



TO: General Hospitals
RE: Enrollment Requirements for Residents

The purpose of this bulletin is to inform hospitals that residents are required to enroll in the Connecticut Medical Assistance Program (CMAP). The Affordable Care Act (ACA) requires that ordering, prescribing and referring (OPR) providers who render services to HUSKY clients be enrolled in CMAP. This is an update to provider bulletin 2013-73 "Temporary Deferment of Affordable Care Act Provider Enrollment Requirement for Residents Serving HUSKY Clients". Because within their scope of practice residents frequently order or prescribe, they need to be enrolled in CMAP. The Enrollment Wizard has been updated to start accepting enrollment applications for resident enrollments as of June 25, 2014.

Department of Public Health (DPH) Permit File

In order for a resident to participate in CMAP, they must be issued a permit through the Department of Public Health. The hospital is responsible for submitting to DPH their list of residents. Instructions for submission of the resident file can be found on DPH's Web site at

<http://www.ct.gov/dph/cwp/view.asp?a=3121&q=543188>.

Please note when submitting your list of residents to DPH that you must follow the specific requirements for completing the spreadsheet (i.e. data must be provided in the order requested, etc.). Hospitals are encouraged to ensure they have either an SSN or an NPI on the spreadsheet for each resident. If an SSN or NPI is unavailable for a resident, please leave the field(s) blank.

Provider Enrollment

Residents must enroll using the HP Provider Enrollment Wizard located on the Web site www.ctdssmap.com. From the Home page, click on the Provider tab, and then click on Provider Enrollment to begin the enrollment process. Residents must complete the entire enrollment application in order to enroll in CMAP.

During the enrollment process, the resident will have an option to select provider type and specialty. For Provider Type, select "Resident," and then choose either "Medical" or "Dental" for Provider Specialty. Residents will automatically be assigned taxonomy 390200000X (Student/Resident).

Residents will be required to supply their National Provider Identifier (NPI) and Social Security Number (SSN) when enrolling via the Web. Any residents that do not yet have an NPI or SSN must first obtain these prior to submitting an enrollment application to CMAP. Please note that the resident must be registered with the National Provider Plan and Enumeration System (NPPES) with the resident/student taxonomy for the submitted NPI.

Upon completion of the Wizard enrollment application, residents will receive an Application Tracking Number (ATN) and will have an opportunity to print a hard copy of the application submitted via the Web. Please do not send the hard copy to HP. Once the application has been submitted via the Web, no additional action is needed by the resident. The application will be submitted to DSS'



Quality Assurance Unit for review and the resident will be notified via a letter of their approval or denial for participation in CMAP.

Step by step enrollment instructions are posted on the Home Page on the Web site www.ctdssmap.com, under "Resident Enrollment - Step by Step Instruction Guide" Important Message.

Hospitals **are not required** to associate residents under the hospital's AVRS ID.

Provider Re-enrollment

Once enrolled, residents will be required to re-enroll every three years via the on-line Re-enrollment Web Wizard. A notification will be sent as the resident approaches their re-enrollment due date.

Obtaining Full Licensure

If a currently enrolled resident becomes fully licensed through the Department of Public Health prior to the time they are due to re-enroll, the resident must enroll in CMAP as a fully-licensed provider. To enroll, please select Provider Enrollment via the www.ctdssmap.com Web site. At this time, the provider will select the appropriate provider type (such as "Physician" or "Dentist") and the appropriate specialty. The provider will be asked to supply all relevant provider information, including their DPH license number. Upon enrollment under the provider's newly licensed specialty, they will receive a new AVRS ID.

List of Ordering/Prescribing/Referring Providers

To verify if the resident is going through enrollment or is already enrolled hospitals can view the list of ordering/prescribing/referring

providers on the Home page of the provider's secure Web site at www.ctdssmap.com. Once logged on to the secure site, the link to the list is in the upper right corner under Quick Links.

If you have any questions regarding this bulletin, please contact the HP Provider Assistance Center at 1-800-842-8440.

