

# Credentialing Program



## Background

Starting on November 1, 2017, the Collaborative's *Credentialing Program* is available exclusively to our provider organizations. The program offers an alternative credentialing process for your independently licensed practitioners. The goal is to improve organizational productivity by reducing unbillable hours and back-office administrative services.

The Collaborative is partnering with Allied Physicians Services (APS) to administer the program. APS is a certified credentialing verification organization by the National Committee for Quality Assurance (NCQA). Through this partnership, the Collaborative is eligible to perform a health plan's credentialing function through an agreement for delegated credentialing.

We are seeking delegated agreements with CareSource and several health plans in the private, commercial marketplace. (CareSource is the only known Ohio Medicaid health plan that requires practitioner credentialing). Due to NCQA's 6-month experience requirement for delegated entities, the soonest our Credentialing Program will be eligible to obtain delegated agreements with health plans is March 2018.

## Benefits

- ✓ If you serve many clients with private health insurance plans, or if you plan to serve many clients with CareSource Medicaid, this program is for you. Each plan typically requires providers to go through separate lengthy and tedious credentialing processes that can each take up to 180 days. By participation in our Credentialing Program, the process is reduced to a one-time event with a typical turnaround of 30-45 days.
- ✓ The Collaborative is paying and arranging for all required national certification and fees associated with Council for Affordable Quality Healthcare (CAQH) and the National Practitioner Data Bank (NPDB).
- ✓ The cost of the expedited Credentialing program is \$115 per practitioner. Credentialing is a three-year term.
- ✓ We recommend participation organizations send us their rosters by January 15, 2018.

## Instructions

1. Your independently licensed practitioners will first need to obtain their ID numbers for Medicaid billing, NPI and CAQH IDs (more information provided on next page).
2. Participating organizations email the Collaborative ([member.support@cfhcoho.org](mailto:member.support@cfhcoho.org)) a practitioner roster on an Excel spreadsheet with two columns: column A is the first and last names of the practitioners; column B is their corresponding CAQH numbers.
3. The Collaborative sends an invoice to the organization for an amount equal to \$115 X the amount of practitioners included on the submit roster.
4. Organizations should expect to receive a credentialing confirmation notice within 30-45 days following their original submission.

## How to Obtain Practitioner NPI, Medicaid Provider, and CAQH Numbers

### NPI

Access the website at: <https://nppes.cms.hhs.gov/#/>

You will be prompted to create or manage an account. Once an account is create, you will be able to log in and follow the guided steps. The application is self-explanatory.

Be sure to select the appropriate taxonomy for staff degree / licensure level and positions.

### Medicaid Provider

Start at: <http://www.medicaid.ohio.gov/providers/enrollmentandsupport/providerenrollment.aspx>

Select "Enroll as a new provider" and select Individual Practitioner.

Additional enrollment information and tips are available at:

<https://portal.ohmits.com/Public/Portals/0/StaticContent/Providers/CheckList.pdf>

You will need to submit a W-9 form to ODM. Here is where to access a blank W-9 form:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>

Staff name, SSN, and the agency / office address are needed on the W-9. (Do not include the agency's tax ID number).

### CAQH

Access the website at: [www.caqh.org](http://www.caqh.org)

Select CAQH ProView and follow instructions to create a new account.

The website has guides for completing the application and submitting required documents. This is a lengthy process, so practitioners or support staff should plan accordingly.

Once complete, CAQH will assign a provider number, which will be sent via email.

The CAQH Provider ID# is what will be used for credentialing purposes through the Collaborative.