UNDERSTANDING STREAMLINED CREDENTIALIALING (LIMITED ENROLLMENT)

Updated 2/14/18
OBJECTIVES

In this webinar, we will discuss...

- An Overview of Streamlined Credentialing (also known as Limited Enrollment)
  - Enrollment Process
  - Three Application Types
  - Requirements

- Completing an Online Application
- Frequently Asked Questions
- Helpful Resources
AN OVERVIEW OF
Streamlined Credentialing (Limited Enrollment)
Overview
STREAMLINED CREDENTIALING (LIMITED ENROLLMENT)

As of December 4, 2015, providers who do not hold a Medicaid ID can submit a Streamlined Credentialing, or Limited enrollment application through the Florida Medicaid Public Web Portal.

This new application expands the available options for providers requesting a Medicaid ID. They can register through a plan, apply directly to Medicaid via the online enrollment wizard for Limited Enrollment, or apply directly to Medicaid via the online enrollment wizard for Full Enrollment. Any of these three options would result in a Medicaid ID which can be used by the plans to submit encounter data.

With the implementation of Limited Enrollment, providers seeking to participate in a health plan have the option to utilize a web-based Limited Enrollment application wizard which guides them through creation of the application. The streamlined application and corresponding review process allows approved providers to receive their Medicaid IDs faster than with traditional Full Enrollment.
Overview
STREAMLINED CREDENTIALING (LIMITED ENROLLMENT)

Upon receipt of a Limited Enrollment application, the Agency for Health Care Administration (Agency) will perform several basic credentialing functions including licensure verification, review of background screening history, including criminal history, and federal exclusion database checks. These screenings are in compliance with ACA Provider Screening requirements. Onsite visits, proof of education, training, and work history will remain with the health plans along with any additional criteria as determined by the plans.

Successfully obtaining a Limited Enrollment status with Medicaid may eliminate the need for providers to undergo the basic credentialing with each plan with which they seek to contract and may reduce the time it takes for a plan to complete provider credentialing.

Note: Assignment of a Medicaid ID does not guarantee a place in the network of any health plan. Each plan may apply their own standards for provider credentialing beyond what is required by Medicaid.
Limited Enrollment is not an option for providers who service fee-for-service recipients.

Fee-for-service providers must seek traditional full Enrollment in order to directly bill Medicaid for reimbursement.

For those providers who solely service recipients in a health plan, Limited Enrollment is a valuable option.
COMPLETING AN ONLINE APPLICATION
LIMITED ENROLLMENT
ENROLLMENT PROCESS
STREAMLINED CREDENTIALING (LIMITED ENROLLMENT)


2. The Limited Enrollment Application is evaluated and processed based on the limited enrollment rules.

3. Once the Limited Enrollment status is ‘Active’, the provider receives:
   - Welcome Letter
   - Florida Medicaid ID
   - PIN Letter

4. Provider sets up a user account for the Secure Web Portal.

Note: Limited Enrollment Providers only have access to (1) Provider demographics – update language and (2) Eligibility Verification within the secure Web Portal. Limited Enrollment Providers will not have access to (1) File upload and download, (2) Claim submission, and (3) View reports.
## SECURE WEB PORTAL ACCESS

### STREAMLINED CREDENTIALING (LIMITED ENROLLMENT)

<table>
<thead>
<tr>
<th>Secure Web Portal</th>
<th>Limited Enrollment Access</th>
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<tbody>
<tr>
<td>Eligibility Verification</td>
<td>Yes</td>
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<tr>
<td>Provider Demographics</td>
<td>Yes</td>
</tr>
<tr>
<td>Claims Submission</td>
<td>No</td>
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<tr>
<td>File Upload and Download</td>
<td>No</td>
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<tr>
<td>View Reports</td>
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THREE APPLICATION TYPES
Streamlined Credentialing (Limited Enrollment)

There are three Limited Enrollment Application Types:

- **Sole Proprietor**
  An individual provider that will be providing services to Medicaid recipients.

