

**TEXAS MEDICAID
PROVIDER ENROLLMENT
APPLICATION**



TMHP
TEXAS MEDICAID
&
HEALTHCARE PARTNERSHIP

A STATE MEDICAID CONTRACTOR

REV. XII

Privacy Statement

With a few exceptions, Texas privacy laws and the Public Information Act entitle you to ask about the information collected on this form, to receive and review this information, and to request corrections of inaccurate information. The Health and Human Services Commission's (HHSC) procedures for requesting corrections are in Title 1 of the Texas Administrative Code, sections 351.17 through 351.23.

For questions concerning this notice or to request information or corrections, please contact Texas Medicaid & Healthcare Partnership (TMHP) Contact Center at 1-800-925-9126.





Introductions and Provider Agreement

Dear Healthcare Professional:

Thank you for your interest in becoming a Texas Medicaid Provider. Participation by providers in the Medicaid program is vital to the successful delivery of Medicaid services, and we welcome your application for enrollment.

As a potential new provider to the Medicaid program, you must follow certain claims filing procedures while completing the enrollment process. *This is particularly important if you render Medicaid services to clients before you are enrolled.*

There is no guarantee your application will be approved for processing or that you will be assigned a Medicaid Texas Provider Identifier (TPI) number. If you make the decision to provide services to a Medicaid client prior to approval of the application, you do so with the understanding that, if the application is denied, claims will not be payable by Medicaid, and the law also prohibits you from billing the Medicaid client for services rendered.

Important Information—*Please Read*

TMHP must receive all claims for Medicaid services within the filing deadline.

Claims for services rendered to Medicaid clients who do not have Medicare benefits are subject to the following filing deadlines:

- 95 days of the date of service on the claim, or within 95 days from the date a new TPI is issued for in-state providers and providers located within 200 miles of the Texas state border
- 365 days from date of service for out-of-state providers

The *Texas Medicaid Provider Procedures Manual* contains important information about provider responsibilities, filing deadlines and procedures, and much more. It is also available for you to download at <http://www.tmhp.com> or you may call 1-800-925-9126 to request a printed copy.

For information about Medicaid TPI requirements, the status of your enrollment, or claims submission, call **TMHP Contact Center toll-free at 1-800-925-9126**. TMHP customer service representatives are available from 7 a.m. to 7 p.m. central standard time.

Thank you for your enrollment in the Texas Medicaid Program.

Sincerely,



Ira Bell, III, M.D., M.B.A.
TMHP Chief Medical Officer



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Required Forms for Medicaid Enrollment

To avoid any delay of enrollment process, use this sheet as a checklist.

Required attachments supplied by provider of services if applicable **The following requested attachments must be returned with application for processing:**

- | | |
|--|---|
| <input type="checkbox"/> If enrolled with Medicare, you must attach a copy of your Medicare Remittance Advice Notices (MRAN) that is not older than four weeks from the application submitted date | <input type="checkbox"/> Copy of Certification of Mammography Systems <i>for all providers rendering mammography services</i> |
| | <input type="checkbox"/> Medicare Approval letter — <i>if applicable</i> |
| | <input type="checkbox"/> CLIA Certificate |
| | <input type="checkbox"/> Medicaid Audit Information <i>facilities only</i> (page 15) |

All Providers

The following forms must be completed and returned for processing:

- Texas Medicaid Identification Form (page 2)
- Texas Medicaid Provider Enrollment Application (pages 7.1 through 7.4)
- HHSC Medicaid Provider Agreement (pages 8.1 through 8.7)
- Provider Information Form (PIF-1)– (pages 9.1 through 9.3)
- Principal Information Form (PIF-2)– (pages 9.4-9.6; performing providers exempt)
- Disclosure of Ownership and Control Interest Statement Form (pages 10.1 through 10.2) (performing providers exempt)
- IRS W-9 Form (page 11) (performing providers exempt)

**** Original signatures required on 8.6**

If Incorporated

The following forms must be completed and returned for processing:

- Corporate Board of Directors Resolution Form – **MUST BE NOTARIZED.**
- *For corporations formed prior to January 1, 2006: Articles or Certificate of Incorporation/Certificate of Authority - (required for in-state corporations; certificate can be obtained from the Office of Secretary of State)
- *For corporations formed on or after January 1, 2006: Certificates of Formation or Certificate of Filing
- *Certificate of Good Standing

*Out-of-state providers not providing services in the state of Texas are exempt

Certificate of Good Standing

This certificate must be obtained from the Texas State Comptroller's Office. Obtain a certificate by contacting the following:

State Comptroller's Office:	Tax Assistance Section
Interstate WATS Telephone Number:	1-800-252-5555
Austin Telephone Number:	1-512-463-4600

This request is free and may be made by telephone. The certificate is mailed to the requester. Callers must have the taxpayer's name, identification number, and the charter number available at the time of the request.

