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AI/AN Fee for Service Checklist

Below is a checklist to assist you in becoming a Fee for Service (FFS) provider for the AI/AN program. To receive assistance with any of these items please contact the appropriate agency located in the contact list at the end of this notice.

PRE-REQUISITE TO PROVIDING SERVICES

- Have an NPI number for each subpart or location providing services in your organization for which a separate payment and remittance information is desired

<https://fortress.wa.gov/dshs/adsaapps/providerone/documents/National%20Provider%20Identifier.pdf>

- Be a licensed and certified provider with DSHS
 - Having a valid administrator email expedites the registration process

<https://www.dshs.wa.gov/bha/division-behavioral-health-and-recovery/licensing-and-certification-behavioral-health-agencies>

- Submit a billing provider application for each NPI to HCA with a signed Core Provider Agreement
 - Be sure to include a taxonomy 261QM0801X on all applications. If you are currently using ProviderOne to receive payment for a NPI under HCA's Fee for Service (FFS) program, no action with HCA is necessary for that NPI. If not currently billing under the FFS program, or uncertain of enrollment status of your NPI(s), contact HCA's provider enrollment team.

<https://www.hca.wa.gov/billers-providers/apple-health-medicaid-providers/enroll-provider>

- HIPAA transaction information can be found at the following HCA site:

<https://www.hca.wa.gov/billers-providers/claims-and-billing/hipaa-electronic-data-interchange-edi>



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BEFORE PROVIDING SERVICES

- After an application is approved by HCA, documents are sent to the mailing address provided on your application
 - The documents include:
 - A welcome letter with a unique ProviderOne ID assigned to each NPI,
 - A provider supplemental information request form, which must be filled out and returned in order for your organization to access ProviderOne and submit claims

- Review the next steps for new Medicaid providers after enrollment:

<https://www.hca.wa.gov/billers-providers/apple-health-medicaid-providers/next-steps-new-medicaid-providers>

- Sign up for a Secure Access Washington (SAW) ID with DSHS
 - SAW is Washington state's portal for access to agencies' applications, including AI/AN FFS Portal

<https://secureaccess.wa.gov/myAccess/saw/select.do>

- Register with DSHS through the Provider Entry Portal (PEP)
 - Register participating agencies and set up permissions
 - Sign into SAW and select Provider Entry Portal for the Services list



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AFTER PROVIDING SERVICES

- Submit 837 Claims through ProviderOne

<https://www.hca.wa.gov/billers-providers/claims-and-billing/getting-started>

- Send Native Transactions to PEP per the Data Guide
 - Sign into SAW and select Provider Entry Portal for the Services list



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DSHS AND HCA SERVICES CONTACT LIST

- Questions to DSHS about the AI/AN FFS program implementation:

FFSQuestions@dshs.wa.gov

- Questions about HCA applications, your NPI(s) enrollment status with HCA, or updates to the information HCA has on file for your organization in ProviderOne:

providerenrollment@hca.wa.gov

OR

1-800-562-3022 ext. 16137 from 7:30am-4:30pm Monday to Friday (closed on Wednesday)

- Questions about claims submittal (including 837 claims):

https://fortress.wa.gov/hca/p1contactus/Provider_WebForm

OR

1-800-562-3022 ext. 15499 from 7:00am to 12:00pm, Monday through Friday

- Assistance only for unlocking your organization's ProviderOne system administrator account and resetting your system administrator password:

provideronesecurity@hca.wa.gov

OR

1-800-562-3022 ext. 19963

- Questions about HIPAA transactions other than the 837:

Hipaa-help@hca.wa.gov