- **Group**
  A business entity representing a group of individual Medicaid providers.

- **Facility or Other Business Entity**
  An institution or other business entity that will be providing services to Medicaid recipients.
REQUIREMENTS
Streamlined Credentialing (Limited Enrollment)

The following documents and information are required to complete a Limited Enrollment Application:

- Online Application for In-State Providers or Online Application for Out-of-State Providers
- Tax ID
- Licensure (only when required by law)
- NPI (only when required by law)
- Owner and Operator Disclosure
- Background Screening for Owners and Operators
DISCLOSURE BY MEDICAID PROVIDERS: INFORMATION ON OWNERSHIP AND CONTROL

Streamlined Credentialing (Limited Enrollment)

All persons seeking to enroll or renew with Medicaid must disclose the following:

- The name, home address, date of birth, and Social Security Number of any individual with 5% or more controlling interest or who is a managing employee. If the provider is a non-profit entity, this requirement extends to all members of the board of directors.

- The name, address, and federal tax ID of any entity with 5% or more controlling interest.
NOTICE ON USE OF SOCIAL SECURITY NUMBER
Streamlined Credentialing (Limited Enrollment)

As a part of your application for enrollment as a Florida Medicaid provider, all natural persons disclosed on the application are required to provide their name, social security number, date of birth, and home address pursuant to 42 CFR § 455.104 and 26 U.S.C. 6109. Disclosure of social security numbers is mandatory. Failure to provide social security numbers will be a basis for denial as a Medicaid provider.

Social security numbers are used to secure the proper identification of persons for whom the Agency is responsible for making a return, statement, or other document in accordance with the Internal Revenue Code, and to assist in the administration of the Florida Medicaid program.
CONFIDENTIALITY AND NONDISCLOSURE OF SOCIAL SECURITY NUMBER
Streamlined Credentialing (Limited Enrollment)

Social Security Numbers that are obtained or maintained by the Agency pursuant to this subsection shall be confidential. The Agency shall restrict access to only those Agency employees, and authorized contractors of the Medicaid program, whose duties or responsibilities require access for the purposes of the administration of the Florida Medicaid program.
NAVIGATION
ONLINE ENROLLMENT WIZARD

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>New application</td>
<td>Click to create a new application.</td>
</tr>
<tr>
<td>Continue application</td>
<td>Click to continue an application that was previously saved and assigned an ATN (Application Tracking Number).</td>
</tr>
<tr>
<td>Save and continue</td>
<td>Click to save changes made to the current panel and proceed to the next. Note: Enrollment information is only temporarily stored in the Enrollment Wizard until you have reached the stage where an ATN has been created.</td>
</tr>
<tr>
<td>Previous</td>
<td>Click to return to the previous panel.</td>
</tr>
<tr>
<td>Exit</td>
<td>Click to exit from the Online Enrollment Wizard.</td>
</tr>
<tr>
<td>?</td>
<td>Click to access contextual page help.</td>
</tr>
<tr>
<td>Delete</td>
<td>Click to delete the selected row.</td>
</tr>
<tr>
<td>Refresh session</td>
<td>Click to extend the Online Enrollment Wizard session expiration time. Note: By default, the session will expire after 60-minutes. All unsaved information will be lost.</td>
</tr>
</tbody>
</table>
LIMITED ENROLLMENT APPLICATION
ONLINE ENROLLMENT WIZARD


From the top navigation menu, select Provider Services and then Enrollment.
LIMITED ENROLLMENT APPLICATION
ONLINE ENROLLMENT WIZARD

On the Provider Enrollment page, under New Medicaid Providers, click ON-LINE ENROLLMENT WIZARD.
LIMITED ENROLLMENT APPLICATION
ONLINE ENROLLMENT WIZARD

Instructions Panel

Upon launching the Enrollment Wizard, users are initially greeted with an Instructions panel. This area lists the steps involved in completing the online enrollment process. From the panel, users can choose to create a new application or access one that was previously started.
**LIMITED ENROLLMENT APPLICATION**
**ONLINE ENROLLMENT WIZARD**

