



May 21, 2019

Announcement 1899

Modernization: Requirements for Completing an Application, Revalidation or Re-enrollment Differ for Individual Providers and Group Providers

The Division of Health Care Financing and Policy (DHCFP) implemented a new, modernized Medicaid Management Information System (MMIS) on February 1, 2019, that included the requirement to enroll on the Online Provider Enrollment (OPE) tool instead of via paper.

The OPE tool has similar yet different fields and requirements based on whether the provider is an individual or a group. Therefore, it is very important to know what is required to prevent an application from being returned. Below is an excerpt from the [Provider Enrollment Information Booklet](#) under Reporting Business Information, which explains the information that is required.

Reporting Business Information

Individual (Servicing) Provider:

Individuals must enroll with their individual information instead of reporting the group's information. The individual will enroll with their own information then be linked to the group or billing provider for claims processing, payment and reporting purposes. If you are an individual linking to a group, the tax liability of income received from Nevada Medicaid will be on the billing provider. You would only receive tax documents if you are receiving payment directly from Nevada Medicaid.

As an individual provider you will need to answer the following questions related to how you report doing business as:

- If you would like to be linked to a group, please enter the group provider's National Provider Identifier (NPI).
- Only enter your personal social security number and/or personal tax ID if you have one in the provider information section under "Tax and Business Information."
- Your legal name and "Doing Business As" will be your own name as recognized by the Internal Revenue Service (IRS) for tax purposes.
- Only report "Secretary of State" name and business ID if you personally have a business license under your name. It is not required for an individual enrollment linking to a group.
- For the Electronic Funds Transfer (EFT) Information section, select "Yes" if you will be receiving payment through the group.
- You would not need to report owners as you are not enrolling as a business. Note, you will need to still report a managing individual. This could be yourself or anyone that can report changes on your behalf.

Group (Billing) Provider:

Group enrollments are for businesses that will be billing for services provided by the servicing provider.

As a group/billing provider you will need to answer the following as a group applicant:

- Enter the Federal Tax ID recognized by the IRS for the business.
- Enter the Provider Legal Name as recognized by the IRS.
- Select individual/servicing provider(s) by NPI(s) to be linked to the group applicant.
- Enter EFT information and include the EFT authorization form and proof of account information in the attachments panel.
- Enter owners (individuals or parent corporations) of 5% or more direct or indirect interest, Board Members, Managing individuals and/or Agents in the entity information. Note if a parent corporation is listed, then Nevada Medicaid will need the owners, managing individuals or agents of that parent corporation. Please see Ownership and Disclosure section of the Medicaid Provider Enrollment Compendium (MPEC) for additional instructions via: <https://www.medicaid.gov/affordable-care-act/program-integrity/index.html>

Should a provider require additional information, please review the [Provider Enrollment Information Booklet](#), [OPE User Manual Chapter 2 or Chapter 3](#) or contact Nevada Medicaid by calling (877) 638-3472 (select the option for Provider Enrollment).