#### Instructions

Welcome to the Connecticut Medical Assistance Program Provider Enrollment/Re-enrollment Wizard. This Wizard is available to providers newly enrolling in the program and those providers who are notified that it is time for re-enrollment into the program. This Wizard offers a simplified, expedited method of enrollment/re-enrollment.

Please note the following:

- Providers must enroll in the appropriate taxonomy/provider type/specialty to ensure accurate billing and reimbursement rates. A full list of taxonomies/provider types/provider specialties can be found at www.ctdssmap.com by clicking on Information, then Publications.
- The Wizard will not allow you to submit an incomplete application. If required fields are omitted, you will be prompted during the application process to correct those fields.
- If you have a popup blocker, you must add "www.ctdssmap.com" as Allowed Web Site.
- Once you have started an application, you cannot save an application in process and return to complete it later. Rather, you will be required to start a new application.
- Applicants may be presented with a Follow On Document which lists additional documentation that must be mailed to the Hewlett Packard Enterprise Provider Enrollment Unit in order for your enrollment/re-enrollment application to be considered complete. Failure to mail to Hewlett Packard Enterprise any of the required documents will result in a delay in processing your application.
- Once an application has been submitted, you cannot return to it to modify the application. Any changes to the application after it has been submitted must be mailed to:

Hewlett Packard Enterprise Provider Enrollment Unit P.O. Box 5007 Hartford, CT 06104

### **Exceptions to Web Enrollments:**

This is the first page, just click next

The Wizard is available to all provider groups and provider taxonomy/type/specialties, with the exception of the following:

- Private Non-Medical Institution Billing and Performing Providers
- · Regional Family Service Coordination Center (RFSCC) (Birth to Three) Billing and Performing Providers
- Personal Care Services
- Employment and Day Support Waiver Billing and Performing Providers
- Connecticut Home Care (CHC) Personal Care Assistant (PCA) Fiduciary
- Mental Health Waiver Performing Providers
- Autism Waiver Performing Providers
- Early Childhood Autism Waiver Billing and Performing Providers

#### Note to Out-of-State Providers:

Out-of State providers that provide services to children who are enrolled in programs equivalent to a Department of Children & Family or a department such as a Department of Developmental Services, currently seeking enrollment in the Connecticut Medical Assistance Program, may do so using the Enrollment/Re-enrollment Wizard.

All other out-of-state providers may use the Enrollment/Re-enrollment Wizard if they have received approval from the Department of Social Services. Out-of-state providers may obtain approval by first submitting the claims for which they seek reimbursement to Hewlett Packard Enterprise at the following address:

Hewlett Packard Enterprise Written Correspondence OOS Claims P. O. Box 2991 Hartford, CT 06104

Please click the "next" button to start the enrollment application.



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nstructions » Application Type	Ne	ew Providers a	re considered Organization/	/Group
Application Type				
Required fields are indicated with an asterisk (*)				
Type of Application *				
O Individual				
Organization/Group				



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tructions » Application Type » Organization Participation Type	Because DDS does the Medicaid Billing for our providers, Please select "Organization that is Employed/Contracted by Another
Organization Participation Type	Organization
Required fields are indicated with an asterisk (*).  Please indicate how you wish to participate in the Connecticut Medical Assistan	nce Program:*
Organization Organization that is Employed/Contracted by Another Organization	

Organization that is Employed/Contracted by Another Organization - An organization that is associated to another entity that is responsible for billing the services provided. An example would be a group home for which services are billed through a State agency. Reimbursement is made to the billing entity.