If your corporation has a **501(c)(3) Internal Revenue Exemption**, this certificate is not required. Please indicate this exemption by signing the appropriate box on the *Disclosure of Ownership and Control Interest Statement*.

NOTE: Please retain a copy of all documents for your records.



Useful Information—Please Read

Filing Deadline Information

When a service is a benefit of Medicare and Medicaid, and the client is covered by both programs, the claim must be filed with Medicare first. TMHP only processes one client per Medicare RA. For multiple clients, submit one copy per client. TMHP *must* receive Medicaid claims within 95 days from the date of Medicare disposition. Providers submit the Medicare Remittance Advice Notice (MRAN) with the client's Medicaid number to TMHP. • When a client is eligible for Medicare Part B only, the inpatient hospital claim for services covered as Medicaid only is sent directly to TMHP and subject to the 95-day filing deadline (from date of discharge).

All claims for services rendered to Medicaid clients who do not have Medicare benefits are subject to a filing deadline from date of service of:

- 95 days of the date of service on the claim, or within 95 days from the date a new TPI is issued for in-state providers and providers located within 200 miles of the Texas state border
- 365 days for OUT-OF-STATE providers

The Texas Health and Human Services Commission (HHSC) establishes these deadlines.

Therefore, providers must submit all claims for services that have been provided to Medicaid clients to the following address within the 95-day filing deadline.

**Texas Medicaid & Healthcare Partnership
PO Box 200555
Austin, TX 78720-0555**

All claims for new providers are denied until a Medicaid TPI has been assigned. However, these denied claims could be reconsidered for payment on an appeals basis after the enrollment process is complete, and a Medicaid TPI is assigned. The denial of your claims serves as documentation that your claims were initially filed within the 95-day filing deadline. Procedures for appealing denied claims are included on the *Remittance and Status (R&S)* report and in the *Texas Medicaid Provider Procedures Manual*.

Limited (“Lock-In”) Information

Clients are placed in the Limited Program if, on review by HHSC and the Office of Inspector General (OIG), their use of Medicaid services shows duplicative, excessive, contraindicated, or conflicting health care services and/or drugs; or if the review indicates abuse, misuse, or fraudulent actions related to Medicaid benefits and services. Clients qualifying for limited primary care provider status are required to choose a primary care provider. The provider can be a doctor, clinic, or nurse practitioner in the Medicaid program. If a limited candidate does not choose an appropriate care provider, one is chosen for the client by HHSC/OIG after obtaining an agreement from the provider. The provider is responsible for determining appropriate medical services and the frequency of such services. A referral by the primary care provider is required if the client is treated by other providers.

Change of Ownership (CHOW)

Under procedures set forth by the Centers for Medicare and Medicaid Services (CMS) and HHSC, 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 recertification as a Title XVIII (Medicare) facility under the new ownership.
2. Complete new Medicaid provider enrollment packet.
3. Provide TMHP with copy of the Contract of Sale (specifically, a signed agreement that includes the identification of previous and current owners).
4. Give a listing of ALL provider numbers/TPIs affected by the change in ownership.

Written Communication

Enrollment Applications:

Texas Medicaid & Healthcare Partnership
Attn: Provider Enrollment
PO Box 200795
Austin, TX 78720-0795

Claims:

Texas Medicaid & Healthcare Partnership
PO Box 200555
Austin, TX 78720-0555

Telephone Communication

CCP Provider Customer Service .. 1-800-846-7470
Medicaid Provider Helpline 1-800-925-9126
TMHP EDI Help Desk 1-888-863-3638



Useful Information—Please Read

Q. How long does it take to process an enrollment application?

A. After receipt of all information necessary to process the application, TMHP processes applications and completes the enrollment process within five business days. This may be extended in special circumstances.

NOTE: Because family planning agencies may require a site visit, the application process for this provider type could take several weeks to complete.

