN/MD for compensation.
- The supervising APN/MD Colorado Medical Assistance Program provider number must appear on the claim form as the supervising physician, the referring provider, or the billing provider.
- Claims must be billed using procedure codes specifically designated for non-physician billing.
- Claims must identify the registered nurse with provider number, as the rendering provider.
- The registered nurse applicant must identify the Colorado Medical Assistance Program enrolled APN/MD(s) who will provide supervision.

**Add each supervisor's name and NPI in the APN/MD table below. Each supervisor's original signature must be included as an attachment with this enrollment. Click [here](#) to download the supervisor signature form. An original signature assures that the supervisor is aware of and understands the supervisory role and requirements.**

\* Employees of a Certified Health Agency (CHA) do not require on premise supervision. **Check the "Certified Health Agency" box below and enter the agency's provider name and National Provider Identifier (NPI) in the APN/MD table below. A separate attachment including an original signature is not required for the CHA.**

\*\* Employees of a Nurse Home Visitor Program (NHVP) site providing case management services do not require on premise supervision. **Check the "Nurse Home Visitor Program" box below to attest that enrollment is for the NHVP and enter the name of the Nurse Home Visitor program site. A separate attachment including an original signature is not required for the NHVP.**

**Certified Health Agency**

**Nurse Home Visitor Program**  **Program Name**

Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

Supervising APN/MD				
	Last Name	First Name	NPI	Action
<input type="checkbox"/> Click to collapse.				
	Last Name <input type="text"/>	First Name <input type="text"/>	NPI <input type="text"/>	
<input type="button" value="Add"/> <input type="button" value="Reset"/>				



Registered Nurses are required to complete and attach the RN Supervision Form, located on the [Provider Forms web page](#) under the Provider Enrollment & Update Forms drop-down, in addition to completing information on the **On Premise Supervision for Non-Physician Practitioners** panel in the application.

### **On-Premises Supervision for Non-Physician Practitioners (Registered Nurses Only) Section**

**Nursing Home Visitor Program** – Select this required checkbox to indicate if the registered nurse is exempt from entering information for the on-premises supervision. Nurses participating in only the Nursing Home Visitor Program (NHVP) are not required to enter a supervising Advanced Practice Nurse (APN)/ Medical Doctor (MD) but are required to enter the program site name if the checkbox is selected.

**Program Name** – Enter up to 50 alphanumeric characters in this required field for the name of the NHVP in which the registered nurse participates.

### **Supervising APN/MD Section**

**Last Name** – Enter up to 60 alphanumeric characters in this required field for the last name of the supervising APN/MD.

**First Name** – Enter up to 50 alphanumeric characters in this required field for the first name of the supervising APN/MD.

**NPI** – Enter up to 15 alphanumeric characters in this required field for the NPI assigned to the supervising APN/MD.

### **Additional Provider Search Options Section**

This optional section presents the appropriate subsections based on the **Provider Type** selected earlier in the application process. All providers will see the optional subsections of **Community Association**, **Cultural Competency** and **Preferred Name**. Select providers will see the additional subsections of **Alternate Provider Addresses** and **Servicing Counties**.

**Additional Provider Search Options**

Data entered in the optional fields below will be searchable in the Health First Colorado Find a Doctor website.

**Community Association**

Select any Community Associations that the provider belongs to. This field is not required. Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

Community Association	Action
<input type="checkbox"/> Click to collapse.	
*Community Association <input style="width: 80%;" type="text"/>	
<input type="button" value="Add"/>	

**Cultural Competency**

Select any Cultural Competencies that the provider offers. This field is not required. Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

Cultural Competency	Action
<input type="checkbox"/> Click to collapse.	
*Cultural Competency <input style="width: 80%;" type="text"/>	
<input type="button" value="Add"/>	

**Alternate Provider Addresses**

Enter alternate provider address information that is not the Service Location, Mailing, or Billing address. This section is not required. Fields marked required in this section are only required if any information is entered in this section. Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

Type	Address	City	State	Action
<input type="checkbox"/> Click to collapse.				
*Address Type	<input style="width: 80%;" type="text"/>			
*Location Code	<input style="width: 80%;" type="text"/>			
*Address	<input style="width: 80%;" type="text"/>			
*City	<input style="width: 80%;" type="text"/>	County <input style="width: 80%;" type="text"/>		
*State	<input style="width: 80%;" type="text"/>	*Zip Code <input style="width: 80%;" type="text"/>		
Primary Email	<input style="width: 80%;" type="text"/>	Confirm Email <input style="width: 80%;" type="text"/>		
Secondary Email	<input style="width: 80%;" type="text"/>	Confirm Email <input style="width: 80%;" type="text"/>		
Phone	<input style="width: 80%;" type="text"/>	Ext <input style="width: 80%;" type="text"/>		
Phone	<input style="width: 80%;" type="text"/>	Ext <input style="width: 80%;" type="text"/>		
<input type="button" value="Add"/> <input type="button" value="Reset"/>				

**Servicing Counties**

Select the counties served for any of the provider's enrolled specialties. This field is not required. Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

Servicing County	Specialty	Action
<input type="checkbox"/> Click to collapse.		
*Servicing County <input style="width: 80%;" type="text"/>	*Specialty <input style="width: 80%;" type="text"/>	
<input type="button" value="Add"/>		

**Preferred Name**

Enter a Preferred Name that is different than the legal or doing business as name. The Preferred Name should be the name the community knows the entity as. This field is not required.

Preferred Name

## Community Association

All providers may identify specific community associations and add as many as needed. This information is searchable on the [Health First Colorado Find a Doctor web page](#).

Click the **Add** button after each **Community Association** is selected. The screen updates and adds the selected item. Add as many **Community Association** records as needed. Click the **Remove** link to remove a record.

Community Association	
Select any Community Associations that the provider belongs to. This field is not required. Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.	
Community Association	Action
Association of Native American Medical Students	<a href="#">Remove</a>
[-] Click to collapse.	
*Community Association	<input type="text"/>
<input type="button" value="Add"/>	

## Cultural Competency

All providers may identify specific cultural competencies and add as many as needed. This information is searchable on the [Health First Colorado Find a Doctor web page](#).

Click the **Add** button after each **Cultural Competency** is selected. The screen updates and adds the selected item. Add as many **Cultural Competency** records as needed. Click the **Remove** link to remove a record.

Cultural Competency	
Select any Cultural Competencies that the provider offers. This field is not required. Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.	
Cultural Competency	Action
ASL translator on staff	<a href="#">Remove</a>
[-] Click to collapse.	
*Cultural Competency	<input type="text"/>
<input type="button" value="Add"/>	

## Preferred Name

All providers may specify a preferred name different than the legal name or Doing Business As (DBA) name. The **Preferred Name** should be the name for which the community knows the entity. This information is searchable on the [Health First Colorado Find a Doctor web page](#).

Preferred Name	
Enter a Preferred Name that is different than the legal or doing business as name. The Preferred Name should be the name the community knows the entity as. This field is not required.	
Preferred Name	<input type="text"/>

### Alternate Provider Addresses

Select providers may enter up to three (3) alternate addresses different than the service location, mailing and billing addresses entered on the **Addresses** panel. This information is searchable on the [Health First Colorado Find a Doctor web page](#).

Click the **Add** button after each address record is populated. The screen updates and adds the address. Up to three (3) addresses can be added. Click the **Remove** link to remove a record.

Complete address information, a primary email and an office phone must be entered to add an address.

Alternate Provider Addresses					
Enter alternate provider address information that is not the Service Location, Mailing, or Billing address. This section is not required. Fields marked required in this section are only required if any information is entered in this section.					
Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the <b>"Add"</b> button. Click <b>"Remove"</b> to remove the entire row.					
Type	Address	City	State	Action	
☐ Click to collapse.					
*Address Type	<input type="text" value="Alternate 1"/>				
*Location Code	<input type="text" value="In-State"/>				
*Address	<input type="text" value="123 Main Street"/>				
	<input type="text" value="Suite 100"/>				
*City	<input type="text" value="Denver"/>	County	<input type="text"/>		
*State	<input type="text" value="Colorado"/>	*Zip Code	<input type="text" value="88888888"/>		
Primary Email	<input type="text" value="provider@email.com"/>	Confirm Email	<input type="text" value="provider@email.com"/>		
Secondary Email	<input type="text"/>	Confirm Email	<input type="text"/>		
Phone	<input type="text" value="Office"/> <input type="text" value="1234567890"/> Ext <input type="text"/>	Phone	<input type="text"/>	Ext	<input type="text"/>
Phone	<input type="text"/>	Ext	<input type="text"/>	Phone	<input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Reset"/>					

**Alternate Provider Addresses**

Enter alternate provider address information that is not the Service Location, Mailing, or Billing address. This section is not required. Fields marked required in this section are only required if any information is entered in this section.  
 Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

Type	Address	City	State	Action
<input type="checkbox"/> Alternate 1	123 Main Street	Denver	Colorado	<a href="#">Copy</a> <a href="#">Remove</a>
<input type="checkbox"/> Click to collapse.				
<p>                     *Address Type <input type="text"/>                      *Location Code <input type="text"/>                      *Address <input type="text"/>                      *City <input type="text"/> County <input type="text"/>                      *State <input type="text"/> *Zip Code <input type="text"/>                      Primary Email <input type="text"/> Confirm Email <input type="text"/>                      Secondary Email <input type="text"/> Confirm Email <input type="text"/>                      Phone <input type="text"/> <input type="text"/> Ext <input type="text"/> Phone <input type="text"/> <input type="text"/> Ext <input type="text"/>                      Phone <input type="text"/> <input type="text"/> Ext <input type="text"/> Phone <input type="text"/> <input type="text"/> Ext <input type="text"/> </p> <p> <input type="button" value="Add"/> <input type="button" value="Reset"/> </p>				

**Servicing Counties**

Select providers may identify the specific counties served for any of the enrolling specialties. **All Specialties** may be selected in the **Specialty** drop-down list if the provider has more than one (1) specialty. A record is added for each specialty and **Servicing County**. This information is searchable on the [Health First Colorado Find a Doctor web page](#).

