



TO: Hospital, Ambulatory Surgical Centers, Rehabilitation Clinics, Rural Health Clinics, Family Planning Clinics, Methadone Clinics, Free Standing Renal Dialysis Clinics, Medical Clinics, Dental Clinics and Mental Health Clinic Providers

RE: Performing Provider Enrollment Requirements for Hospitals and Clinics in the Medicaid Program.

Effective January 1, 2012 the Department of Social Services (DSS) will require most performing providers employed by or contracted with hospitals or clinics to enroll in the Connecticut Medical Assistance Program. This requirement is being instituted to support various program requirements and efforts, including the mandate to enroll ordering and referring providers contained in the Health Care Reform legislation, Medicaid restructuring, and the Medicaid Electronic Health Record (EHR) Incentive Payment program.

Methods of Initial Enrollment

Enrollment in the Connecticut Medical Assistance Program is usually done via the Enrollment Wizard and a full application must be completed in the Wizard for each performing provider to be enrolled. However, due to the volume of performers that a facility may need to enroll, DSS is offering the option of a one-time electronic file submission that can be used to add the performers. Each option is described below:

Performing Provider File Submission (Mass Load)

To enroll performing providers using this method, the hospital or clinic will be required to upload (via the Web portal at www.ctdssmap.com) a file containing a minimum set of data on each performing provider, such as National Provider Identifier (NPI), provider name, and provider address. For each performing provider submitted on this file, only a provider agreement completed and signed by the performing provider must be submitted on paper. Performing providers for whom a signed agreement is not received within 30 days after the file load will not be enrolled. To access the provider agreement from the Home Page, go to "Information" then to "Publications". Scroll down to the "Forms" section to locate the provider agreement. If you are interested in submitting performing provider data through this file submission method, please register at the following link: <http://www.surveymonkey.com/s/MassLoadofProviderData>

Once registered, you will be mailed detailed instructions on file layouts and upload procedures. Files must be uploaded by providers no later than January 31, 2012.

Enrollment Wizard

The Enrollment Wizard can be accessed from the Connecticut Medical Assistance Program Web site www.ctdssmap.com. From the Home Page go to "Provider" then to "Provider Enrollment". Follow the panels to enter data for each performing provider, as well as the instructions at the completion of the Enrollment Wizard to submit any additionally required documentation.

Ongoing Enrollment and Re-enrollment

Going forward, the existing enrollment process must be followed in order to enroll and re-enroll providers. If you have any additional questions, please contact the Provider Assistance Center at: 1-800-842-8440 toll free, select option 2 for claim and enrollment assistance and then option 2 again for provider enrollment.

Enrollment Requirements by Provider Type

In an effort to clarify which providers must be enrolled in the Connecticut Medicaid Medical Assistance Program, DSS is issuing the following list of required provider types for hospital based providers.

Practitioner	Provider Type
Physician (Inpatient and outpatient hospital-based)	31
Advanced Practice Registered Nurse (APRN) (Inpatient and outpatient hospital-based)	09
Physician Assistant (PA) (Inpatient and outpatient hospital-based)*	97
Certified Nurse Midwife (CNM)	32
Psychologist	33
Licensed Clinical Social Workers (LCSW)	33
Licensed Marriage and Family Therapist (LMFT)	33
Licensed Professional Counselors (LPC)	33
Licensed Alcohol and Drug Counselors (LADC)	33
Dentist, with the exception of hygienists	27
Podiatrist	14
Audiologist	17

Questions? Need assistance? Call the HP Provider Assistance Center Mon.-Fri. 8:00 a.m.-5:00 p.m.

Toll free at 1-800-842-8440 or write to HP, PO Box 2991, Hartford, CT 06104

Program information at www.ctdssmap.com



The following list contains the required provider types for clinic based providers.

<u>Practitioner</u>	<u>Provider Type</u>
Physician Assistant (PA)*	97
Advanced Practice Registered Nurse (APRN)	09
Certified Nurse Midwife (CNM)	32
Psychologist	33
Licensed Clinical Social Worker (LCSW)	33
Licensed Marriage and Family Therapist (LMFT)	33
Licensed Professional Counselor (LPC)	33
Licensed Alcohol and Drug Counselors (LADC)	33
Dentist, with the exception of hygienists	27
Physician	31
Chiropractor	15
Podiatrist	14
Audiologist	17

* Physician Assistant is a new provider type in the Connecticut Medical Assistance Program – a separate policy transmittal with more information will be provided in the future.

To determine a provider’s specialty you will need the use the Type/Specialty/Taxonomy Crosswalk document on the Web site www.ctdssmap.com. To access the document from the Home Page of the Web site, go to “Information” then to “Publications”. Scroll down to the “Forms” section under “Provider Enrollment/Maintenance Forms” select the link for “Type/Specialty/Taxonomy Crosswalk”.

Claim Submission Requirements:

The Department will require hospital and clinic providers to submit claims with a performing provider’s NPI that is enrolled in the Connecticut Medical Assistance Program. Specific claim submission requirements will be provided in a separate bulletin.

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