



TO: Hospitals, Clinics, Physicians, Physician Assistants, Certified Nurse Midwives and Advanced Practice Registered Nurses (APRN)

RE: Locum Tenens Providers

---

The purpose of this provider bulletin is to notify providers of the Department's expectations regarding enrollment and billing for locum tenens providers. In order to ensure compliance with the various federal and state enrollment requirements and the applicable Medicaid requirements for payment, the following process applies to locum tenens providers:

- All locum tenens providers must enroll individually in the Connecticut Medical Assistance Program (CMAP) as performing providers.
- The locum tenens provider must be associated with an enrolled billing group.
- Locum tenens providers must be listed on the claim as the rendering provider whenever they actually perform the service.
- Either the provider group billing entity or the individual billing provider whom the locum tenens temporarily replaces would be listed as the billing provider on the claim submitted to CMAP.

### Enrollment

The enrollment application is available online at [www.ctdssmap.com](http://www.ctdssmap.com) (go to the provider box on the left side of the screen and click on provider enrollment). Please follow all applicable instructions for completion of the provider application. If you have questions about enrollment, you may contact the Provider Assistance Center at HP, between 8 am and 5 pm, Monday – Friday (Toll free at 1-800-842-8440).

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 is available at [www.ctdssmap.com](http://www.ctdssmap.com)