Q. Can I fax my applications for processing?

A. No. Applications must contain original, not copied signatures.

Q. Should I send my application via express or certified mail?

A. Because of the tremendous amount of incoming mail, sending applications through FedEx or UPS helps to ensure receipt of the information, to locate information through tracking numbers, and guarantee quicker delivery. Please do not send certified mail to the post office box as TMHP is unable to track these packages. Please send any certified mail to the physical address: TMHP-Provider Enrollment, 12357B Riata Trace Parkway, Austin, TX 78727

Q. How will I be notified of my new Texas Provider Identifier (TPI)?

A. Notification letters are printed the following business day an application was processed. They are mailed to the physical address listed on the application. The new provider can expect to receive a provider manual and other necessary documents.

Q. Does TMHP supply claim forms?

A. TMHP does not supply CMS-1500, Dental ADA, and UB-04 claim forms. They can be purchased at any medical office supply store.

Q. Should I hold claims until I receive a TPI?

A. Please read page 4 for claims filing information. Providers must file claims within 95 days from each date of service on the claim or 95 days from the date the TPI number is issued, whichever occurs later.

Q. As a Medicaid provider, how long am I required to retain records pertaining to services rendered?

A. Records must be retained for a minimum of five years from the date of service or until all audit questions, appeal hearings, investigations, or court cases are resolved. This requirement is extended to six years for freestanding rural health clinics (RHCs), and to 10 years for hospital-based RHCs. The records retention requirements do not affect any time limit to pursue administrative, civil, or criminal claims.

Q. Which providers need to be approved by the State before a TPI can be assigned?

A. The following providers need to be approved by the State before assigning a TPI: family planning, genetics, early childhood intervention (ECI), Texas Mental Health and Mental Retardation (MH/MR) facilities and Case Management for Children and Pregnant Women (CPW).

Q. How do my address, phone number, and other information get updated when changes occur?

A. Providers must notify TMHP of any changes by submitting the Provider Information Change (PIC) Form located in the forms section of the *Texas Medicaid Provider Procedures Manual*.



Texas Medicaid Provider Enrollment Application

Facilities Only:	Is this a freestanding facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Is this a hospital-based facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Is this an ESRD facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>If yes, what is your composite rate?</i>		

Hearing Aid Providers Only:	Are you a physician?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Are you a fitter/dispenser?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Are you an audiologist?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Will you be conducting evaluations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Will you be dispensing hearing aids?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

School Health and Related Services (SHARS) Providers Only <small>If enrolling as a special education co-op, attach a list of all school districts in the co-op that will be providing SHARS services. Provide the following information for each school district: • Complete address • School District Number • T.E.A. number</small>	Are you enrolling as a school district ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>If yes, give school six-digit T.E.A. number:</i>		
	Are you enrolling as a non-school SHARS provider ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>If yes, please attach school affiliation letter</i>		

Hospital Providers Only	Are you a hospital facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>If yes, indicate the type of hospital facility.</i>		
	<input type="checkbox"/> Children's	<input type="checkbox"/> Teaching Facility	
	<input type="checkbox"/> Long Term	<input type="checkbox"/> Short Term	
	<input type="checkbox"/> Private Full Care	<input type="checkbox"/> Private Outpatient	
	<input type="checkbox"/> Psychiatric	<input type="checkbox"/> Rehabilitation	
	<input type="checkbox"/> State Owned		
	Private	Semi-Private	
<i>If yes, what is your average daily room rate for private and semi-private?</i>			

Public/Non-Public Providers (required by all providers)	Definition — Public providers are those that are owned or operated by a city, state, county, or other government agency or instrumentality, according to the Code of Federal Regulations, including any agency that can do intergovernmental transfers to the State. Public agencies include those that can certify and provide state matching funds.		
	Are you a private or public entity?	<input type="checkbox"/> Private	<input type="checkbox"/> Public
	<i>If yes, are you required to certify expended funds?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Name and address of a person certifying expended funds:		



Texas Medicaid Provider Enrollment Application

SECTION B — Owners, Partners, Officers, Directors, and Principals

Identify sole proprietor or owners, partners, officers, directors, and principals [as defined in Principal Information Form (PIF-2)] of the applicant by providing, social security number, date of birth, driver's license # and state, and list the percentage of ownership, if applicable. As it relates to owners, include all individuals with 5% or more ownership in the company, whether this ownership is direct or indirect.