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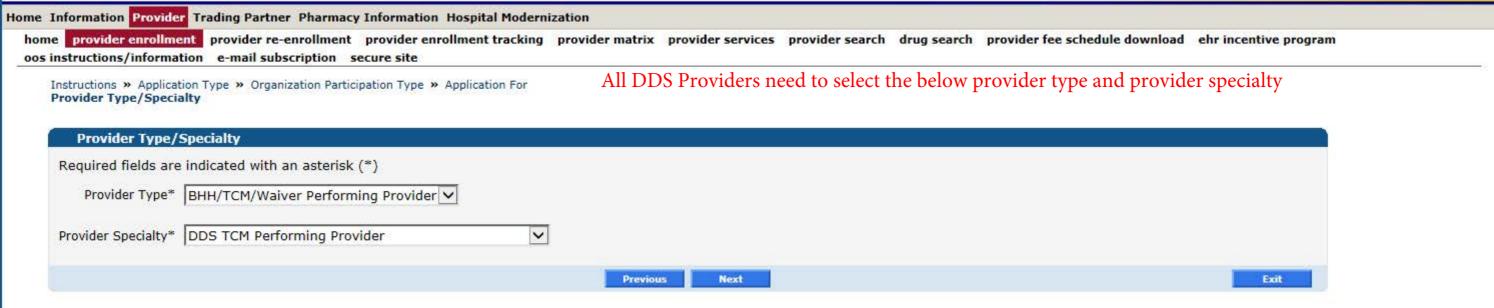
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Instructions » Application Type » Organization Participation Type » Application For

New Providers will select initial enrollment

# **Application For** Required fields are indicated with an asterisk (\*) This Application is for \* Initial Enrollment O Re-enrollment \* Initial Enrollment should be selected when the applicant has never participated in the Connecticut Medical Assistance Program, Initial Enrollment should not be selected if the applicant is now or was ever actively enrolled, Initial Enrollment is not a means to join another organization such as a group, clinic, or outpatient hospital. If an Initial Enrollment application is received from a provider who is currently on file, regardless of their current participation status, the application will not be processed. The provider will be instructed to re-enroll in the program by contacting the Provider Assistance Center at 1-800-842-8440 for assistance in obtaining an Application Tracking Number (ATN) needed for re-enrollment. \* If you have been notified that it is time for re-enrollment, please select Re-enrollment. You will need your Application Tracking Number (ATN) and NPI or Non-medical provider identifier (AVRS ID) in order to re-enrollment, your ATN is found on your re-enrollment. letter or you can contact the Provider Assistance Center at 1-800-842-8440 for assistance in obtaining your ATN. If you have previously been enrolled in the Connecticut Medical Assistance Program and are attempting to re-join, you must first contact the Provider Assistance Center to obtain an ATN so that you may re-enroll. Next





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Instructions » Application Type » Organization Participation Type » Application For Provider Type/Specialty » Before You Continue

### **Before You Continue**

Prior to continuing, it may be helpful to gather the following information which may be required on subsequent panels. Click on the links below to open a sample of a completed enrollment application.

- Full 9 digit zip codes for all addresses
- License Number
- Out of state providers must submit a copy of their license to Hewlett Packard Enterprise. This documentation must contain the Application Tracking Number (ATN) assigned at the end of this enrollment. This screen shows what you may need in order to complete the application. You
- Tax Identification (including SSN and date of birth for all stakeholders, including owners, partners)
- National Provider Identifier (NPI)
- Taxonomy Code
- Direct Deposit Bank information (for providers seeking direct reimbursement)
- CLIA Number(s) (if applicable)
- Medicare Number (if applicable)
- Physician Assistant's Supervising Physician's Name, NPI, License
- Out of state provider wishing to enroll must first submit a claim to Hewlett Packard Enterprise
- Reminder: The application needs to be completed in one session since it

will not need all of the items on this list. DDS suggests looking through this PDF

cannot be saved to be completed at a later time.

to see the screens and information that you will need.

■ The data you are required to enter may vary based on your provider type. The examples below demonstrate the maximum information that will be required from providers. A link to a sample application is provided below.

Click here to open the Individual Practitioner Enrollment Application Sample

Click here to open the Employed by Organization Enrollment Application Sample

Click here to open the Organization Enrollment Application Sample

Click here to open the Organization Employed/Contracted by Org Enrollment Application Sample

 Applicants may be presented with a Follow On Document which lists additional documentation that must be mailed to the Hewlett Packard Enterprise Provider Enrollment Unit in order for your enrollment/re-enrollment application to be considered complete. Failure to mail to Hewlett Packard Enterprise any of the required documents will result in a delay in processing your application.

