# SOONERCARE PROVIDER CONTRACTS



FEBRUARY 2022

# WEBINAR DESCRIPTION

A comprehensive overview of OHCA's SoonerCare provider enrollment process with information on new contracts and contract renewals and helpful tips for efficiency and accuracy.

**Recommended audience:** All Oklahoma Medicaid providers and staff.

# **DISCLAIMER**

- SoonerCare policy is subject to change.
- The information included in this presentation is current as of February 2022.
- Stay informed with current information found on the OHCA public website by visiting www.oklahoma.gov/ohca.

# **AGENDA**

- New Provider Contracts
- Provider Contract Renewal
- Maintaining Provider File
- Contract Notes
- Resources
- Questions

# NEW PROVIDER CONTRACTS

# **PROVIDER CONTRACTS**

In order to provide healthcare services to SoonerCare members, and to be eligible for payment, providers must have an approved contract on file with OHCA.

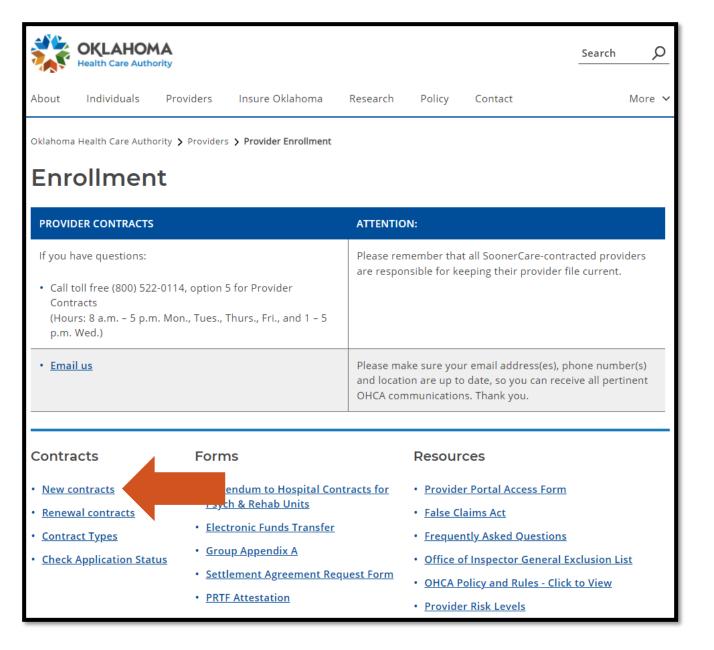
Providers that require a new contract are:

- new to providing services for Medicaid and have never had a SoonerCare contract.
- providers that began the renewal process but have failed to complete the entire renewal process prior to contract expiration.
- previously contracted but did not opt to renew during the contract renewal period.



# NEW CONTRACTS

The link to begin a new contract is found on the provider enrollment page by clicking the New Contracts link, or by visiting www.ohcaprovider.com/Enrollment/Site/Home/createuser.aspx.



# PRE-ENROLLMENT STEPS

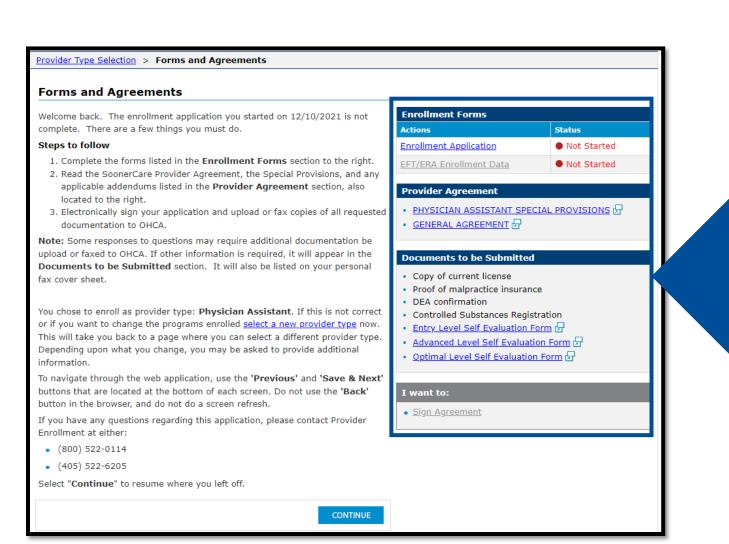
- · Create user account
- · In order to complete provider enrollment, a user account must first be created.
- Provider contract selection
- The type of provider contract must be selected (i.e., individual, business, I/T/U).
- Provider type selection
- Based on the contract type selected, many different provider types are available.
  - Provider program selection
- · The program of desired enrollment must be selected (i.e., SoonerCare, DDSD waiver).