Name	Title	Social Security Number	Date of Birth MM/DD/YY	Drivers License Number	% Owned

SECTION C—GROUP PRACTICE *Required if enrolling as a GROUP PRACTICE*

Indicate the type of group enrollment you are requesting by checking one of the following:

- Adding additional performing provider(s) to an existing group (*Indicate Group TPI below*)
- Enrolling a new group with performing provider(s)

Group 9-digit Texas Medicaid TPI	OR	Group Medicare Number (<i>if applicable</i>)

List All Providers That Will Be Performing Services as Part of This Group

Name	Date of Birth MM/DD/YY	Profession al License Number	Profession al License Issue Date MM/DD/YY	Social Security Number	Medicare Number	Title/ Degree

Notification of your assigned Texas Medicaid TPI will be mailed to the Physical address listed on your application



Texas Medicaid Provider Enrollment Application

SECTION D — *REQUIRED INFORMATION for Specific Provider Types*

All Licensed Providers	If enrolled with Medicare, you must attach a copy of a current Medicare Remittance Advice Notice (MRAN).
Ambulance Services Providers	You must attach a copy of your permit/license.
Birthing Center Providers	You must attach a copy of your certification permit.
Certified Registered Nurse Anesthetist Providers	You must attach a copy of your CRNA certification or re-certification card.
Chemical Dependency Treatment Facility Providers	You must attach a copy of your license.
CLIA Providers	You must attach a copy of your CLIA license with approved specialty services as appropriate.
ECI Providers	You must attach a copy of your approval letter from the Interagency Council on Early Childhood Intervention.
FQHC/FQS/FQHL	You must attach a copy of your grant award.
Mammography Services Providers	<p>You must attach a copy of your mammography systems certification from the Bureau of Radiation Control (BRC) and enter your certification number in the box below.</p> <p>Certification Number: <input style="width: 150px; height: 20px;" type="text"/></p>
MH/MR Providers	You must attach a copy of your approval letter from the State of Texas.
Case Management for Children and Pregnant Women Providers	You must attach a copy of your approval letter from the State of Texas
Non-School SHARS Providers	<p>You must attach a copy of your affiliation letter from the school district. Requirements of a valid affiliation letter are found in the <i>Texas Medicaid Provider Procedures Manual</i>, School Health and Related Services (SHARS) section.</p> <p>You must submit proof of meeting one of the following criteria prior to being able to enroll with the Texas Medicaid program:</p> <ul style="list-style-type: none"> o Services are more readily available in the state where the client is temporarily located o The customary or general practice for clients in a particular locality is to use medical resources in the other state (this is limited to providers located in a state bordering Texas). <p>The following are subject to a 90 day enrollment:</p> <ul style="list-style-type: none"> o A medical emergency documented by the attending physician or other provider o The client's health is in danger if he or she is required to travel to Texas o All services provided to adopted children receiving adoption subsidies (these children are covered for all services, not just emergency). o Other out-of-state medical care may be considered when prior authorized. o Medicare primary, Medicaid secondary for coinsurance and/or deductible payments only <p>Refer to the Texas Provider Procedures Manual at www.tmhp.com for further information regarding out of state enrollment.</p>
Out of State Providers	



HHSC Medicaid Provider Agreement

Name of Provider _____ TPI Number _____

Medicare Provider ID Number _____

Physical Address _____

Accounting/Billing Address (if applicable) _____

As a condition for participation as a provider under the Texas Medical Assistance Program (Medicaid), the provider (Provider) agrees to comply with all terms and conditions of this Agreement.

I. ALL PROVIDERS

1.1 Agreement and documents constituting Agreement.

A CD of the current *Texas Medicaid Provider Procedures Manual* (Provider Manual) has been or will be furnished to the Provider. The Provider Manual, all revisions made to the Provider Manual through the bimonthly update entitled *Texas Medicaid Bulletin*, and written notices are incorporated into this Agreement by reference. **The Provider Manual, bulletins and notices may be accessed via the internet at www.tmhp.com. Providers may obtain a copy of the manual by calling 1-800-925-9126.** Provider has a duty to become educated and knowledgeable with the contents and procedures contained in the Provider Manual. Provider agrees to comply with all of the requirements of the Provider Manual, as well as all state and federal laws governing or regulating Medicaid, and provider further acknowledges and agrees that the provider is responsible for ensuring that all employees and agents of the provider also comply. Provider is specifically responsible for ensuring that the provider and all employees and agents of the Provider comply with the requirements of Title 1, Part 15, Chapter 371 of the Texas Administrative Code, related to waste, abuse and fraud, and provider acknowledges and agrees that the provider and its principals will be held responsible for violations of this agreement through any acts or omissions of the provider, its employees, and its agents. For purposes of this agreement, a principal of the provider includes all owners with a direct or indirect ownership or control interest of 5 percent or more, all corporate officers and directors, all limited and non-limited partners, and all shareholders of a legal entity, including a professional corporation, professional association, or limited liability company. Principals of the provider further include managing employee(s) or agents who exercise operational or managerial control or who directly or indirectly manage the conduct of day-to-day operations.