Residents Only: Please note that many of the bulleted items above do not apply to residents. However, it may be helpful to gather the following before continuing: National Provider Identifier (NPI), sponsoring institution's address to include the full 9 digit zip code, and your Social Security Number.



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Instructions » Application Type » Organization Participation Type » Application For Provider Type/Specialty » Before You Continue » National Provider Identifier Information

Required fields are indicated v	with an asterisk (*)	"National Provider Identifier" should be left blank. Please selec
National Provider Identifier		"Taxonomy Not Applicable (non-medical services)" as the
Primary Taxonomy*	Taxonomy Not Applicable (non-medical services)	Primary Taxonomy
Taxonomy 2	v l	
Taxonomy 3	~	
Taxonomy 4	✓	
Taxonomy 5	V	



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Instructions » Application Type » Organization Participation Type » Application For Provider Type/Specialty » Before You Continue » National Provider Identifier Information » Identifying Information

## **Identifying Information**

- The name entered on this line must match exactly the provider name submitted to the Internal Revenue Service and what is submitted on all other information supplied to the Connecticut Medical Assistance Program.
- Indicate the date the provider wishes to become effective. This date cannot be further back than six months.
- Indicate the language(s) spoken by organization staff that is available to interpret for clients.

Enter the name of your provider and the effective date. This date can only be backdated six months. For new providers enter the date that your provider was qualified by DDS

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Instructions » Application Type » Organization Participation Type » Application For Provider Type/Specialty » Before You Continue » National Provider Identifier Information » Identifying Information Addresses » Additional Service Location Address

#### Addresses

Required fields are indicated with an asterisk (\*).

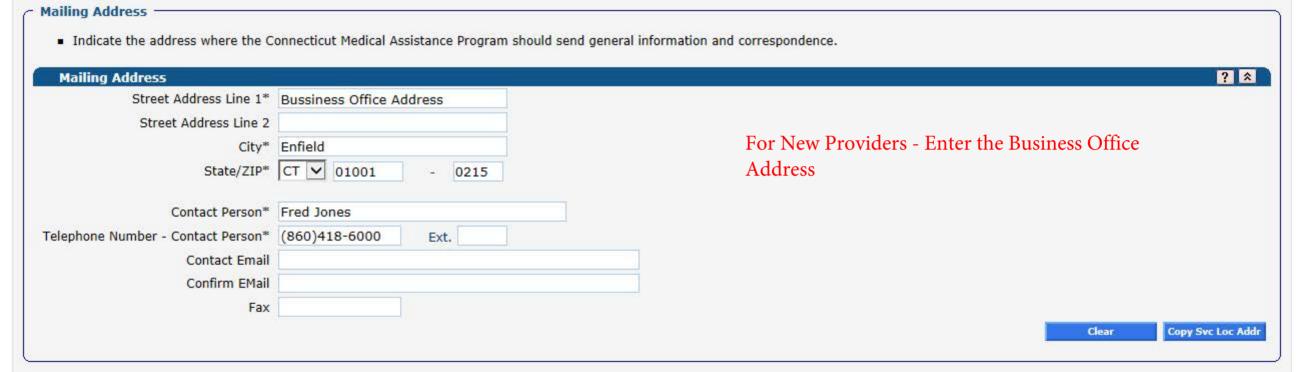
### Service Location Address

Service Location Address

- Medicaid Contact Person and Telephone Number for Contact Person will be used for Medicaid administrative purposes only.
- · Service location is the street address where a provider office is physically located and where the records are normally kept.
- Residents are required to provide the address of their sponsoring institution. Please note that street address line 2 may include specific information to ensure any letters mailed reach the appropriate staff/department at the resident's sponsoring organization.