Click the **Add** button after each record is populated. The screen updates and adds the record. Duplicate records are not allowed. Click the **Remove** link to remove a record.

**Servicing Counties**

Select the counties served for any of the provider's enrolled specialties. This field is not required.  
 Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

Servicing County	Specialty	Action
<input type="checkbox"/> Click to collapse.		
*Servicing County <input type="text"/> Adams	*Specialty <input type="text"/> All Specialties	
<input type="button" value="Add"/>		

**Servicing Counties**

Select the counties served for any of the provider's enrolled specialties. This field is not required. Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

Servicing County	Specialty	Action
Adams	Adpt Therapeutic Recreational Equipment/Fees - CES	<a href="#">Remove</a>
Adams	Alternative Care Facility EBD/CMHS	<a href="#">Remove</a>
Adams	Behavioral Programing BI	<a href="#">Remove</a>

Click to collapse.

\*Servicing  \*Specialty

[Add](#)

## Addendums Panel

**Note:** The **Addendums** panel does not display for PACE-Only Subcontractor provider enrollment types.

This is an example of an **Addendums** panel. **Only when enrolling as a pharmacy is there anything to complete here. Click the link to complete the Dispensing Fee Attestation Questionnaire.**

**Provider Enrollment: Addendums**
?

[Welcome](#)

[Request Information](#)

[Change of Ownership](#)

[Specialties](#)

[Addresses](#)

[Provider Identification](#)

[Network Participation](#)

[Languages](#)

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[Other Information](#)

▶ **Addendums**

These addendum(s) are required to gather information about your operation, which is needed for enrollment/revalidation.

**Available Enrollment Addendums**

**Click** the addendum name to open the addendum for editing. After completing the addendum, select **Submit** to return to this page.  
All Addendums must be completed to **Continue**.

Addendum	Description	Status
<a href="#">PHARMACY DISPENSING FEE ADDENDUM</a>  	<p><b>Dispensing Fee Attestation Questionnaire</b> The Colorado Department of Health Care Policy and Financing (the Department) reimburses outpatient pharmacies for both the costs related to acquiring a drug and the costs related to dispensing the drug to a Medicaid member.</p>	New

Continue
Finish Later
Cancel

Answer Enrollment Addendum Questions Section (Pharmacy Only)

Answer Enrollment Addendum Questions
?

### Dispensing Fee Attestation Questionnaire

The Colorado Department of Health Care Policy and Financing (the Department) reimburses outpatient pharmacies for both the costs related to acquiring a drug and the costs related to dispensing the drug to a Medicaid member. The dispensing fees for retail, 340B, and mail order pharmacies are based upon the pharmacy's total annual prescription volume. The dispensing fees for rural and government pharmacies are based on the pharmacy type.

The dispensing fees and their requirements are as follows:

Requirements	Dispensing Fee
0 - 59,999 TAPV:	\$13.40
60,000 - 89,999 TAPV:	\$11.49
90,000 - 109,999 TAPV:	\$10.25
110,000 + TAPV:	\$ 9.31
Rural Pharmacy:	\$14.14
Government Pharmacy:	\$ 0.00

TAPV = Total Annual Prescription Volume

This questionnaire is intended to establish a dispensing fee for any new pharmacy enrolling as a Medicaid provider. A new pharmacy must complete this questionnaire stating their total prescription volume for the previous twelve (12) months. If a new pharmacy has been open for less than one year, the pharmacy should include the total prescription volume for the months the pharmacy has been open.

**All fields must be completed.**

If you have any questions concerning this questionnaire, please email Colorado.SMAC@state.co.us or you may call the Department's Pharmacy Liaison at 303-866-3588.

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#### PHARMACY DISPENSING FEE ADDENDUM

| Total # of Questions: 8

#### Total Annual Prescription Volume

Please list the total number of prescriptions dispensed in the last 12 months. If the pharmacy has been open for less than 12 months, please list the total number of prescriptions dispensed for the months the pharmacy has been open. If the pharmacy is the only Medicaid-participating pharmacy within twenty miles (driving distance) of its physical location, then claim "Yes" on the rural line. **NOTE: The prescription date range should not exceed one (1) year.**

1. **\*Total Prescriptions:**
2. **\*From Date:**
3. **\*To Date:**

---

4. **\*Rural:**  
 Yes  No

#### Prescription Volume Breakdown

Please list the approximate percentage of prescriptions dispensed for each classification **NOTE: The percentages should add up to 100%.**

5. **\*Medicaid %:**
6. **\*Medicare %:**
7. **\*Other 3rd Party %:**
8. **\*Cash %:**

R05.00.295
[Privacy Notice](#)



## Disclosures Panel

**Note:** The **Disclosures** panel does not display for PACE-Only Subcontractor provider enrollment types.

Disclosures are required for every enrollment and involve information regarding ownership/control interest, relationships, criminal convictions, etc. Click each **Disclosure** link and answer all questions contained within the disclosure.

The **Disclosures** panel indicates a **New** status on the right side of the panel until each is complete. All disclosures must be completed to proceed with the enrollment.

**Provider Enrollment: Disclosures**
?

[Welcome](#)

[Request Information](#)

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▶ **Disclosures**

[Attachments and Fees](#)

[Agreement](#)

[Summary](#)

**Privacy Act Notice Statement**

This statement explains the use and disclosure of information about providers and the authority and purposes for which taxpayer identification numbers, including Social Security Numbers (SSNs) and dates of birth (DOB), may be requested and used. Any information provided in connection with provider enrollment will be used to verify eligibility to participate as a provider and for purposes of the administration of the Colorado Medical Assistance Program. This information will also be used to ensure that no payments will be made to providers who are excluded from participation. Any information may also be provided to the U.S. DHHS Centers for Medicare and Medicaid Services, the Internal Revenue Service, the Colorado Office of the Attorney General, the Medicaid Fraud Control Unit, or other federal, state or local agencies as appropriate. Providing this information is mandatory to be eligible to enroll as a provider with the Colorado Medical Assistance Program, pursuant to 42 C.F.R. § 433.37. Failure to submit the requested information may result in a denial of enrollment as a provider, or denial of continued enrollment as a provider and deactivation of all provider numbers used by the provider to obtain reimbursement from the Colorado Medical Assistance Program.

**Ownership/Controlling Interest and Conviction Disclosure**

Disclosure of information regarding ownership and control and on a provider's owners and other persons convicted of criminal offenses against Medicare, Medicaid, or the title XX services programs is required by the Centers for Medicare and Medicaid Services and the Colorado Department of Health Care Policy and Financing pursuant to regulations found at 42 CFR § 455.100 through 42 CFR § 455.106. The following disclosures must be made to Colorado Medicaid utilizing the Disclosure Links in the table below.

- **All entities, fiscal agents and managed care entities** ([see definitions](#)) must disclose the information required in **Disclosure A through F**.
- **Answer all questions** by selecting the Yes/No buttons and entering the required information in the text area. The Disclosure is incomplete if a text field is left blank, or if an entry is partially completed.

**Available Enrollment Disclosures**

Click the disclosure name to open the disclosure for editing. After completing the disclosure, select "Add". When you have completed the disclosure, click "Submit" to return to the main Disclosures page. All Disclosures must be completed to **Continue**.


Disclosure Name	Description	Status
<a href="#">A. OWNERSHIP OR CONTROL INTEREST</a>	Persons (individual or corporation) with an ownership or control interest in the disclosing entity, fiscal agent or managed care entity having direct or indirect ownership of 5% or more, an officer/director of a corporation or a partner of a partnership.	Completed
<a href="#">B. SUBCONTRACTOR OWNERSHIP</a>	Persons or entities with an ownership or controlling interest in any subcontractor in which the disclosing entity has direct or indirect ownership of 5% or more.	Completed
<a href="#">C. INDIVIDUAL RELATIONSHIPS</a>	Persons mentioned in Disclosure A and Disclosure B related to one another as a spouse, parent, child, or sibling.	Completed
<a href="#">D. MANAGING EMPLOYEES</a>	Persons who hold a position of managing employee within the disclosing entity, fiscal agent or managed care entity.	Completed
<a href="#">E. BUSINESS RELATIONSHIPS</a>	Persons, businesses, organizations or corporations with an ownership or control interest (Identified in Disclosure A) that have an ownership or controlling interest of 5% or more in any other provider, fiscal agent or managed care entity.	Completed
<a href="#">F. CONVICTIONS OF CRIMINAL OFFENSE</a>	Persons who have an ownership or control interest in the provider, or is an agent or managing employee of the provider who has been convicted of a criminal offense related to that person's involvement in any program under Medicare, Medicaid, Children's Health Insurance Program or the Title XX services since the inception of these programs.	Completed

Continue
Finish Later
Cancel

**Disclosure A** is regarding ownership and controlling interest for the applicant. Indicate the information for each person (individual or corporation) with an ownership or controlling interest for the applicant. It is recommended to select the **No** option in the first question for individual applicants (SSN enrollments) to indicate that ownership/control interest does not apply to the individual.

***Disclosures Panel – Ownership/Controlling Interest Disclosure A***

Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

#	Disclosure Name	Action
	Click to collapse.	
<b>Disclosure A Information - Ownership/Controlling Interest</b>		
<p><b>Enter the percent interest, name, address, federal employer identification number (EIN) or Social Security Number (SSN) and date of birth (DOB) of each person (individual or corporation) with an ownership or control interest in the disclosing entity, fiscal agent or managed care entity. Corporations, LLC, Non-Profits must list Officers and Directors. Government agencies must list board members if organized as a corporation. Additionally, corporate entities must attach a separate list of primary business address, every business location, and P.O. Box address. (Individuals enrolling/enrolled with an SSN, select "No" to question 1 to indicate there is no ownership/control interest applicable.)</b></p> <p>1. <b>*Is there any person (individual or corporation) with an ownership or control interest in the disclosing entity as indicated above?</b>  <input type="radio"/> Yes <input type="radio"/> No</p> <p>2. <b>*Is the entity entered above an individual?</b>  <input type="radio"/> Yes <input type="radio"/> No</p>		
<input type="button" value="Add"/>		

Selecting **Yes** opens an additional section for the required information to be entered, as shown below.

