



Provider News & Resources

Special Issue **Provider Enrollment Highlights**

December 28, 2020 | Issue II

The enrollment information listed below provides guidance to avoid having an application returned for errors.

Enrollment Guidance Tips

- Providers are encouraged to review the online [Enrollment Checklists](#) prior to beginning an application.
- Ensure that at least one of the submitted taxonomies matches a taxonomy in the provider's National Provider Identifier (NPI) profile in the [National Plan and Provider Enumeration System \(NPPES\)](#). If it does not, the application will be returned for corrections.
- Providers must answer the question that asks if the applicant has all the appropriate licensure for the application. If the answer is no, the application will be returned.
- Submit the practitioner's individual tax ID (SSN) for individual applications, **not** the tax ID of the billing provider Federal Employer Identification Number (FEIN).
- Ensure only current documentation (e.g. license, insurance policies) is submitted. Expired documents cannot be accepted. If documents are due to expire within 21-30 days, submit the renewals if available. (Note: A copy of insurance policy is required for Nursing Facilities and HCBS providers only.)
- The most current version of the [Network Participation Verification Form](#) must be completed and uploaded if data is submitted in the Network Participation panel. The data on the form must match the data entered in the application exactly, or the application will be returned.
- When making an update to an existing enrollment, providers are advised to only select the tabs applicable to the changes.

Social Security Validation for Revalidation Applications

To avoid getting a revalidation application returned, providers are reminded to verify the Social Security Number (SSN) on file for any individual within a group or billing individuals such as a physician, therapist, or dentist.

Even though the individual may only get paid under a group or facility Tax ID, an SSN is required for identification.

If the provider determines that the SSN on file is incorrect upon revalidation, a copy of the Social Security card should be attached. The SSN on file can be located on the "Request Information" panel in the Provider Web Portal. The screen shot is below.



Provider Name Medical Provider	Provider ID Providers - 1234567891 (NPI)	Location 00000000 - Medical Provider
Taxonomy 1234Z20000FL		

Provider Revalidation: Request Information

Welcome
You are revalidating your enrollment application. Below is the current information. Complete the fields on each screen and select the Continue button to move forward to each page. All mandatory data is required to "Finish Later".
The contact person will potentially be contacted to answer any questions regarding the information provided in this enrollment application.
* Indicates a required field.

Request Information

Specialties

Addresses

Provider Identification

Languages

Other Information

Disclosures

Attachments and Fees

Agreement

Summary

Initial Enrollment Information

Enrollment Type Individual
Provider Type 19 - Audiologist

Provider Information

The provider identification numbers listed below are additional identifiers for the enrolling providers. Not all fields are required.
If the below SSN is incorrect you must complete a new enrollment application. The existing Colorado Medicaid enrollment associated to the old SSN must be terminated by completing the Change of Ownership option from the menu items listed within the new application. Please cancel out of this process and begin a new enrollment.

NPI 1234567891	MCD 1234567
NPI Zip + 4 88888-1234	Taxonomy 231H00000X - Audiologist
SSN 123-456-7890	Tax ID Type SSN

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

Provider Enrollment Resources

Visit the [Common Reasons Enrollment Applications Are Returned to Providers web page](#) for additional tips.

Visit the [Provider Enrollment web page](#) for additional information.

Contact the [Provider Services Call Center](#) for assistance.

Please do not reply to this email; this address is not monitored.