Street Address Line 1*	Bussiness Office A	ddress
Street Address Line 2		
City*	Enfield	
State/ZIP*	CT V 01001	- 0215
Contact Person*	Fred Jones	
Telephone Number - Contact Person*	(860)418-6000	Ext.
Telephone Number - For Patient Use*	(860)418-6000	Ext.
Handicap Accessible?	No V	
Contact Email		
Confirm EMail		
Fax		
TDD/TTY		

For New Providers - Enter the Business Office Address



Home Office Address		?
Street Address Line 1*	Bussiness Office Address	
Street Address Line 2		
City*	Enfield	For New Providers - Enter the Business Office
State/ZIP*	CT 01001 - 0215	Address
Contact Person*	Fred Jones	
ephone Number - Contact Person*	(860)418-6000 Ext.	
Contact Email		
Confirm EMail		
Fax		

rollment Address		
Street Address Line 1*	Bussiness Office Address	
Street Address Line 2		
City*	Enfield	For New Providers - Enter the Business
State/ZIP*	CT 01001 - 0215	Office Address
Contact Person*	Fred Jones	
phone Number - Contact Person*	(860)418-6000 Ext.	
Contact Email		
Confirm EMail		
Fax		



Tuesday, January 17, 2017 Home Information Provider Trading Partner Pharmacy Information Hospital Modernization home provider enrollment provider re-enrollment provider enrollment provider matrix provider services provider search drug search provider fee schedule download ehr incentive program oos instructions/information e-mail subscription secure site Instructions » Application Type » Organization Participation Type » Application For Provider Type/Specialty » Before You Continue » National Provider Identifier Information » Identifying Information Addresses » Additional Service Location Address **Additional Service Location Address** Required fields are indicated with an asterisk (\*). Street Address Line 1 Street Address Line 2 City State Contact Person Telephone Number - Contact Person Type changes below. Street Address Line 1\* This screen should not be completed by DDS providers.

Street Address Line 2 Leave Blank and Click Next. City\* State/ZIP\* CT ∨ Contact Person\* Telephone Number - Contact Person\* Ext. Handicap Accessible? No V Contact Email Confirm EMail Fax TDD/TTY

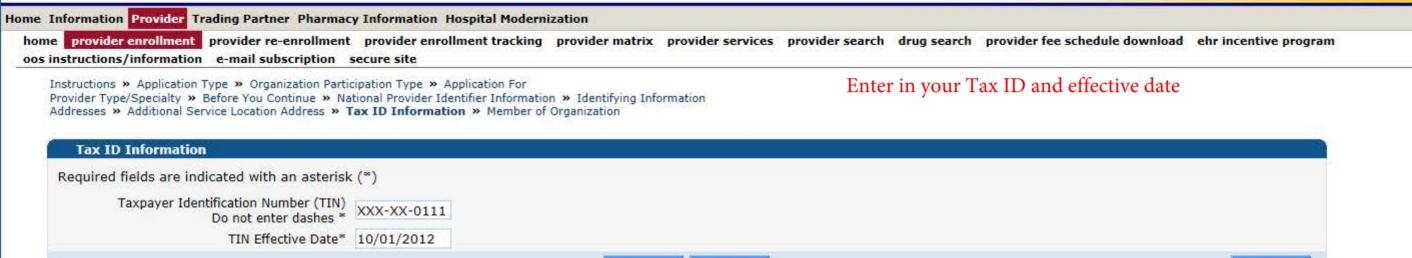
cancel

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The next four slides on this PDF are of the same screen. Please look through all four slides before proceeding. The fourth page is this series of slides shows all Organization IDs that new providers need to enter

## **Member of Organization**

Required fields are indicated with an asterisk (\*).

oos instructions/information e-mail subscription secure site

1. Type in the first ID "004230504". A panel will pop up on the bottom of the screen.

Please select the following link to obtain a list of the Organization IDs provided under each of the DDS waiver programs: Billing Provider Cross Reference DDS.

- 2. Click on the line circled below.
- If the applicant is a member of an organization, such as a group, clinic or hospital, indicate the organization to which they are a member.

Organization ID Organization Name Organization Membership Effective Date
004230504

Type changes below.