### Disclosure A Information - Ownership/Controlling Interest

Enter the percent interest, name, address, federal employer identification number (EIN) or Social Security Number (SSN) and date of birth (DOB) of each person (individual or corporation) with an ownership or control interest in the disclosing entity, fiscal agent or managed care entity. Corporations, LLC, Non-Profits must list Officers and Directors. Government agencies must list board members if organized as a corporation. Additionally, corporate entities must attach a separate list of primary business address, every business location, and P.O. Box address. (Individuals enrolling/enrolled with an SSN, select "No" to question 1 to indicate there is no ownership/control interest applicable.)

1. \*Is there any person (individual or corporation) with an ownership or control interest in the disclosing entity as indicated above?

Yes  No

\*% Interest:

15

Organization Name: (OR)

First Name:

First

Middle Initial:

Last Name:

Last

\*Street Address:

123 No Street

\*City:

Denver

\*State:

CO

\*Zip:

800140000

\*SSN/EIN:

123456789

2. \*Is the entity entered above an individual?

Yes  No

\*Date of Birth:

01/01/1950

[Add](#)

Entities that are an individual owner must select **Yes** to question 2 (**Is the entity entered above an individual?**) and enter the individual's date of birth, as shown above. The application is returned to the user to correct the information if the user selects **No** (that the entity is not an individual) but enters information for an individual.

Click the **Add** button to update the panel as shown below when this information is complete.

**Disclosures Panel – Ownership/Controlling Interest Disclosure A – Add or Submit**

**Answer Enrollment Disclosure Questions**
?

**Ownership/Controlling Interest and Conviction Disclosure**

Disclosure of information regarding ownership and control and on a provider’s owners and other persons convicted of criminal offenses against Medicare, Medicaid, or the title XX services programs is required by the Centers for Medicare and Medicaid Services and the Colorado Department of Health Care Policy and Financing pursuant to regulations found at 42 CFR § 455.100 through 42 CFR § 455.106. The following disclosures must be made to Colorado Medicaid.

- **All entities, fiscal agents and managed care entities** [\(see definitions\)](#) must disclose the information required in **Disclosures A through F**.
- **Answer all questions** by selecting the Yes/No buttons and entering the required information in the text area. The Disclosure is incomplete if a text field is left blank, or if an entry is partially completed.


---


\* Indicates a required field.

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Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the **"Add"** button. Click **"Remove"** to remove the entire row.

#	Disclosure Name	Action
+	A. OWNERSHIP OR CONTROL INTEREST	<a href="#">Remove</a>
+	Click to add new Provider Disclosure	





**Submit**
**Cancel**

Click the + sign next to **Click to add new Provider Disclosure** to add additional entities.

Click the **Submit** button on the right side of the panel when all ownership/controlling interest is entered. The panel updates and this item on the Disclosure list reflects **Completed**, as shown below.

**Disclosures Panel – Ownership/Controlling Interest Disclosure A – Completed**

Available Enrollment Disclosures		
<p>Click the disclosure name to open the disclosure for editing. After completing the disclosure, select <b>"Add"</b>. When you have completed the disclosure, click <b>"Submit"</b> to return to the main Disclosures page. All Disclosures must be completed to <b>Continue</b>.</p>		
Disclosure Name	Description	Status
<a href="#">A. OWNERSHIP OR CONTROL INTEREST</a>	Persons (individual or corporation) with an ownership or control interest in the disclosing entity, fiscal agent or managed care entity having direct or indirect ownership of 5% or more, an officer/director of a corporation or a partner of a partnership.	Completed
<a href="#">B. SUBCONTRACTOR OWNERSHIP</a>	Persons or entities with an ownership or controlling interest in any subcontractor in which the disclosing entity has direct or indirect ownership of 5% or more.	New
<a href="#">C. INDIVIDUAL RELATIONSHIPS</a>	Persons mentioned in Disclosure A and Disclosure B related to one another as a spouse, parent, child, or sibling.	New
<a href="#">D. MANAGING EMPLOYEES</a>	Persons who hold a position of managing employee within the disclosing entity, fiscal agent or managed care entity.	New
<a href="#">E. BUSINESS RELATIONSHIPS</a>	Persons, businesses, organizations or corporations with an ownership or control interest (identified in Disclosure A) that have an ownership or controlling interest of 5% or more in any other provider, fiscal agent or managed care entity.	New
<a href="#">F. CONVICTIONS OF CRIMINAL OFFENSE</a>	Persons who have an ownership or control interest in the provider, or is an agent or managing employee of the provider who has been convicted of a criminal offense related to that person's involvement in any program under Medicare, Medicaid, Children's Health Insurance Program or the Title XX services since the inception of these programs.	New



**Disclosure B** is regarding subcontractor ownership and control. Indicate all persons or entities with an ownership or controlling interest in any subcontractor in which the disclosing entity/applicant has direct or indirect ownership of 5% or more.

Clicking **Yes** opens an additional section for the required information to be entered. Click the **Add** button to update the panel when the information is completed.

***Disclosures Panel – Subcontractor Ownership and Control Disclosure B - Questions***

Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

#	Disclosure Name	Action
<input type="checkbox"/>	Click to collapse.	
<div style="background-color: #0070C0; color: white; padding: 5px; font-weight: bold;">Disclosure B Information - Subcontractor Ownership and Control</div> <p><b>Enter the percent interest, name, address, federal employer identification number (EIN) or Social Security Number (SSN) and date of birth (DOB) of each person or entity with an ownership or controlling interest in any subcontractor in which the disclosing entity has direct or indirect ownership of 5% or more. If "None", select "No" to indicate that subcontractor ownership/control interest does not apply.</b></p> <p>1. <b>*Is there any person (individual or corporation) with an ownership or control interest in any subcontractor in which the disclosing entity has direct or indirect ownership as indicated above?</b>  <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><b>*% Interest:</b>  <input type="text"/></p> <p><b>*Full Name: (If this is an individual-enter First, Middle, Last.)</b>  <input type="text"/></p> <p><b>*Street Address:</b>  <input type="text"/></p> <p><b>*City:</b>  <input type="text"/></p> <p><b>*State:</b>  <input type="text"/></p> <p><b>*Zip:</b>  <input type="text"/></p> <p><b>*SSN/EIN:</b>  <input type="text"/></p> <p>2. <b>*Is the entity entered above an individual?</b>  <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><b>*Date of Birth:</b>  <input type="text"/> <input type="button" value="📅"/></p> <p style="text-align: center;"><input type="button" value="Add"/></p>		

Continue to add entities as applicable. Click the **Submit** button on the right side of the panel when all subcontractor ownership and control information is entered. The panel updates and this item on the Disclosure list reflects as completed.

**Disclosure C** is regarding individual relationships. Indicate any individuals mentioned in Disclosure A and Disclosure B that are related to one another as a spouse, parent, child or sibling.

Clicking **Yes** opens an additional section for the required information to be entered.

***Disclosures Panel – Individual Relationships Disclosure C – Questions***

Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the **"Add"** button. Click **"Remove"** to remove the entire row.

#	Disclosure Name	Action
[-]	C. INDIVIDUAL RELATIONSHIPS	<a href="#">Remove</a>

**Disclosure C Information - Individual Relationships**

List the name, social security number, date of birth, and relationship for any of the persons mentioned in Disclosures A and B, or persons mentioned in any other disclosing entity who are related to one another as a spouse, parent, child or sibling.

1. **\* Are there any persons mentioned in Disclosure A and B related to one another, or to any other person (individual or corporation) with an ownership or control interest in any other provider enrolled in the Colorado Medical Assistance Program?**  
 Yes  No

**\* Full Name of Person 1:**

**\* SSN:**

**\* Date of Birth:**

**\* Relationship:**

**\* Full Name of Person 2:**

**\* SSN:**

[Click to add new Provider Disclosure](#)

Click the **Add** button to update the panel when the information is completed.

Continue to add individuals as applicable. Click the **Submit** button on the right side of the panel when all individual relationships are entered. The panel updates and this item on the Disclosure list now reflects as completed.

**Disclosure D** is regarding managing individuals. Indicate any individuals that hold a position of managing employee within the disclosing entity/applicant.

Clicking **Yes** opens an additional section for the required information to be entered. Click the **Add** button to update the panel when the information is completed.

### *Disclosures Panel – Managing Individuals Disclosure D – Questions*

#### Disclosure D Information - Managing Individuals

List any person who holds a position of managing employee within the disclosing entity, fiscal agent or managed care entity. If no person meets the criteria, select "No".

1. \*Is there any person who holds a position of managing employee as outlined above?  
 Yes  No

\*First Name:

Middle Initial:

Last Name:

\*SSN:

\*Date of Birth:

\*Street Address:

\*City:

\*State:

\*Zip:

Continue to add individuals as applicable. Click the **Submit** button on the right side of the panel when all Managing Individuals are entered. The panel updates and this item on the Disclosure list now reflects as completed.



**Disclosure E** is regarding business relationships. Indicate any persons or entity (identified in Disclosure A) that has an ownership or controlling interest of 5% or greater in any other provider, fiscal agent or managed care entity.

Clicking **Yes** opens an additional section for the required information to be entered. Click the **Add** button to update the panel when the information is completed.

***Disclosures Panel – Business Relationships Disclosure E– Questions***

Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the "Add" button. Click "Remove" to remove the entire row.