# PROVIDER ENROLLMENT

In order to complete the enrollment process, providers will:

- 1. Complete the enrollment forms that are prompted for the user.
- 2. Read the provider agreement, special provisions and any applicable addendums that are prompted for the user.
  - General Provider Agreement contains the terms and conditions applicable to all providers.
  - **Special Provisions** contains terms for a particular provider type and/or specialty.
- 3. Electronically sign the application and upload or fax copies of all requested documentation prompted for the user to OHCA.
- \* Federal laws require some providers to have on-site screening visits. An OHCA provider enrollment contracts representative will conduct these visits for providers that are not already screened by another state or federal agency.

# PROVIDER ENROLLMENT CONT...



All required forms to complete, agreements and provisions to read and documents to be submitted will be listed on the right side of the Forms and Agreements page.

# **APPENDIX A**

Specific business provider types are required to obtain a signature from each provider who appoints the business as the agent for receipt of payment for Medicaid-compensable health-care services.

The <u>Appendix A</u> is required for the following business provider contracts:

- Groups
- Public Health Agencies
- Rural Health Clinics (RHCs)
- Federal Qualified Health Centers (FQHCs)

- Outpatient Behavioral Health
- Substance Use Disorder Agencies
- School-Based EPSDT

# **APPLICATION SUBMISSION**

New provider contracts are processed by Provider Enrollment within 4-6 weeks of submission.

OHCA will acknowledge receipt of the application with an application tracking number (ATN). The ATN or SSN/FEIN may be used to check the status of the application <a href="https://example.com/here">here</a>. See <a href="https://example.com/here">Global Message</a> 8/4/20.



If the application is returned for corrections, email notifications will be sent to the enrollment contact submitted on the application.

- Initial email: the first notification that corrections are needed.
- Second email: sent 15 days after the initial email as a reminder.
- Expiration email: sent 30 days after the initial email as notification the contract is expired, and a new application is required.

# APPLICATION APPROVAL

Upon application approval, official contacts will receive:

- Welcome Letter containing important contract information.
  - Provider ID
  - Primary Taxonomy Code
  - Zip +4
  - CN1 (if applicable)
  - Program
  - Effective Date
  - Expiration Date
- PIN Letter containing secure provider portal login instructions.

### KEVIN S. CORBETT CHIEF EXECUTIVE OFFICER



J. KEVIN STITT GOVERNOR

### STATE OF OKLAHOMA OKLAHOMA HEALTH CARE AUTHORITY

November 24, 2021

Provider ID: 123456789 A

Provider Name: Lucy VanPelt Psychiatry Services

NPI: 1234567890

Primary Taxonomy Code: 000QP0000X

Zip+4: 73105-1234 CN1 (if any):

Dear Provider:

Your Provider Agreement with the Oklahoma Health to welcome you as a participating provider. As an acc under OHCA programs within the scope of coverage

If there is no NPI shown above, you are an "atypical" above on all electronic, Internet (Provider Portal) and bill for services rendered under this provider ID.

For all other providers, the NPI, Zip+4, taxonomy, at and Internet (Provider Portal) claims. Your claims m please use your ten-digit Provider ID and your NPI.