**Enrollment Type Panel**

The Enrollment Type panel is where the applicant chooses which type of enrollment best serves their intentions: Limited Enrollment or Enrollment. The selection made on this panel will determine all of the steps that will follow in the application because of the different requirements involved.
LIMITED ENROLLMENT APPLICATION
ONLINE ENROLLMENT WIZARD

Request Type Panel

On the Request Type panel, users will select the Application Type appropriate to their provider type and service method. For Limited Enrollment, there are only three options: SOLE PROPRIETOR, GROUP, OR FACILITY OR OTHER BUSINESS ENTITY. The list of available provider types and specialties is dependent on the Enrollment Type selected in the previous step and Application Type selected in the Request Type panel.

Users may enter up to four specialties for that provider type by selecting them from the drop-down. For each specialty selected, a corresponding taxonomy in the Taxonomy fields is required. Users can use the search feature next to each Taxonomy field to search for the appropriate taxonomy.
LIMITED ENROLLMENT APPLICATION
ONLINE ENROLLMENT WIZARD

Request Type Panel

Additional verifications will appear on the Request Type panel if the provider type selected is a PT 90 – Durable Medical Equipment provider.
LIMITED ENROLLMENT APPLICATION
ONLINE ENROLLMENT WIZARD

Before You Continue Panel

This panel lists any necessary items that the applicant may wish to have on hand before investing additional time in the enrollment process. It is tailored by the selections made in the previous sections, including the Enrollment Type selected.
LIMITED ENROLLMENT APPLICATION
ONLINE ENROLLMENT WIZARD

Identifying Information Panel

The **Identifying Information** panel is where users will enter general information for the provider, by either entering it into the fields or selecting values from the drop-downs.
LIMITED ENROLLMENT APPLICATION
ONLINE ENROLLMENT WIZARD

License & More Identifying Information Panel

This panel is where the applicant provides the required license information for enrollment as the provider type and specialty they have chosen in previous steps. The Wizard will generate an error if the correct license type and active license information is not entered. If a license is entered, it must also be active.

For Limited Enrollment, any license state selection will be accepted in this step. All providers that have opted for Limited Enrollment only, will be enrolled as In-State providers.
Contact Information Panel

The **Contact Information** panel is where users enter information for the individual who will serve as a point of contact for the provider. The email must be entered once and then reentered in an additional step to ensure it has been keyed correctly.
LIMITED ENROLLMENT APPLICATION
ONLINE ENROLLMENT WIZARD

Address Panels

Three address panels will be presented for providers enrolling in a Limited capacity: Service Location, Mailing Address, and Home/Corporate Address. The pay to address is not presented since Limited providers will not be getting paid directly by Medicaid.

After providing the Service Location address, the additional address panels provide an option to auto-populate the panels with the address entered in any of the previous steps, if they are the same. Using the None of the above option will clear out any address information entered in the fields.
LIMITED ENROLLMENT APPLICATION
ONLINE ENROLLMENT WIZARD

Xref NPI Panel

This panel is where the applicant will enter the NPI for the provider, if one is required.
ATN Information Panel

When users have entered sufficient information in the previous steps of the application, an ATN is created in interchange, and the ATN Information panel is displayed. The panel lists the ATN information for the provider and advises them that enough information been entered to leave and continue the application at a later date if desired.

Note: Upon reaching this stage of the process, applicants will no longer be able to change the Enrollment Type. Any other panels previously updated can still be changed.
Pharmacy Information Panel (Pharmacy Only)

Provider Type 20 – Pharmacy providers will be presented with the Pharmacy Information panel.
Owners and Operators Panel

This panel is where the applicant enters all individuals and entities with 5% or more controlling interest as well as all managing employees. Combined ownership in the panel cannot exceed 100%. Medical Records and Financial Records Custodians are not required to be disclosed on this panel for Limited Enrollment since the provider will not be paid directly by Medicaid.
LIMITED ENROLLMENT APPLICATION
ONLINE ENROLLMENT WIZARD

Certification Panel

The Certification panel is the panel where the applicant agrees to terms and conditions for participation as a Limited Florida Medicaid provider. This language differs from the Certification language for Full Enrollments.