#	Disclosure Name	Action
<input type="checkbox"/>	Click to collapse.	
<b>Disclosure E Information - Business Relationships</b>		
<p><b>List any person or entity (identified in Disclosure A) that has an ownership or controlling interest of 5% or more in any other provider, fiscal agent or managed care entity. If no person or entity meets the criteria above, select "No".</b></p> <p>1. <b>*Is there any individual with an ownership or control interest as outlined above?</b>  <input checked="" type="radio"/> Yes <input type="radio"/> No                      % Interest: <input type="text"/>                      *Full Name of Provider: <input type="text"/>                      SSN: <input type="text"/>                      Date of Birth: <input type="text"/>                      *Full Name Other Provider: <input type="text"/>                      SSN/EIN: <input type="text"/></p> <p>2. <b>*Is there any business, organization or corporation with an ownership or control interest as outlined above?</b>  <input checked="" type="radio"/> Yes <input type="radio"/> No                      % Interest: <input type="text"/>                      *Full Name of Provider: <input type="text"/>                      EIN: <input type="text"/>                      *Full Name Other Provider: <input type="text"/>                      SSN/EIN: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Add"/></p>		

Continue to add entities as applicable. Click the **Submit** button on the right side of the panel when all Business Relationships are entered. The panel updates and this item on the Disclosure list now reflects as completed.

**Disclosure F** is regarding convictions. Indicate any persons with ownership or controlling interest in, or that is an agent or managing employee of the applicant who has been convicted of a criminal offense related to that person’s involvement in any program under Medicare, Medicaid, Children’s Health Insurance Program or the Title XX services since the inception of these programs.

*Disclosures Panel – Conviction Disclosure F – Questions*

Click "+" to view or update the details in a row. Click "-" to collapse the row. To add a new row, enter all the required fields and click the **"Add"** button. Click **"Remove"** to remove the entire row.

#	Disclosure Name	Action
	Click to collapse.	
<b>Disclosure F Information - Conviction Disclosure</b>		
<p>List any person (individual or corporation) who has an ownership or control interest in the provider, or is an agent or managing employee of the provider who has been convicted of:</p> <ul style="list-style-type: none"> <li>▪ a criminal offense related to that person’s involvement in any program under Medicare, Medicaid, CHP+ or the Title XX services since the inception of these programs;</li> <li>▪ neglect or abuse of a patient, in connection with the delivery of a health care item or service;</li> <li>▪ fraud, theft, embezzlement, breach of fiduciary responsibility, or other financial misconduct, in connection with the delivery of a health care item or service or with respect to any act or omission in a health care program (other than Medicare and a State health care program) operated by, or financed in whole or in part, by any Federal, State or local government agency;</li> <li>▪ an offense relating to the unlawful manufacture, distribution, prescription or dispensing of a controlled substance.</li> </ul> <p>1. <b>*Is there any person who has been convicted of a criminal offense as outlined above?</b>  <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><b>*Full Name:</b>  <input type="text"/></p> <p><b>*SSN/EIN:</b>  <input type="text"/></p> <p><b>*Offense:</b>  <input type="text"/></p> <p><b>*Conviction Date:</b>   <input type="text"/></p> <p><b>*Jurisdiction:</b>  <input type="text"/></p> <p>2. <b>*Is the entity entered above an individual?</b>  <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><b>*Date of Birth:</b>   <input type="text"/></p> <p style="text-align: center;"><b>Add</b></p>		

Clicking **Yes** opens an additional section for the required information to be entered. Click the **Add** button to update the panel when the information is completed.

Continue to add entities as applicable. Click the **Submit** button on the right side of the panel when all convictions are entered. The panel updates and this item on the **Disclosure** list now reflects as completed.

Click **Continue**, **Finish Later** or **Cancel** when all questions have been completed within the **Disclosures** panel.

### *Disclosures Panel – Completed*

Available Enrollment Disclosures		
Click the disclosure name to open the disclosure for editing. After completing the disclosure, select " <b>Add</b> ". When you have completed the disclosure, click " <b>Submit</b> " to return to the main Disclosures page. All Disclosures must be completed to <b>Continue</b> .		
Disclosure Name	Description	Status
<a href="#">A. OWNERSHIP OR CONTROL INTEREST</a>	Persons (individual or corporation) with an ownership or control interest in the disclosing entity, fiscal agent or managed care entity having direct or indirect ownership of 5% or more, an officer/director of a corporation or a partner of a partnership.	Completed
<a href="#">B. SUBCONTRACTOR OWNERSHIP</a>	Persons or entities with an ownership or controlling interest in any subcontractor in which the disclosing entity has direct or indirect ownership of 5% or more.	Completed
<a href="#">C. INDIVIDUAL RELATIONSHIPS</a>	Persons mentioned in Disclosure A and Disclosure B related to one another as a spouse, parent, child, or sibling.	Completed
<a href="#">D. MANAGING EMPLOYEES</a>	Persons who hold a position of managing employee within the disclosing entity, fiscal agent or managed care entity.	Completed
<a href="#">E. BUSINESS RELATIONSHIPS</a>	Persons, businesses, organizations or corporations with an ownership or control interest (identified in Disclosure A) that have an ownership or controlling interest of 5% or more in any other provider, fiscal agent or managed care entity.	Completed
<a href="#">F. CONVICTIONS OF CRIMINAL OFFENSE</a>	Persons who have an ownership or control interest in the provider, or is an agent or managing employee of the provider who has been convicted of a criminal offense related to that person's involvement in any program under Medicare, Medicaid, Children's Health Insurance Program or the Title XX services since the inception of these programs.	Completed
<span style="background-color: #008000; color: white; padding: 2px 10px; margin-right: 5px;">Continue</span> <span style="background-color: #008000; color: white; padding: 2px 10px; margin-right: 5px;">Finish Later</span> <span style="background-color: #008000; color: white; padding: 2px 10px;">Cancel</span>		

## Fingerprinting Panel

**Note:** The **Fingerprinting** panel does not display for PACE-Only Subcontractor provider enrollment types.

Enrolling providers determined by the Centers for Medicare & Medicaid Services (CMS) or the Department of Health Care Policy & Financing (the Department) to be a **high-risk provider type** are presented with and required to complete the **Fingerprinting** panel. This provider's data is pulled from the **Provider Identification** and **Request Information** panels. Owner information is populated by the individual owner information entered on the **Disclosures** panel. For providers that are business entities, all owners with 5% or more interest in the business is displayed with a status indicating any individuals that need to submit fingerprints.

Visit the [Information by Provider Type web page](#) to view the risk level.

### *Fingerprinting Panel – Fingerprinting and Criminal Background Check*

The screenshot shows the 'Fingerprinting and Criminal Background Check' panel. At the top, there are logos for the Colorado Department of Health Care Policy & Financing and Health First Colorado. The page title is 'Provider Enrollment: Fingerprinting and Criminal Background Check'. A navigation menu on the left includes links for Welcome, Request Information, Change of Ownership, Specialties, Addresses, Provider Identification, Network Participation, Languages, EFT Enrollment, Other Information, Addendums, Disclosures, Fingerprinting (selected), Attachments and Fees, Agreement, and Summary. The main content area contains a message: 'All high-risk Providers and any Owner with 5% or more interest in the Provider, must complete a Fingerprint Criminal Background Check as part of enhanced enrollment screening provisions contained in Section 6401 of Affordable Care Act (ACA). Please click [+] for EACH person identified below, and complete the answers before submitting.' Below this is a table with columns: Type, Name, Tax ID, Status, and Pass/Fail. The table lists one Provider (ABC Company) and one Owner (John Doe), both with a status of 'Not Noticed' and 'Not Completed'. At the bottom right of the table are buttons for 'Continue', 'Finish Later', and 'Cancel'.

Type	Name	Tax ID	Status	Pass/Fail	
<input type="checkbox"/>	Provider	ABC Company	252995536	Not Noticed	Not Completed
<input type="checkbox"/>	Owner	John Doe	738987654	Not Noticed	Not Completed

Click the + sign next to any owners that need to complete fingerprinting, then answer the questions presented within the panel.

**Fingerprinting Panel – Fingerprinting and Criminal Background Check – Marked No**

**Provider Enrollment: Fingerprinting and Criminal Background Check**

All high-risk Providers and any Owner with 5% or more interest in the Provider, must complete a Fingerprint Criminal Background Check as part of enhanced enrollment screening provisions contained in Section 6401 of Affordable Care Act (ACA).

Please click [+] for EACH person identified below, and complete the answers before submitting.

	Type	Name	Tax ID	Status	Pass/Fail
<input type="checkbox"/>	Provider	ABC Company	252995536	Not Noticed	Not Completed
This is a business entity and does not require fingerprints, please complete Fingerprinting for all individual owners listed					
<input type="checkbox"/>	Owner	John Doe	738987654	Not Noticed	Not Completed

\*Have you completed Fingerprinting for MEDICARE?  Yes  No  
 \*Have you completed Fingerprinting for MEDICAID in any State?  Yes  No

Fingerprints for all persons listed above must be submitted to the department within 30 days of the date of Application or Revalidation of a high-risk provider. Failure to respond within 30 days of submission of the application could result in the denial of the application. Individuals may NOT fingerprint themselves; fingerprints MUST be obtained from a State of Colorado approved CABS service provider. Please visit the [Colorado Bureau of Investigation](#) web page for more information.

Owners that have **not** completed the Fingerprinting Background Check (**for either Medicare or Medicaid**) must follow the instructions on this panel to have fingerprints submitted within **30 calendar days** of the submission of the enrollment application.

Visit the [Provider Enrollment web page](#) and click the Fingerprinting drop-down for additional information.

Owners that have completed the Fingerprinting Background Check (**for either Medicare or Medicaid**) should select **Yes** next to the appropriate selection. The panel updates after **Yes** is selected and requests confirmation of the state in which the fingerprinting was completed. Select the checkbox next to the acknowledgement statement.