### PAGE 2 OF WELCOME LETTER:

**Provider Information** 

Provider Type: Clinic

Provider Specialty: Psychiatry Group Provider Taxonomy: 000QP0000X

Current Programs

Program: Medicaid

Status: Recertification Date Effective Date: 11/08/2021 Expiration Date: 11/30/2025

Your effective and expiration dates are listed on the following page. Prior to expiration, you will receive a notification to renew your contract. Please keep your address current with OHCA to ensure there is no interruption of your ability to receive reimbursement.

For additional information regarding the Oklahoma Health Care Authority Programs, please access our website at www.okhca.org.

Sincerely,

Kevin S. Corbett Chief Executive Officer Oklahoma Health Care Authority

# PROVIDER CONTRACT RENEWAL

# **CONTRACT EXPIRATION**



SoonerCare provider contracts are on four-year cycles with few exceptions:

- Nursing homes three years
- ICF/IID two years
- Behavioral Health Practitioner Under Supervision one year

Contracts expire according to provider type, for example:

- Physical Therapists expire on 3/31/22
- Pharmacies expire on 6/30/22

# **CONTRACT RENEWAL**

The contract renewal period opens 75 days prior to the expiration date. OHCA strongly encourages early renewal to avoid delays in contract processing.

Renewal notifications are emailed to the official contact:

- Initial notification is emailed 75 days prior to expiration.
- Reminder notification is emailed 45 days prior to expiration.



Contract renewals that have been returned due to errors must be corrected prior to the expiration date or a new contract may be required.

A Renewing Your SoonerCare Provider Contract how-to video is available on the provider training page <u>here</u>.

## RENEWING

The contract renewal process can be started by logging in to the secure provider portal and selecting **Update Provider Files**.

 Only the portal administrator or enrollment clerk can access Update Provider Files.

The <u>Provider Portal Access</u> <u>Form</u> is available for administrator account locks. See <u>Global Message 3/19/21</u>.



### Do you want to renew your contract now?

- Yes, I would like to renew my contract now.
- No, I will renew my contract later.

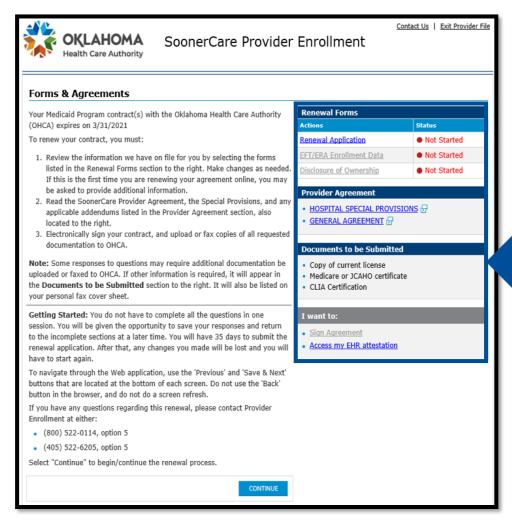
# PROVIDER RENEWAL

In order to complete the renewal process, providers will:

- Review the information on file and make any needed changes to the renewal forms that are prompted for the user.
- 2. Read the provider agreement, special provisions and any applicable addendums that are prompted for the user.
- 3. Electronically sign the application and upload or fax copies of all requested documentation prompted for the user to OHCA.
- \* Federal laws require some providers to have on-site screening visits. An OHCA provider enrollment contracts representative will conduct these visits for providers that are not already screened by another state or federal agency.

OHCA will acknowledge receipt of the application with an application tracking number (ATN). The ATN or SSN/FEIN may be used to check the status of the application <a href="https://example.com/here">here</a>. See <a href="https://example.com/here">Global Message 8/4/20</a>.

# PROVIDER RENEWAL CONT...



All required forms to complete, agreements and provisions to read and documents to be submitted will be listed on the right side of the Forms and Agreements page.

# RENEWAL SUBMISSION

Notification of the contract update containing the new expiration date will be emailed to the official contact.