Member of Organization
Organization ID\* 004230504

Organizations

Organization Name Type Specialty Address City State Zip

Other

STATE OF CONNECTICUT 53 - BHH/TCM/Waiver Billing Provider 531 - DDS Comp Waiver Biller 460 CAPITOL AVENUE , HARTFORD CT 06106-1308

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Provider Type/Specialty » Before You Continue » National Provider Identifier Information » Identifying Information
Addresses » Additional Service Location Address » Tax ID Information » Member of Organization

## Addresses » Additional Service Location Address » Tax ID Information » Member of Organization **Member of Organization** 3. Enter in the same effective date that was entered earlier in the application. Required fields are indicated with an asterisk (\*). 4. Click add Please select the following link to obtain a list of the Organization IDs provided under each of the DDS waiver programs: Billing Provider Cross Reference DDS. • If the applicant is a member of an organization, such as a group, clinic or hospital, indicate the organization to which they are a member. Organization ID Organization Name Organization Membership Effective Date 004230504 Type changes below. ? ^ **Member of Organization** Organization ID\* 004230504 Organization Name STATE OF CONNECTICUT Organization Membership Effective Date\* cancel Organizations Address **Organization Name** Type Specialty City State Zip Other STATE OF CONNECTICUT 53 - BHH/TCM/Waiver Billing Provider 531 - DDS Comp Waiver Biller 460 CAPITOL AVENUE, HARTFORD CT

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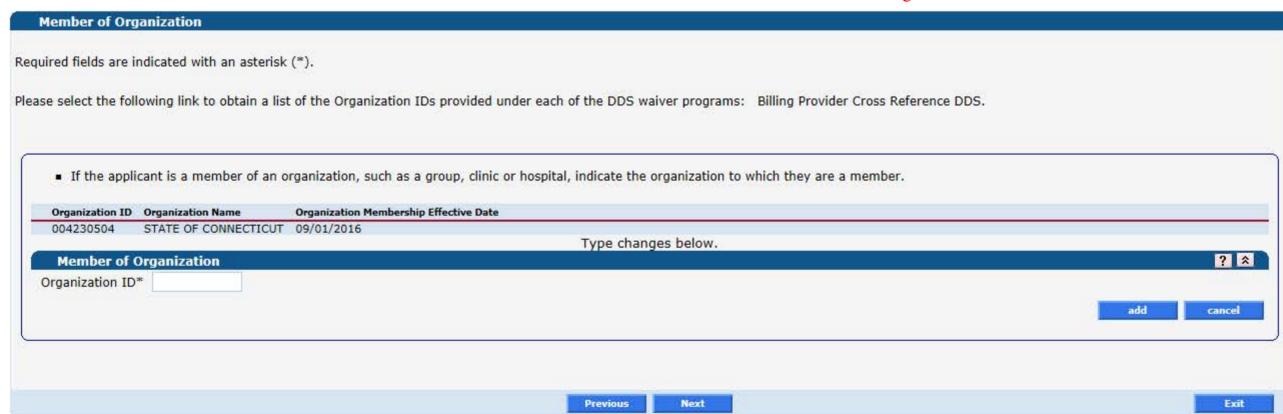
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Instructions » Application Type » Organization Participation Type » Application For Provider Type/Specialty » Before You Continue » National Provider Identifier Information » Identifying Information Addresses » Additional Service Location Address » Tax ID Information » Member of Organization

This screen shows a completed entry of a single Organization ID. The next page of the PDF shows all Organization IDs that need to be entered.





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New Providers - Enter all 7 Organization IDs below

## **Member of Organization**

Required fields are indicated with an asterisk (\*).

Please select the following link to obtain a list of the Organization IDs provided under each of the DDS waiver programs: Billing Provider Cross Reference DDS.

If the applicant is a member of an organization, such as a group, clinic or hospital, indicate the organization to which they are a member.

	Organization ID	Organization Name	Organization Membership Effective Date
7	008033590	C/O ALLIED C R MFP IFS WAIVER	09/01/2016
/	008033591	C/O ALLIED C R MFP COMPREHENSIVE WAIVER	09/01/2016
	008039317	STATE OF CT-MONEY FOLLOWS IFS	09/01/2016
	008039318	STATE OF CT-MONEY FOLLOWS COMP	09/01/2016
	008030810	DDS EMPLOYMENT AND DAY SUPPORTS WAIVER	09/01/2016
	004247509	STATE OF CT IFS WAIVER	09/01/2016
1	004230504	STATE OF CONNECTICUT	09/01/2016
			Tuno ch-

Type changes below.