**Fingerprinting Panel – Fingerprinting and Criminal Background Check – Marked Yes**

**Provider Enrollment: Fingerprinting and Criminal Background Check**
?

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**▶ Fingerprinting**

Attachments and Fees

Agreement

Summary

▪ All high-risk Providers and any Owner with 5% or more interest in the Provider, must complete a Fingerprint Criminal Background Check as part of enhanced enrollment screening provisions contained in Section 6401 of Affordable Care Act (ACA).

Please click [+] for EACH person identified below, and complete the answers before submitting.

	Type	Name	Tax ID	Status	Pass/Fail
<input type="checkbox"/>	Provider	ABC Company	252995536	Not Noticed	Not Completed
This is a business entity and does not require fingerprints, please complete Fingerprinting for all individual owners listed					
<input type="checkbox"/>	Owner	John Doe	738987654	Not Noticed	Not Completed

**\*Have you completed Fingerprinting for MEDICARE?**     Yes     No

**\*Have you completed Fingerprinting for MEDICAID in any State?**     Yes     No

**\*What state, including CO, was fingerprinting completed in? (if fingerprinting is complete for multiple states, enter the most recent state)**   

\*  By submitting this information I recognize that the Department will validate fingerprinting results with the entity reported above. If sufficient documentation to support the information submitted cannot be provided to the Department, I acknowledge that I may still need to submit Fingerprints to the Department to be in compliance with the ACA. (Box must be checked to save this information for each person listed).

Save
Reset
Cancel

Continue
Finish Later
Cancel

R05.00.296

[Privacy Notice](#)

Click **Save** once completed with **each owner**, then click **Continue** to move to the next section.

**Providers and owners requiring fingerprinting is given specific instructions on how to proceed once the application is submitted.**

Revised: 6/27/2024

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## Attachments and Fees Panel

Any required attachments may be submitted electronically on this panel. Note that attachments sent by mail, email or fax cannot be accepted. These must be added to the **Attachments and Fees** panel of the application.

### Attachments Section

**Not all documents listed under Supporting Documentation may apply to the application being submitted.**

#### The user must scan and attach:

- Insurance face sheet for nursing facilities.
- License or certifications (if applicable)
- W-9 signed and dated within the past six (6) months (if applicable)
- Voided check or bank letter dated within the past six (6) months (if applicable)
- Attach a copy of one (1) of the following for each Managed Care Organization (MCO) or Regional Accountable Entity (RAE) with which the provider is contracted if network participation has been indicated in the enrollment application:
  - A completed Network Participation Verification Form; or
  - The contract panel(s) that identifies the contracting parties, the program name (e.g., Denver Health Medicaid Choice, Colorado Access, etc.) and the panel(s) with signatures of both parties, including the date; or
  - The entire contract with the MCO or RAE.
- Affidavit of Lawful Presence form (required **only** for Billing Individuals or Atypical providers billing under their SSN)
- RN Supervision Form (required **only** for registered nurses)
- Hardship waiver request letter and supporting documentation (if applying for a hardship waiver). Refer to the [Financial Hardship subsection](#) below for more information.
- Proof of payment (if the application fee has already been paid to Medicare or in another state for this location)
- Visit [Information by Provider Type web page](#) for additional documentation required for the provider type.

Visit the [Provider Forms web page](#) and click the Provider Enrollment & Update Forms drop-down to access any applicable forms that may need to be printed, completed, signed and uploaded to the enrollment application.

Read the Gainwell Technologies forms carefully before attaching. Some forms require the user to include additional attachments. For example, the Affidavit of Lawful Presence Form requires a photo ID. the Behavioral Therapy Provider Attestation Form requires licenses, certifications, diplomas, etc.

Click the appropriate link to open the document to submit a required attachment. Some documents can be completed electronically while others require the user to print and scan a document. The user should work with internal IT support if they are unfamiliar with this process.

## Application Fee Section

The Provider Enrollment Tool calculates any required enrollment fees and guides the user through the payment process.

The Affordable Care Act (ACA) requires certain providers to remit an enrollment application fee. The Centers for Medicare & Medicaid Services (CMS) sets the fee amount annually. This fee is assessed at initial enrollment, revalidation and change of ownership, as required, and is assessed in full for each service location enrolled in Colorado Medicaid. Visit the [Provider Enrollment web page](#) for the current amount.

The application fee questions as shown in the panel below are displayed only if the Enrollment Type selected previously should have a fee.

No fee is required if the service location has enrolled or revalidated with Medicare or another state's Medicaid program in the last 5 (five) years and paid an application fee. A copy of the receipt indicating payment is **not** required for proof of payment to Medicare. Proof of payment to another state's Medicaid program may be uploaded on this panel in the **Attachments** section with a selection type of **Other**.

## Financial Hardship

Users requesting a waiver for financial hardship must include a letter describing the financial hardship and why the hardship justifies an exception, as well as any additional supporting documentation that the user believes may aid the Department and CMS in the determination.

- Recommended supporting documentation includes most recent entity tax return(s), financial profit/loss exports (i.e., QuickBooks, Xero, etc.), three (3) or more bank statements and any additional documentation that would validate the hardship(s) indicated within the hardship letter.
  - Additional supporting documentation may include but is not limited to historical cost reports, recent financial reports such as balance sheets and income statements, cash flow statements, liability obligations, tax returns, etc.

The enrollment is delayed while a determination is made if the user applies for an application fee waiver. The letter and supporting documentation must be uploaded on this panel in the **Attachments** section with a selection type of **Other**.

An example of the **Attachments and Fees** panel is shown below.



### *Attachments and Fees Panel – No Fee Required*

**Provider Enrollment: Attachments And Fees**
?

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[Provider Identification](#)

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**▶ Attachments and Fees**

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**Supporting Documentation**

Please submit electronic copies of all documentation required for the selected Provider Type and Specialty. A list of required documents can be found on this website: [Colorado.gov/HCPF/Information-Provider-Type](http://Colorado.gov/HCPF/Information-Provider-Type). If a hardship exemption is being requested in lieu of the application fee, please upload the letter and supporting documentation here as well.

**Submit as Attachment:** [Completed W-9 Form](#) (if applicable)

**Submit as Attachment:** [Completed Proof of Lawful Presence](#) (if applicable)

**Submit as Attachment:** [Completed Supervising Physician Signature Form](#) (if applicable)

**Submit as Attachment:** License (if applicable)

\* Indicates a required field.

**Attachments**

To add an attachment, complete the required fields and click the **Add** button. Attachments cannot be saved for later. If you are not intending to submit the application at this time, it is suggested to wait to upload any attachments until you are ready to submit.

**Note:** if you choose to "Upload" attachments by "File Transfer", a maximum of 5 MBs of information can be uploaded. The allowable file types are: bmp, doc, docx, gif, jpg, jpeg, pdf, ppt, tif, tiff, txt, xls, xlsx, csv.

Click the **Remove** link to remove the entire row.

#	Transmission Method	File	Attachment Type	Action
<input type="checkbox"/> Click to collapse.				
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p><b>*Transmission Method</b> <input type="text" value="FT-File Transfer"/></p> <p><b>*Upload File</b> <input type="button" value="Choose File"/> No file chosen</p> <p><b>*Attachment Type</b> <input type="text"/></p> </div> <div style="width: 10%; text-align: center;"> <p><input type="button" value="Add"/> <input type="button" value="Cancel"/></p> </div> </div>				

**Application Fee**

**No Application Fee Required**

Ensure the user clicks Add to attach each document.

If a fee is *not* required for the provider type, the application says No Application Fee Required.

### Attachments and Fees Panel – Fee Required

#### Provider Enrollment: Attachments And Fees

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**▶ Attachments and Fees**

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#### Supporting Documentation

The following actions need to be taken to complete the individual enrollment process. If you need to submit attachments, please follow the instructions in the Attachments panel below.

**Read:** [Reference Information For Services Identification](#)

**Submit as Attachment:** [Completed W-9 Form](#)

**Submit as Attachment:** [Completed Proof of Lawful Presence](#)

**Submit as Attachment:** [Completed Supervising Physician Signature Form](#)

**Submit as Attachment:** License

\* Indicates a required field.

#### Attachments

To add an attachment, complete the required fields and click the **Add** button.

**Note:** if you choose to "Upload" attachments by "File Transfer", a maximum of 5 MBs of information can be uploaded.  
The allowable file types are: bmp, doc, docx, gif, jpg, jpeg, pdf, ppt, tif, tiff, txt, xls, xlsx, csv.

Click the **Remove** link to remove the entire row.

#	Transmission Method	File	Attachment Type	Action
<input type="checkbox"/> Click to collapse.				
	*Transmission Method	FT-File Transfer		
	*Upload File	<input type="text"/>		<input type="button" value="Browse..."/>
	*Attachment Type		<input type="text"/>	
<input type="button" value="Add"/> <input type="button" value="Cancel"/>				

#### Application Fee

The Affordable Care Act requires certain providers to remit an application fee. The Medicaid Services (CMS) sets the fee amount annually. This fee is assessed for each application and change of ownership, as required, and is assessed in full for each submission.

Please answer all questions. If you answer "NO" to all of the following questions, you will not pay an application fee. **If you answer "Yes" to any of the following questions, do not pay a fee, and click the Continue button instead.**

**If a fee is required for the provider type, this panel shows.**

If the user answers Yes to any of these questions, they do not need to pay the fee. Just click Continue.