1.2 State and Federal regulatory requirements.

1.2.1 By signing this agreement, Provider certifies that the provider and its principals have not been excluded, suspended, debarred, revoked or any other synonymous action from participation in any program under Title XVIII (Medicare), Title XIX (Medicaid), or under the provisions of Executive Order 12549, relating to federal contracting. Provider further certifies that the provider and its principals have also not been excluded, suspended, debarred, revoked or any other synonymous action from participation in any other state or federal healthcare program. Provider must notify the Health and Human Services Commission (HHSC) or its agent within 10 business days of the time it receives notice that any action is being taken against Provider or any person defined under the provisions of Section 1128(A) or (B) of the Social Security Act (42 USC §1320a-7), which could result in exclusion from the Medicaid program. Provider agrees to fully comply at all times with the requirements of 45 CFR Part 76, relating to eligibility for federal contracts and grants.



HHSC Medicaid Provider Agreement

- 1.2.2 Provider agrees to disclose information on ownership and control, information related to business transactions, and information on persons convicted of crimes in accordance with 42 CFR Part 455, Subpart B, and provide such information on request to the Texas Health and Human Services Commission (HHSC), Department of State Health Services (DSHS), Texas Attorney General's Medicaid Fraud Control Unit, and the United States Department of Health and Human Services. Provider agrees to keep its application for participation in the Medicaid program current at all times by informing HHSC or its agent in writing of any changes to the information contained in its application, including, but not limited to, changes in ownership or control, federal tax identification number, phone number, or provider business addresses, at least 10 business days before making such changes. Provider also agrees to notify HHSC or its agent within 10 business days of any restriction placed on or suspension of the Provider's license or certificate to provide medical services, and Provider must provide to HHSC complete information related to any such suspension or restriction.

Provider agrees to disclose all convictions of Provider or Provider's principals within 10 business days of the date of conviction. For purposes of this disclosure, Provider must use the definition of "Convicted" contained in 42 CFR 1001.2, which includes all convictions, deferred adjudications, and all types of pretrial diversion programs. Send the information to Office of Inspector General, P.O. Box 85211 - Mail Code 1361, Austin, Texas 78708. Fully explain the details, including the offense, the date, the state and county where the conviction occurred, and the cause number(s).

- 1.2.3 This Agreement is subject to all state and federal laws and regulations relating to fraud, abuse and waste in health care and the Medicaid program. As required by 42 CFR § 431.107, Provider agrees to create and maintain all records necessary to fully disclose the extent and medical necessity of services provided by the Provider to individuals in the Medicaid program and any information relating to payments claimed by the Provider for furnishing Medicaid services. On request, Provider also agrees to provide these records immediately and unconditionally to HHSC, HHSC's agent, the Texas Attorney General's Medicaid Fraud Control Unit, DARS, DADS, DFPS, DSHS and the United States Department of Health and Human Services. The records must be retained in the form in which they are regularly kept by the Provider for a minimum of five years from the date of service (six years for freestanding rural health clinics and ten years for hospital based rural health clinics); or, until all audit or audit exceptions are resolved; whichever period is longest. Provider must cooperate and assist HHSC and any state or federal agency charged with the duty of identifying, investigating, sanctioning, or prosecuting suspected fraud and abuse. Provider must also allow these agencies and their agents unconditional and unrestricted access to its records and premises as required by Title 1 TAC, §371.1643. Provider understands and agrees that payment for goods and services under this agreement is conditioned on the existence of all records required to be maintained under the Medicaid program, including all records necessary to fully disclose the extent and medical necessity of services provided, and the correctness of the claim amount paid. If provider fails to create, maintain, or produce such records in full accordance with this Agreement, provider acknowledges, agrees, and understands that the public monies paid the provider for the services are subject to 100% recoupment, and that the provider is ineligible for payment for the services either under this agreement or under any legal theory of equity.