This panel is also the end of the Enrollment Application process where the user will click the submit button to have the remaining information updated in the system and initiate processing of their application.
LIMITED ENROLLMENT APPLICATION
ONLINE ENROLLMENT WIZARD

Submission Panel

Once the application has been submitted, a confirmation message should be displayed along with contact information for questions about the application process. A list of required documents are displayed as well.
FREQUENTLY ASKED QUESTIONS
LIMITED ENROLLMENT BASICS
FREQUENTLY ASKED QUESTIONS

How does Limited Enrollment affect Provider Registration?
Providers that go through the Limited Enrollment process do not need to “register.” Registration should be reserved for health plans obtaining Medicaid IDs for non-participating providers.
Who should apply to become a Limited Medicaid provider?
Limited Enrollment is an option for providers who will only be paid by a health plan. Providers who wish to submit claims directly to Florida Medicaid for fee-for-service reimbursement should apply for regular Enrollment.

Can a Limited Medicaid provider bill fee-for-service?
Like Registered Medicaid providers, a Limited Medicaid provider cannot bill fee-for-service claims.

If I am Registered, do I have to become a Limited Medicaid provider?
Registered providers are not required to seek Limited Enrollment but can choose to go through the Limited Enrollment process. By meeting the additional credentialing elements included within the Limited Enrollment process (such as background screenings), providers may experience additional efficiencies when seeking credentialing by health plans.
PROVIDERS
FREQUENTLY ASKED QUESTIONS

If I am a Limited Medicaid provider, can I later become an Enrolled Medicaid provider in order to bill fee-for-service?
Yes. Limited Medicaid providers can submit a new application in order to become an Enrolled Provider.

Who do I contact if I have additional questions about Limited Enrollment?
DXC Technology is here to help! You may contact the Provider Enrollment Contact Center for additional assistance at 1-800-289-7799, Option 4.
RENEWAL

STREAMLINED CREDENTIALING (LIMITED ENROLLMENT)

How often should a Limited Enrollment Application be renewed?
The Limited Enrollment Application must be renewed every three years.

How will I know when it is time to renew?
Providers will receive a notification letter from Florida Medicaid when it is
time to renew.
What provider credentialing functions will remain with the health plans?
Onsite visits, proof of education, training, and work history will remain with the health plans along with any additional criteria as determined by the plans.
TIME FOR YOUR QUESTIONS
LEARN MORE

HELPFUL RESOURCES

To learn more about Streamlined Credentialing (Limited Enrollment), visit the Florida Medicaid Public Web Portal at http://mymedicaid-florida.com.

• Providers can access this Streamlined Credentialing (Limited Enrollment) PowerPoint presentation by navigating to Quick Reference Guides under Provider Services, then selecting Training, and then selecting Quick Reference Guides.

• Health plans can access this Streamline Credentialing (Limited Enrollment) PowerPoint presentation by navigation to Managed Care Support under Managed Care, and then selecting Support.
FLORIDA PROVIDER ENROLLMENT TEAM
HELPFUL RESOURCES

DXC Technology (DXC) is here to help!

Florida Provider Enrollment Team is available to assist with resolving your enrollment application concerns. Call 1-800-289-7799, Option 4.

Local Field Services Representatives are available for your training needs, contact 1-800-289-7799, Option 7.

If you have additional questions you would like a response to, please send us an email by completing the Contact Information form accessible from Florida Medicaid Public Web Portal Contact Us page.
SUMMARY

In this webinar, we discussed…

✓ An Overview of Streamlined Credentialing (also known as Limited Enrollment)
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  ▪ Three Application Types
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✓ Completing an Online Application
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Thank you.