Reply ATTN: Provider Enrollment (405) 522-6205, option 5

Provider ID: 123456789 A

NPI: 1234567890

Dear Provider:

A contract under programs administered by the Oklahoma Health Care Authority has been received and updated. Please see the current information below for this program and its updated expiration date.

Program: Medicaid

Status: Recertification Date Expiration Date: 11/30/2025

Your continued participation in the programs is appreciated.

Sincerely,

Kevin S. Corbett

Chief Executive Officer

Oklahoma Health Care Authority.



Updates or contract changes submitted via the portal that require OHCA review must be approved before additional changes can be submitted.

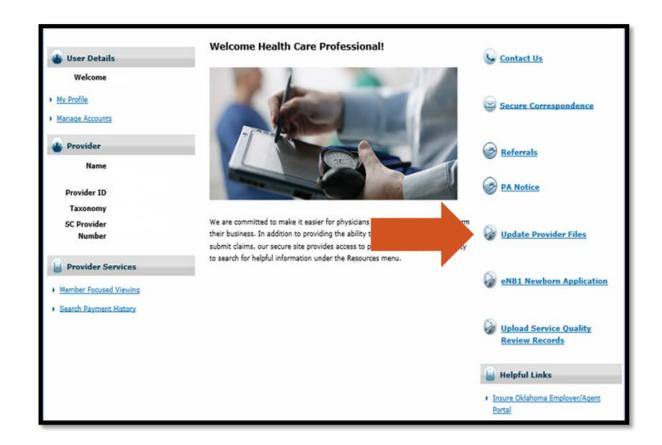
# MAINTAINING PROVIDER FILE

# MAINTAINING PROVIDER FILE

Updates to the OHCA Provider File are no longer accepted via correspondence and must be made using the secure provider portal.

- Access Update Provider Files from the home screen of the OHCA secure provider portal.
- Only the portal administrator or enrollment agent can access Update Provider Files.

The <u>Provider Portal Access Form</u> is available for administrator account locks. See <u>Global Message 3/19/21</u>.



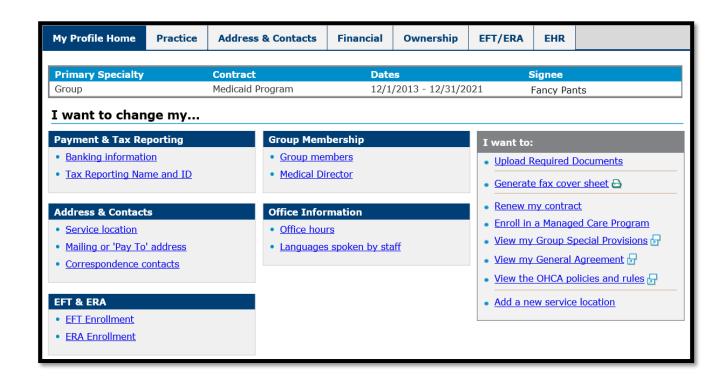
# UPDATE PROVIDER FILES

Update Provider Files on the secure provider portal allows updates to:

- payment & tax reporting.
- address & contacts.
- license & accreditation.
- EFT & ERA.
- group membership.
- office information.

Additionally, users are also able to:

- upload documents.
- enroll in managed care.
- add a new service location.

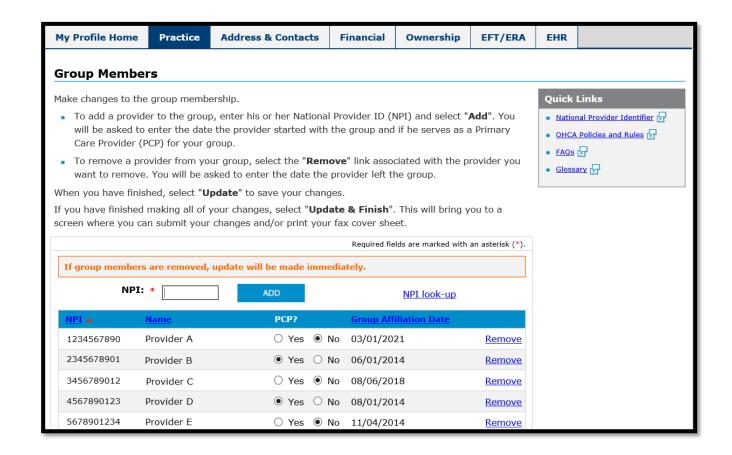


# GROUP MEMBERS

A current record of group members is crucial for efficient claim processing and provides an accurate list of the individual providers affiliated with the group.