Application Fee Questions	
<b>Medicare Enrollment - if the service location has enrolled or revalidated with Medicare within the last 5 years, is approved and paid an application fee, no fee is required.</b>	
1. *Are you an approved Medicare provider at this service location?	<input type="radio"/> Yes <input type="radio"/> No
<b>Medicaid Enrollment - if the service location has enrolled or revalidated with another state's Medicaid or Children's Health Insurance Program within the last 5 years, is approved and paid an application fee, no fee is required. (Upload proof of payment in the Attachments section above.)</b>	
2. *Have you enrolled or revalidated in another State's Medicaid or Children's Health Insurance Program within the last 5 years?	<input type="radio"/> Yes <input type="radio"/> No
<b>Financial Hardship - when requesting an application fee waiver, include a letter describing the financial hardship and why the hardship justifies an exception. Include any additional documentation in support of the request to help the Centers for Medicare and Medicaid Services (CMS) with the decision to waive or deny. Application processing will be delayed while CMS reviews and decides. (Upload the letter and documentation in the Attachments section above.)</b>	
3. *Are you requesting a waiver of the application fee because of financial hardship?	<input type="radio"/> Yes <input type="radio"/> No
<b>Providers with Multiple Enrollments at the same Service Location Address - Providers shall only pay one application fee per service location address. (Upload proof of payment in the Attachments section above.)</b>	
4. *Has this service location address previously paid an application fee to Colorado Medicaid?	<input type="radio"/> Yes <input type="radio"/> No
<p><b>Amount Due</b> XXX.00</p> <p>* To make a payment, click the link below.  <a href="#">Online Bill Pay</a></p>	
<p><b>Continue</b> <b>Finish Later</b> <b>Cancel</b></p>	


Click the **Online Bill Pay** link if an application fee is due, and a payment form opens in a pop-up window:

### Online Bill Pay Pop Up

Online Bill Pay
?

**Welcome to the Online Bill Pay Process**  
 Please complete each section of the online bill pay process to make a one-time payment for your Colorado Medicaid bill.

The following forms of payment are accepted:



**Account Information**

Personal  Business

\*Business Name

Address

City  State  Zip Code

Phone Number

**Payment Information**

\*Payment Method

\*Card Number  \*Verification Code

\*Card Expiration Date   \*Billing Address Zip Code

Payment Amount \$XXX.00  
 A credit/debit card processing fee of 2.95% or e-check processing fee of \$2.50 will be added during payment authorization.

Enter email address below to receive a confirmation email.

\*Email Address  \*Email Address Confirmation

**Authorize Payment**

Please verify your payment above and make any necessary changes. When verification is complete, click the "Authorize Payment" button below to submit your payment.

Your payment will not be processed until you click the "Authorize Payment" button below. Only click once to avoid duplicate payments. Once your payment has processed, you will receive a confirmation number that you can print for your records. Click the "Cancel" button below to stop this payment process and exit. Do not use your browser Back button.

Authorize Payment
Cancel


**Note:** A processing fee of 2.95% is charged for a debit/credit card payment, and a processing fee of \$2.50 is charged for an e-check.

## Agreement Panel

**Note:** The **Agreement** panel does not display for PACE-Only Subcontractor provider enrollment types.

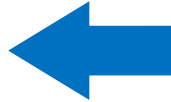
Below is the **Agreement** panel. The terms of enrollment are stated here. Acceptance of these terms is required to submit the enrollment application. Failure to accept these terms means that no enrollment application is retained or submitted.

Click the link to the Provider Participation Agreement (PPA) and read the agreement. Multiple PPAs display if multiple payers were selected. All PPAs must be read and acknowledged to complete the panel.

Provider Enrollment: Agreement <span style="float: right;">?</span>	
<ul style="list-style-type: none"> <li><a href="#">Welcome</a></li> <li><a href="#">Request Information</a></li> <li><a href="#">Specialties</a></li> <li><a href="#">Addresses</a></li> <li><a href="#">Provider Identification</a></li> <li><a href="#">Network Participation</a></li> <li><a href="#">Languages</a></li> <li><a href="#">EFT Enrollment</a></li> <li><a href="#">Other Information</a></li> <li><a href="#">Addendums</a></li> <li><a href="#">Disclosures</a></li> <li><a href="#">Attachments and Fees</a></li> <li><b>▶ Agreement</b></li> <li>Summary</li> </ul>	<div style="background-color: #0070C0; color: white; padding: 5px;"><b>Instructions</b></div> <p>The terms of enrollment are stated below. The provider must accept these terms to submit the enrollment application. Failure to accept these terms means that no enrollment application is retained or submitted.</p> <p>Access the summary of enrollment link to review all data that has been entered into the enrollment application. Changes can be made to the existing application by navigating back to the appropriate screen using the links in the table of contents. Once changes are made, the enrollment application can be reviewed again.</p> <p>Once the application is submitted and confirmed, a tracking number will be assigned. Print a copy of the tracking number and application for your records.</p> <div style="background-color: #0070C0; color: white; padding: 5px;"><b>Terms of Agreement</b></div> <p style="text-align: center;"><b>Provider Name</b> Test Provider  <b>Address</b> Denver 123                  Denver                  Colorado, 80123-1234  <b>Tax ID</b> 314291931  <b>NPI</b>  <b>Contact Name</b> Test Provider  <b>Contact Email</b> provider@provider.com</p> <p><b>No provider application, enrollment form, provider authorization form (if applicable), or Provider Participation Agreement (PPA) will be processed without completion of this page.</b></p> <p>Read and print the PPA(s) for your records. The PPA applies to all programs and payers.</p> <p>Note that the Acceptance checkbox in the Terms of Agreement section at the bottom of the page will remain disabled until all applicable PPAs have been read.</p> <p><b>Read and Print:</b> <a href="#">Title XIX Payer Provider Participation Agreement</a> </p> <p><input type="checkbox"/> I accept the Title XIX Payer PPA</p> <p><b>Note:</b> The provider must review the applicable PPAs prior to signing below.</p> <p>You will be submitting the Provider Enrollment application electronically. Therefore, your signature on this application will be electronic. By submitting this application electronically, you acknowledge that you understand that your electronic signature is binding to the same extent as your written signature.</p> <p><b>*I accept</b> <input type="checkbox"/> I understand that my electronic signature is equivalent to written signature.</p> <p><b>*Your Signature</b> <input type="text"/></p> <p>(Entering your name in the box to the right will constitute your electronic signature.)</p> <p>Suffix <input type="text"/></p> <p><b>Submission Date</b> 04/06/2023</p> <div style="text-align: right; margin-top: 10px;"> <span style="background-color: #0070C0; color: white; padding: 2px 10px; border: 1px solid #0070C0;">Review</span> <span style="background-color: #0070C0; color: white; padding: 2px 10px; border: 1px solid #0070C0;">Finish Later</span> <span style="background-color: #0070C0; color: white; padding: 2px 10px; border: 1px solid #0070C0;">Cancel</span> </div>

A checkmark appears next to the Provider Participation Agreement link once complete.

Provider Enrollment: Agreement <span style="float: right;">?</span>	
<a href="#">Welcome</a> <a href="#">Request Information</a> <a href="#">Specialties</a> <a href="#">Addresses</a> <a href="#">Provider Identification</a> <a href="#">Network Participation</a> <a href="#">Languages</a> <a href="#">EFT Enrollment</a> <a href="#">Other Information</a> <a href="#">Addendums</a> <a href="#">Disclosures</a> <a href="#">Attachments and Fees</a> <span style="color: white;">▶ Agreement</span> Summary	<b>Instructions</b> The terms of enrollment are stated below. The provider must accept these terms to submit the enrollment application. Failure to accept these terms means that no enrollment application is retained or submitted.  Access the summary of enrollment link to review all data that has been entered into the enrollment application. Changes can be made to the existing application by navigating back to the appropriate screen using the links in the table of contents. Once changes are made, the enrollment application can be reviewed again.  Once the application is submitted and confirmed, a tracking number will be assigned. Print a copy of the tracking number and application for your records.
	<b>Terms of Agreement</b>
	<p style="text-align: center;"> <b>Provider Name</b> Test Provider  <b>Address</b> Denver 123                      Denver                      Colorado, 80123-1234  <b>Tax ID</b> 314291931  <b>NPI</b>  <b>Contact Name</b> Test Provider  <b>Contact Email</b> provider@provider.com                 </p> <p> <b>No provider application, enrollment form, provider authorization form (if applicable), or Provider Participation Agreement (PPA) will be processed without completion of this page.</b> </p> <p>Read and print the PPA(s) for your records. The PPA applies to all programs and payers.</p> <p>Note that the Acceptance checkbox in the Terms of Agreement section at the bottom of the page will remain disabled until all applicable PPAs have been read.</p> <p><b>Read and Print:</b> <a href="#">Title XIX Payer Provider Participation Agreement</a> <span style="float: right;">▼</span></p> <p style="text-align: center;"> <input type="checkbox"/> I accept the Title XIX Payer PPA                 </p> <p><b>Note:</b> The provider must review the applicable PPAs prior to signing below.</p> <p>You will be submitting the Provider Enrollment application electronically. Therefore, your signature on this application will be electronic. By submitting this application electronically, you acknowledge that you understand that your electronic signature is binding to the same extent as your written signature.</p> <p> <b>*I accept</b> <input type="checkbox"/> I understand that my electronic signature is equivalent to written signature.                 </p> <p> <b>*Your Signature</b> <input type="text"/>                      (Entering your name in the box to the right will constitute your electronic signature.)  <b>Suffix</b> <input type="text"/>  <b>Submission Date</b> 04/06/2023                 </p>
	<span style="background-color: #008000; color: white; padding: 2px 5px;">Review</span> <span style="background-color: #008000; color: white; padding: 2px 5px; margin-left: 10px;">Finish Later</span> <span style="background-color: #008000; color: white; padding: 2px 5px; margin-left: 10px;">Cancel</span>



Users that do not print the Provider Participation Agreement may view a copy of this agreement on the [Provider Forms web page](#).