## **Member of Organization**

Organization ID\*

add c

cancel

Exit

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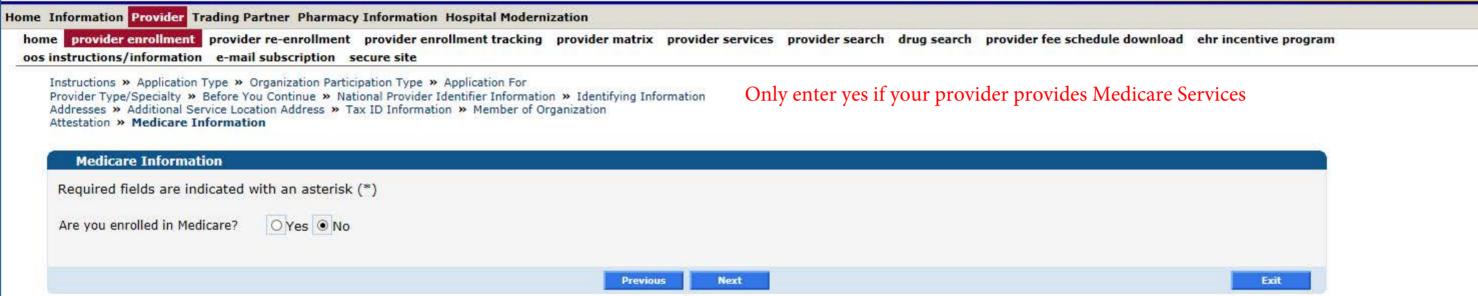
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Instructions » Application Type » Organization Participation Type » Application For Provider Type/Specialty » Before You Continue » National Provider Identifier Information » Identifying Information Addresses » Additional Service Location Address » Tax ID Information » Member of Organization Attestation

Read the agreement and answer the two questions

# Attestation Required fields are indicated with an asterisk (\*) Electronic Signatures Do you store your health records electronically? \* ● Yes ○ No Electronic Signature Attestation: Conditions for DSS Acceptance of Electronic Signatures In order for DSS to accept electronic signatures on the Provider's medical records, the Provider shall, at a minimum, meet the requirements that are listed below. In addition, the Provider shall have written policies governing the assignment and use of electronic signatures on medical records that reflect these requirements. The requirements are as follows: In order to authenticate and safeguard confidentiality of electronic signatures, the Provider shall assign each User of an electronic signature ("User") at least two (2) distinct identification components, such as an identification code and a password, which, together, shall constitute a "unique code." For the purposes of this Addendum, the User's name will not suffice as a password. Before assigning the unique code, the Provider shall verify the identity of the User. The unique code assigned by the Provider to a User shall not be assigned to anyone else. The Provider shall certify, in writing, that the User is the only person authorized by the Provider to use the unique code that was assigned to him or her. Each User shall certify, in writing, that, the User will not release his/her User identification code or password to anyone, or allow anyone to access or alter information under his/her identify. Each Drovidor and each Llear chall cortify, in writing, that the electronic cionature is intended to be the learly hinding equivalent of the Llear's traditional handwritten cionature. Tes. I certify that the Provider has policies that meet the Provider Enrollment Agreement concerning the Acceptable Use of Electronic Signature requirements for acceptance of electronic signatures by DSS, and that the Provider meets all of the requirements for the issuance and use of electronic signatures. No, I do not certify that I meet the requirements for acceptance of electronic signatures by DSS. Previous Next Exit