Individual providers can easily be added or removed on the provider portal.

\* The <u>Appendix A</u> must be signed by the provider and uploaded or faxed to OHCA.



# **ENROLLMENT/OFFICIAL CONTACT**

Update Provider Files allows the portal account administrator to add or update the Enrollment Contact and the Official Contact.

- Enrollment Contact: the contact for answering questions about the information submitted in the initial or renewal application, or when an update is made to the provider file.
- Official Contact: the email address used for all OHCA communications including contract welcome letter, renewal notice or amendment, provider letters, provider newsletters and any other required communication.
  - \* Do not add third party contractor information as your official contact unless you want them to receive all official correspondence.

My Profile Home	Practice	Address & Contacts	Financial	Ownership	EFT/ERA	EHR	
Primary Specialty Group		Addresses  Contacts		Signee			
				1/2021			

# MANAGE ACCOUNT CLERKS

The Manage Accounts feature of the secure provider portal allows the account administrator to:

- Add new clerks.
- Add registered clerks.
- Add registered billing agent.
- Designate billing agent.
- Add enrollment agent.

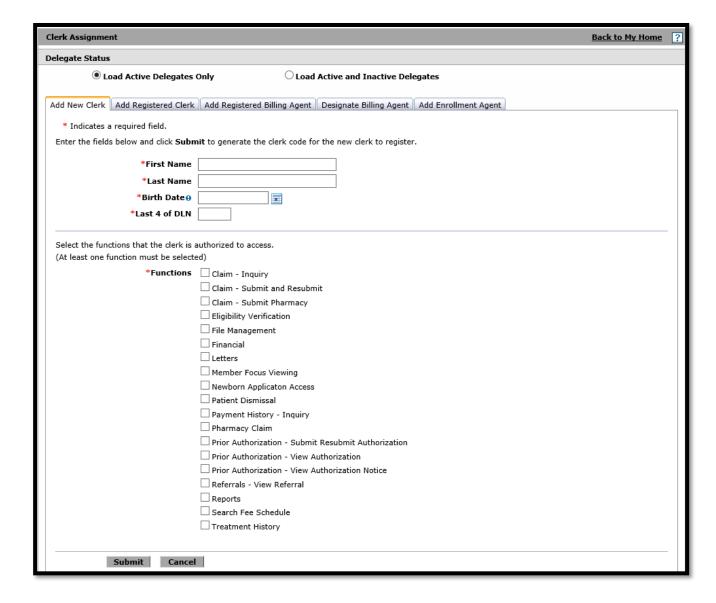


A Create Clerks how-to video is available on the provider training page.

# CLERK ASSIGNMENT

Clerks can be added, or existing clerks can be set to inactive.

- At least one function must be chosen for each clerk.
- Administrator may add a registered clerk or an enrollment agent from the list of active clerks.



# **CLERK REGISTRATION**

A **clerk code** will be generated after adding a new clerk to the portal account.

- The clerk will use the clerk code to complete portal registration.
- Clerks will remain in "pending" status until portal registration has been completed.

Clerks											
Click	Click the Clerk's <b>name</b> to change the status and/or the functions of the Clerk.										
#	Name 🔺	<u>Display Name</u>	Birth Date	Last 4 of DLN	Clerk Code	<u>Status</u>					
1	smith, clerk	clerk smith	01/01/2000	1234	20429	Active - Pending					

A Register a Clerk how-to video is available on the provider training page.

