

Provider Contract Solutions

February 2019



Disclaimer

- SoonerCare policy is subject to change.
- The information included in this presentation is current as of February 2019.

Agenda

- Service Location
- Disclosure of Ownership
- Identifying Your Contract Type
- Payment and Tax Reporting
- Enrollment Guidelines
- Resources

Service Location

Service Location

- OHCA contracts are site specific
 - Service location address must match at least one address listed under payment and tax reporting.
 - Attach individual providers to the correct group location so the service location address matches.
 - Service Location cannot be a P.O. Box.
 - A new contract is required for additional group service locations because they are site specific.
 - Individuals with multiple service locations reporting to FEIN/SSN also require a contract for each new location.

Disclosure of Ownership

Disclosure of Ownership

- Corporations must disclose individual or corporate owners in the enrollment application.
 - When you select “yes” for ownership on the enrollment application, the enrollment application automatically populates space for you to input ownership with a selection to add additional owners.
 - Any individual, or corporate owner, with 5 percent or more interest must be disclosed on enrollment application.
- If enrolled with Medicare, the disclosure of ownership must match exactly what is reported to Medicare.
 - If you are not sure what you have reported to Medicare log into the CMS portal to verify.
 - If the CMS portal has not been updated, Provider Enrollment will accept a printout showing where you have submitted changes in the CMS portal.

Identifying your Contract Type

Identifying Your Contract Type

- Identify type of contract:
 - Facility/Group
 - Corporations organized such as: INC, PLLC, LLC, partnership, etc.
 - Individual
 - Sole proprietors will report to your personal FEIN or SSN.
 - Individual contracts can be attached to group.
- Group contracts should be created prior to individual contracts.



OHCA's Enrollment Processes

Did you select the wrong contract type?

Enrollment Forms

Actions	Status
Enrollment Application	● Not Started
EFT/ERA Enrollment Data	● Not Started

Provider Agreement

- [DENTIST SPECIAL PROVISIONS](#)
- [GENERAL AGREEMENT](#)

Documents to be Submitted

- DDSD Approval Letter
- Copy of current license
- Proof of malpractice insurance

I want to:

- [Sign Agreement](#)



Payment and Tax Reporting

Payment and Tax Reporting

Tax Reporting Selection	Payment
Personal SSN	EFT Banking
Personal FEIN	EFT Banking
Group/ Corporate FEIN	Group ID

- If you are set up to have corporate payment and tax reporting, but want to provide services outside of your employer, the provider needs a separate contract that reports to the SSN/FEIN.
- Behavioral Health: If provider is a contractor for an agency, the provider will still select group corporate FEIN for billing and attach themselves to the agency.

Enrollment Guidelines

Enrollment Guidelines

- 4-6 weeks is the time frame given to process a new contract once it is submitted.
- Ten business days to process an update to an existing contract.
- All contracts have an expiration date and the renewal period begins 75 days prior to expiration date. Emails are sent to the enrollment contact.

Enrollment Guidelines

Contract sent back for corrections?

- Email will be sent to the **enrollment contact**.
 - Initial email—first notification corrections are needed.
 - 2nd notice—sent 15 days after initial email as a reminder.
 - Expiration email—sent thirty days after initial email and as a notification the contract is expired and a new contract will be required.

Resources

Resources

Provider Enrollment Email Address:
ProviderEnrollment@okhca.org

OHCA Toll Free Number:
800-522-0114 option 5

www.okhca.org/enrollment

Questions?