Board Members, Partners or Managing Administrators Information		
Required fields are indicated with an asterisk (*)		Enter the information for all Board Members, Partners and
Are you a nonprofit organization or an organization without an owner?*	O Yes  ● No	Managing Administrators.
Are there board members, partners, or managing administrators of your organization		Trumuging Tummiotrutoro.
For both nonprofit and profit organizations: If an organization has a boa of directors (either paid or volunteer), the provider must supply the informati for the administrative staff. The person(s) responsible for the day to day operations of the organization would include: President, VP, Treasurer, CEO, managing partners, etc.	rd	
Do all owners have less than 5% ownership in the organization?	O Yes   No O N/A	
Is your corporation a subsidiary of another company?*	O Yes <b>⊙</b> No	
		3
Name Mystery Inc.		
Corporate Headquarters Location Business Office Address		
Position Name City State Chief Executive Officer Jones, Fred Enfield CT Select row	w above to update -or- click	Add button below.
Required fields are indicated with an asterisk (*)		
Position* Chief Executive Officer	V	
Last name* Jones		
First Name, Middle Initial* Fred		
Street Address Line 1* 49 Miner Lane		
Street Address Line 2		
City* Enfield		
State/ZIP* CT V 01001 -	0215	
SSN* XXX-XX-3333		
Date of Birth* XX/XX/1980		
		Delete Save
	Previous Next	Exit

## **Controlling Interest**

Required fields are indicated with an asterisk (\*).

- If you are a nonprofit organization or an organization without an owner, controlling interest information is not required.
- Indicate the person/persons who have a controlling interest in your organization.
- Controlling Interest: Controlling interest includes, but is not limited to, those enumerated; that is, all owners, creditors, controlling officers, administrators, mortgage holders, employees or stockholders with holdings of 5% or greater of outstanding stock, or holders of any other such position or relationship who may have a bearing on the operation or administration of a medical services-related business.

Name	Percent	age of Controlling Interest		
Jones, Fred	0.5			
Jones, Nicholas	0.5		Type data below for new record.	
			Type data below for new record.	
	Last Name*	lanes		
			E ( 110 d ( 50/ Cd	
	First Name*	Nicholas	Enter all Owners that own 5% or more of the company.	
	Middle Initial			
	Relationship*	Sibling		
Medicaid Provider N	umber (if applicable)			
Soci	ial Security Number*	XXX-XX-5555		
	Date of Birth*	XX/XX/1975		
St	treet Address Line 1*	50 Zombo Rd		
9	Street Address Line 2			
	City*	Enfield		
	State/ZIP*	CT V 01001 - 0215		
Telephone	Number - Business*	(860)418-6000 Ext.		
Percentage of	Controlling Interest*	50%		
				delete save

The percentage of ownership does not equal 100%. The remaining owners have less than 5% ownership in the organization. 

Yes O No

Does the applicant and/or owner, partner, member or officer have an ownership or controlling interest in any other provider?



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Complete the three fields shown. Please do not click any links on the next page that refer to additional documentation. DDS providers do not need additional the application.

#### Summary

Click here to open Provider Enrollment Agreement

I agree that I have read and accept the terms of the Provider Enrollment Agreement.

SSN of Person Signing the Application\* XXXXX3333

Signature of Provider or Authorized Representative\* Fred Jones

■ The Application has been completed and is ready to submit. If any changes need to be made, please make them now by using this Web site's navigation links and command buttons (not the browsers navigation buttons).

 IMPORTANT NOTICE: In receiving this application from and granting Medicaid enrollment to the individual or other entity named as "Provider Applicant," the Connecticut Medical Assistance Program relies on the truth of all the following statements:

I certify that, if I am granted status as a provider for Connecticut Medical Assistance programs, I expressly agree to the following: to abide by all applicable federal and state statutes, regulations, policy transmittals, and provider bulletins; to keep accurate and current records regarding the nature, scope and extent of services furnished to Medical Assistance recipients; and to furnish information pertaining to any claim for Medicaid payment, whether made by me or on my behalf, to the Connecticut Department of Social Services, the Secretary of Health and Human Services, and the offices of the Connecticut Chief State's Attorney and the Connecticut Attorney General, or their agents, upon request. I will make such information available for inspection and/or copying, and/or will provide copies of such information, upon request.

I certify that I have legal authority to enter into contracts and agreements on behalf of the provider.

- After you submit the application, you will be able to print and/or save the application as a PDF.
- · Select "Submit" to submit the application.

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