Provider Enrollment: Agreement <span style="float: right;">?</span>	
<ul style="list-style-type: none"> <li><a href="#">Welcome</a></li> <li><a href="#">Request Information</a></li> <li><a href="#">Specialties</a></li> <li><a href="#">Addresses</a></li> <li><a href="#">Provider Identification</a></li> <li><a href="#">Network Participation</a></li> <li><a href="#">Languages</a></li> <li><a href="#">EFT Enrollment</a></li> <li><a href="#">Other Information</a></li> <li><a href="#">Addendums</a></li> <li><a href="#">Disclosures</a></li> <li><a href="#">Attachments and Fees</a></li> <li><b>► Agreement</b></li> <li>Summary</li> </ul>	<div style="background-color: #0070C0; color: white; padding: 5px;"><b>Instructions</b></div> <p>The terms of enrollment are stated below. The provider must accept these terms to submit the enrollment application. Failure to accept these terms means that no enrollment application is retained or submitted.</p> <p>Access the summary of enrollment link to review all data that has been entered into the enrollment application. Changes can be made to the existing application by navigating back to the appropriate screen using the links in the table of contents. Once changes are made, the enrollment application can be reviewed again.</p> <p>Once the application is submitted and confirmed, a tracking number will be assigned. Print a copy of the tracking number and application for your records.</p> <div style="background-color: #0070C0; color: white; padding: 5px;"><b>Terms of Agreement</b></div> <p style="text-align: center;"><b>Provider Name</b> Test Provider</p> <p style="text-align: center;"><b>Address</b> Denver 123 Denver Colorado, 80123-1234</p> <p style="text-align: center;"><b>Tax ID</b> 314291931</p> <p style="text-align: center;"><b>NPI</b></p> <p style="text-align: center;"><b>Contact Name</b> Test Provider</p> <p style="text-align: center;"><b>Contact Email</b> provider@provider.com</p> <p><b>No provider application, enrollment form, provider authorization form (if applicable), or Provider Participation Agreement (PPA) will be processed without completion of this page.</b></p> <p>Read and print the PPA(s) for your records. The PPA applies to all programs and payers.</p> <p>Note that the Acceptance checkbox in the Terms of Agreement section at the bottom of the page will remain disabled until all applicable PPAs have been read.</p> <p><b>Read and Print:</b> <a href="#">Title XIX Payer Provider Participation Agreement</a> ▼</p> <p style="text-align: center;"><input checked="" type="checkbox"/> I accept the Title XIX Payer PPA </p> <p><b>Note:</b> The provider must review the applicable PPAs prior to signing below.</p> <p>You will be submitting the Provider Enrollment application electronically. Therefore, your signature on this application will be electronic. By submitting this application electronically, you acknowledge that you understand that your electronic signature is binding to the same extent as your written signature.</p> <p><b>*I accept</b> <input type="checkbox"/> I understand that my electronic signature is equivalent to written signature.</p> <p><b>*Your Signature</b> <input style="width: 150px;" type="text"/></p> <p><b>(Entering your name in the box to the right will constitute your electronic signature.)</b></p> <p style="text-align: center;"><b>Suffix</b> <input style="width: 150px;" type="text"/></p> <p style="text-align: center;"><b>Submission Date</b> 04/06/2023</p> <div style="text-align: right; margin-top: 10px;"> <span style="background-color: #0070C0; color: white; padding: 2px 10px; border: 1px solid #0070C0;">Review</span> <span style="background-color: #0070C0; color: white; padding: 2px 10px; border: 1px solid #0070C0; margin-left: 10px;">Finish Later</span> <span style="background-color: #0070C0; color: white; padding: 2px 10px; border: 1px solid #0070C0; margin-left: 10px;">Cancel</span> </div>

Select the **I accept** checkbox for each Provider Participation Agreement.

Enter the provider’s name as the electronic signature and select the **I accept** box to complete the panel. The **Review** button becomes active:



### Agreement Panel - Provider Participation Agreement

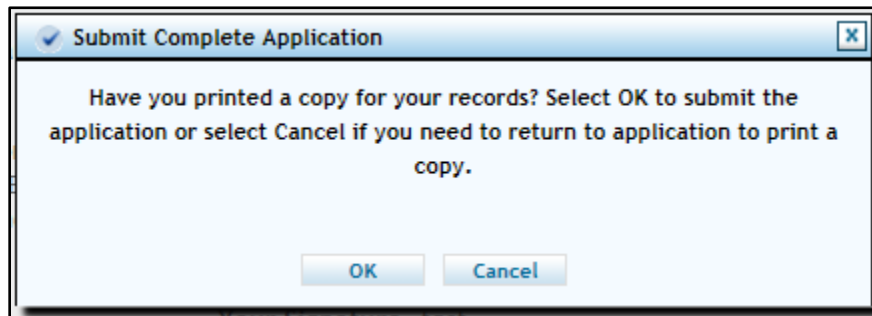
Provider Enrollment: Agreement <span style="float: right; font-size: 0.8em;">?</span>	
<a href="#">Welcome</a>	<b>Instructions</b>
<a href="#">Request Information</a>	The terms of enrollment are stated below. The provider must accept these terms to submit the enrollment application. Failure to accept these terms means that no enrollment application is retained or submitted.
<a href="#">Specialties</a>	Access the summary of enrollment link to review all data that has been entered into the enrollment application. Changes can be made to the existing application by navigating back to the appropriate screen using the links in the table of contents. Once changes are made, the enrollment application can be reviewed again.
<a href="#">Addresses</a>	Once the application is submitted and confirmed, a tracking number will be assigned. Print a copy of the tracking number and application for your records.
<a href="#">Provider Identification</a>	<b>Terms of Agreement</b>
<a href="#">Network Participation</a>	<p><b>Provider Name</b> Test Provider</p> <p><b>Address</b> Denver 123 Denver Colorado, 80123-1234</p> <p><b>Tax ID</b> 314291931</p> <p><b>NPI</b></p> <p><b>Contact Name</b> Test Provider</p> <p><b>Contact Email</b> provider@provider.com</p>
<a href="#">Languages</a>	<b>No provider application, enrollment form, provider authorization form (if applicable), or Provider Participation Agreement (PPA) will be processed without completion of this page.</b>
<a href="#">EFT Enrollment</a>	Read and print the PPA(s) for your records. The PPA applies to all programs and payers.
<a href="#">Other Information</a>	Note that the Acceptance checkbox in the Terms of Agreement section at the bottom of the page will remain disabled until all applicable PPAs have been read.
<a href="#">Addendums</a>	<b>Read and Print:</b> <a href="#">Title XIX Payer Provider Participation Agreement</a> <span style="float: right;">▼</span>
<a href="#">Disclosures</a>	<input checked="" type="checkbox"/> I accept the Title XIX Payer PPA
<a href="#">Attachments and Fees</a>	<b>Note:</b> The provider must review the applicable PPAs prior to signing below.
<b>Agreement</b>	You will be submitting the Provider Enrollment application electronically. Therefore, your signature on this application will be electronic. By submitting this application electronically, you acknowledge that you understand that your electronic signature is binding to the same extent as your written signature.
Summary	<p><b>*I accept</b> <input checked="" type="checkbox"/> I understand that my electronic signature is equivalent to written signature.</p> <p><b>*Your Signature</b> <input style="width: 150px;" type="text" value="Test Provider"/></p> <p><b>(Entering your name in the box to the right will constitute your electronic signature.)</b></p> <p><b>Suffix</b> <input style="width: 150px;" type="text"/></p> <p><b>Submission Date</b> 04/06/2023</p>
	<div style="display: flex; justify-content: space-around; gap: 10px;"> <span style="background-color: #008000; color: white; padding: 5px 10px; border-radius: 3px;">Review</span> <span style="background-color: #008000; color: white; padding: 5px 10px; border-radius: 3px;">Finish Later</span> <span style="background-color: #008000; color: white; padding: 5px 10px; border-radius: 3px;">Cancel</span> </div>



## Summary Panel

The **Summary** panel shows the application in its entirety. The user should review all information for accuracy and may be requested to confirm the information and print a copy of the summary.

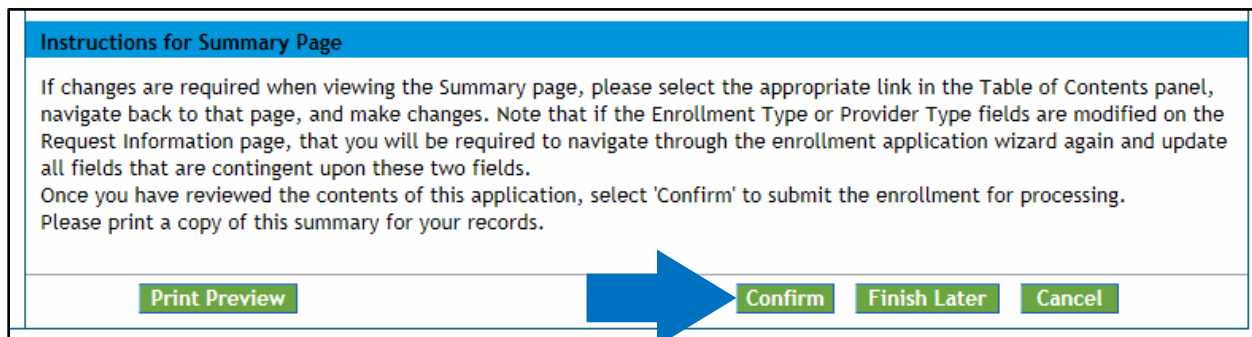
The user is asked if they have printed a copy of this enrollment for their records. Click **OK** if the user has already printed a copy or does not wish to print a copy. The user may click **Cancel** to return to the application to print a copy.



Click **Confirm** to submit the application for processing once the **Submit Complete Application** dialog box shown above disappears.

**The application is not submitted for processing until the Confirm button at the bottom of the summary panel is clicked:**

### *Enrollment Summary Panel – Confirm Button – Application Submission*



Users that have not previously saved the application are prompted to set up a password and security questions as reviewed in the **Completing the Application** section of the manual.