# CONTRACT NOTES

# INDIVIDUAL PROVIDERS

If an individual provider bills his/her services under a group contract and reports payments to the facility's FEIN, the individual only needs to enroll one time. The individual should complete a single enrollment and indicate the service location where the provider practices most frequently.

If an individual provider does not bill through a group and reports payments to either the individual's social security number or personal FEIN, a separate enrollment must be completed for every physical location where services are rendered.

The individual will receive a separate location code under the same provider number for each physical location. The individual must use the zip +4 and taxonomy code that corresponds to the physical location where the service was rendered when filing claims.

See Provider Letter 2010-04.

# **BUSINESS/GROUP PROVIDERS**

Businesses must always complete separate enrollments for each physical location where services are rendered. The business will receive a different location code under the same provider number for each physical location.

If the same NPI is used for each location, the business must use the taxonomy, zip +4 and CNI code (if applicable) that corresponds to the physical location where the service was rendered when filing claims.

See Provider Letter 2010-04.

# **SERVICE LOCATION**

OHCA SoonerCare provider contracts are site specific.

- The service location address must match at least one address listed under payment and tax reporting.
- Individual providers must be attached to the correct group location, so the service location matches.
- A new contract is required for additional group service locations because they are site specific.
- Service locations can not be post office boxes.

# **DISCLOSURE OF OWNERSHIP**

Corporations must disclose individual or corporate owners on the SoonerCare provider enrollment application.

- When you select "yes" for ownership on the enrollment application, space is provided to input ownership information for multiple owners.
- Any individual or corporation with 5% or more interest must be disclosed on the enrollment application.

If enrolled with Medicare, the disclosure **must match** <u>exactly</u> what was reported to Medicare.

- Log on to the CMS portal to verify what was reported.
- If the CMS portal has not been updated, OHCA will accept a print-out of the changes submitted in the CMS portal.

# **CHANGE OF OWNERSHIP**

Under procedures set forth by the Health Care Financing Administration (HCFA) and OHCA, a change in ownership of a facility does not terminate Medicare eligibility, therefore, Medicaid participation may be continued provided that the new owners comply with the following requirements:

- 1. Obtain re-certification as a title XVIII (Medicare) facility under the new ownership, if applicable.
- Complete new Medicaid provider enrollment packets for each provider number affected by the Change of Ownership.
- 3. Provide OHCA with a copy of the Contract for Sale (specifically, a signed agreement that includes the identification of previous and current owners).

# PAYMENT AND TAX REPORTING



Individual providers that are set up to have corporate payment and tax reporting but want to provide services outside of the corporation need to have 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.

# RESOURCES

# PROVIDER ENROLLMENT

Phone: 800-522-0114, option 5

• Hours: 8 a.m. – 5 p.m. Mon., Tues., Thurs., Fri.

1 – 5 p.m. Wed.

Email: <u>ProviderEnrollment@okhca.org</u>

Web: <a href="https://oklahoma.gov/ohca/providers/provider-enrollment.html">https://oklahoma.gov/ohca/providers/provider-enrollment.html</a>

# **HELPFUL RESOURCES**

- OHCA call center
  - 800-522-0114 or 405-522-6205; option 1
- Agency website
  - www.oklahoma.gov/ohca
- Provider training
  - www.oklahoma.gov/ohca/providers/provider-training
- Medicaid expansion
  - www.oklahoma.gov/ohca/about/medicaid-expansion/expansion

# TRAINING RESOURCES

Provider education specialists:

- Education specialists provide education and training as needed for providers either virtually or telephonically.
- Requests for assistance should be emailed to: <u>SoonerCareEducation@okhca.org</u>. (Requests should include the provider's name and ID, contact information, and a brief description of what assistance is being sought.)
- For immediate claims or policy assistance, please contact the OHCA provider helpline at 800-522-0114.

# QUESTIONS?



### GET IN TOUCH

4345 N. Lincoln Blvd. Oklahoma City, OK 73105 oklahoma.gov/ohca mysoonercare.org Agency: 405-522-7300 Helpline: 800-987-7767