# After the Application Is Submitted

Visit the [Next Steps after Enrollment Application web page](#) for further instructions.

## Resources

The Provider Enrollment Manual is supplemented with the [Provider FAQ Central web page](#). This list is updated often and should be bookmarked for future reference.

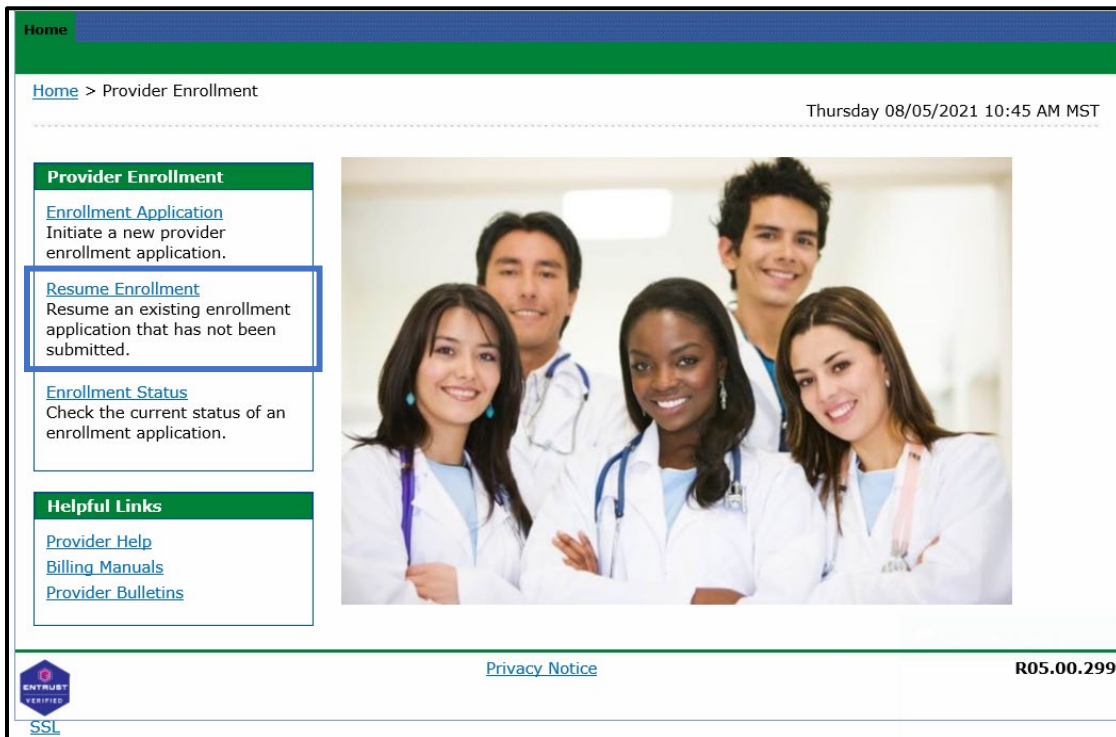
Providers may contact Gainwell Technologies, the fiscal agent for the Department, for additional support by calling the [Provider Services Call Center](#) or visiting the [Provider Enrollment web page](#) for additional information.

## Resume Enrollment

The **Resume Enrollment** link may be clicked for incomplete applications or if the application was completed but the user received an email from Gainwell Technologies stating additional or corrected information is needed.

No changes may be made to the information entered in the Provider Web Portal once the application is submitted unless an application is returned to a provider for updates or corrections.

### *Provider Portal - Resume Enrollment Link*



The screenshot displays the Provider Portal interface. At the top, there is a navigation bar with a "Home" button. Below the navigation bar, the breadcrumb "Home > Provider Enrollment" is visible on the left, and the date and time "Thursday 08/05/2021 10:45 AM MST" are on the right. The main content area is divided into several sections. On the left, there is a "Provider Enrollment" section with three links: "Enrollment Application" (Initiate a new provider enrollment application), "Resume Enrollment" (Resume an existing enrollment application that has not been submitted), and "Enrollment Status" (Check the current status of an enrollment application). The "Resume Enrollment" link is highlighted with a blue border. Below this section is a "Helpful Links" section with three links: "Provider Help", "Billing Manuals", and "Provider Bulletins". On the right side of the main content area, there is a large image of five healthcare professionals (three women and two men) in white lab coats, smiling. At the bottom of the page, there is a footer with a "Privacy Notice" link on the left, an "ENTRUST" logo in the center, and the text "R05.00.299" on the right. A small "SSL" logo is also visible in the bottom left corner of the footer area.

### Provider Web Portal - Resume Enrollment - Login

The Tax ID entered must be an exact match to the Tax ID used when enrolling on the application.

## Enrollment Status

Providers may check the status of applications using the **Enrollment Status** link.

### Provider Portal - Enrollment Status Link

Click the **Enrollment Status** link shown above. Enter the **Tracking Number** (ATN) and **Tax ID Number** (TIN), then click **Search**.

### Enrollment Status Login

The **Provider Enrollment - Summary** section displays showing the current status of the application.

## Enrollment Status – Summary

Home > [Provider Enrollment](#) > Enrollment Status Tuesday 09/10/2019 07:04 PM MST

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**Provider Enrollment - Status** [Back to Home](#) ?

Enter your assigned tracking number and Tax ID to verify the current status of your enrollment application. For any further queries, please refer to the Provider Resources web page for additional information such as FAQs, Fact Sheets, and other communication regarding Provider Enrollment.

\* Indicates a required field.

\*Tracking Number  \*Tax ID Number

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**Provider Enrollment - Summary**

Below is the status of your provider enrollment application. For any further queries, please refer to the [Provider Resources](#) web page for additional information such as FAQs, Fact Sheets, and other communication regarding Provider Enrollment.

<b>Tracking Number</b>	223166
<b>Date Submitted</b>	09/10/2019
<b>Status</b>	Under Review
<b>Status Date</b>	09/10/2019

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R05.00.295 [Privacy Notice](#)

Even if notes display here indicating the application needs to be returned to the provider, the user **cannot** re-enter the application to make corrections until the status reads one of the following:

- Returned to provider for Additional Information
- Returned to provider for Additional Authorization(s)
- Returned to provider for Missing Documentation

An email is sent to the contact email address from the application to notify of the status once the application is returned.

Click **Resume Enrollment** (refer to the previous section) to log into the application and make required corrections. Click the **Continue** button at the bottom of each panel to navigate through the application.

## Site Visits

Pre-enrollment site visits of providers designated as “moderate” or “high” categorical risks to the Medicaid program are required, per federal requirement 42CFR 455.432.

The purpose is to verify that information submitted to the Department by a provider is accurate and to determine compliance with federal and state enrollment requirements. The user is contacted for the required site visit if the provider type falls into one of these risk categories. A representative will visit the service location to verify certain aspects of the enrollment. Providers that refuse a site visit may be excluded from Health First Colorado.

Refer to the risk levels on the [Information by Provider Type web page](#) for further information about risk categories by provider type.

## File a Grievance

Follow this process to file a grievance if the application is denied for enrollment and the provider disagrees with the decision.

1. Go to the [Provider Enrollment Portal Home page](#).
2. Click **Enrollment Status**.

**Provider Enrollment**

- [Enrollment Application](#)  
Initiate a new provider enrollment application.
- [Resume Enrollment](#)  
Resume an existing enrollment application that has not been submitted.
- Enrollment Status**  
Check the current status of an enrollment application.

3. Enter the **Tracking Number** (ATN) and **Tax ID Number** (TIN) from the ATN, then click **Search**.

**Provider Enrollment - Status**

Enter your assigned tracking number and Tax ID to verify the current status of your enrollment queries, please refer to the Provider Resources web page for additional information such as Fax communication regarding Provider Enrollment.

\* Indicates a required field.

\*Tracking Number  \*Tax ID Number

**Search** **Cancel**

4. Scroll to the bottom of the page and click the **Click here to submit a grievance** link.

**Reason** \_\_\_\_\_

**Notes** 07/23/2018: RTP- -Proof of Accreditation of Medical Transport Systems (CAMTS) or a successor Required.

If you disagree with this outcome and want to appeal this decision [Click here to submit a grievance](#)

5. Enter the reason for disagreeing with the decision and click **Submit**.

NOTE: Only the first 500 characters will be saved with this Grievance Request.

\*Comments

**Submit** **Cancel**

**Result:** The grievance has been filed and will be reviewed by Gainwell Technologies. The provider will receive the following notification once the grievance has been approved:

The application is now back in Under Review status and will be reviewed again by a Gainwell Technologies analyst.

## Provider Enrollment Notifications

The applicant receives several notifications via email during the enrollment process:

- The applicant receives an email at the email address entered in the contact information upon successful submission of an online enrollment application.
- An email is sent by Gainwell Technologies during the application review process to the email address entered in the contact information if additional information and/or missing documentation is needed. The applicant is then able to return to the application on the Provider Web Portal to address the issues through the **Resume Enrollment** link. Gainwell Technologies is notified of the application update and continues processing once these requirements are completed.
- Another email is sent once the application has been reviewed to the address entered in the contact information advising of the outcome.
  - **If the application is approved**, the user is advised that the provider is enrolled but that certain steps must be completed with the fiscal agent to begin billing for services.
    - The user receives instructions for registering the assigned provider ID number in the Provider Web Portal once the application has been approved for enrollment. Refer to the [Provider Web Portal Registration Quick Guide](#) for registration instructions.

**Note:** PACE-Only Subcontractors cannot register for the Provider Web Portal and must contact the [Provider Services Call Center](#) to update their provider information or to disenroll.
  - **If the application is rejected**, the user is advised of the reason and their rights to file a grievance. Refer to the [File a Grievance section](#) for more information.

## Forms

Visit the [Provider Forms web page](#) and click the Provider Enrollment & Update Forms drop-down to locate forms that may need to be printed, completed, signed and uploaded to the enrollment application.