- 1.2.4 The Texas Attorney General's Medicaid Fraud Control Unit, Texas Health and Human Services Commission's Office of Inspector General (OIG), and internal and external auditors for the state and federal government may conduct interviews of Provider employees, agents, subcontractors and their employees, witnesses, and clients without the Provider's representative or Provider's legal counsel present. Provider's employees, agents, subcontractors and their employees, witnesses, and clients must not be coerced by Provider or Provider's representative to accept representation from or by the Provider, and Provider agrees that no retaliation will occur to a person who denies the Provider's offer of representation. Nothing in this agreement limits a person's right to counsel of his or her choice. Requests for interviews are to be complied with in the form and the manner requested. Provider will ensure by contract or other means that its agents, employees and subcontractors cooperate fully in any investigation conducted by the Texas Attorney General's Medicaid Fraud Control Unit or the Texas Health and Human Services Commission's Office of Inspector General or its designee. Subcontractors include those persons and entities who provide medical or dental goods or services for which the Provider bills the Medicaid program, and those who provide billing, administrative, or management services in connection with Medicaid-covered services.



HHSC Medicaid Provider Agreement

- 1.2.5 Nondiscrimination. Provider must not exclude or deny aid, care, service, or other benefits available under Medicaid or in any other way discriminate against a person because of that person's race, color, national origin, gender, age, disability, political or religious affiliation or belief. Provider must provide services to Medicaid clients in the same manner, by the same methods, and at the same level and quality as provided to the general public. Provider agrees to grant Medicaid recipients all discounts and promotional offers provided to the general public. Provider agrees and understands that free services to the general public must not be billed to the Medicaid program for Medicaid recipients and discounted services to the general public must not be billed to Medicaid for a Medicaid recipient as a full price, but rather the Provider agrees to bill only the discounted amount that would be billed to the general public.
- 1.2.6 AIDS and HIV. Provider must comply with the provisions of Texas Health and Safety Code Chapter 85, and HHSC's rules relating to workplace and confidentiality guidelines regarding HIV and AIDS.
- 1.2.7 Child Support. (1) The Texas Family Code §231.006 requires HHSC to withhold contract payments from any entity or individual who is at least 30 days delinquent in court-ordered child support obligations. It is the Provider's responsibility to determine and verify that no owner, partner, or shareholder who has at least 25 percent ownership interest is delinquent in any child support obligation. (2) Under Section 231.006 of the Family Code, the vendor or applicant certifies that the individual or business entity named in the applicable contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate. A child support obligor who is more than 30 days delinquent in paying child support or a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25 percent is not eligible to receive the specified grant, loan, or payment. (3) If HHSC is informed and verifies that a child support obligor who is more than 30 days delinquent is a partner, shareholder, or owner with at least a 25 percent ownership interest, it will withhold any payments due under this Agreement until it has received satisfactory evidence that the obligation has been satisfied.
- 1.2.8 Cost Report, Audit and Inspection. Provider agrees to comply with all state and federal laws relating to the preparation and filing of cost reports, audit requirements, and inspection and monitoring of facilities, quality, utilization, and records..
- 1.3 Claims and encounter data.**
- 1.3.1 Provider agrees to submit claims for payment in accordance with billing guidelines and procedures promulgated by HHSC, or other appropriate payor, including electronic claims. Provider certifies that information submitted regarding claims or encounter data will be true, accurate, and complete, and that the Provider's records and documents are both accessible and validate the services and the need for services billed and represented as provided. Further, Provider understands that any falsification or concealment of a material fact may be prosecuted under state and federal laws.
- 1.3.2 Provider must submit encounter data required by HHSC or any managed care organization to document services provided, even if the Provider is paid under a capitated fee arrangement by a Health Maintenance Organization or Insurance Payment Assistance.
- 1.3.3 All claims or encounters submitted by Provider must be for services actually rendered by Provider. Physician providers must submit claims for services rendered by another in accordance with HHSC rules regarding providers practicing under physician supervision. Claims must be submitted in the manner and in the form set forth in the Provider Manual, and within the time limits established by HHSC for submission of claims. Claims for payment or encounter data submitted by the provider to an HMO or IPA are governed by the Provider's contract with the HMO or IPA. Provider understands and agrees that HHSC is not liable or responsible for payment for any Medicaid-covered services provided under the HMO or IPA Provider contract, or any agreement other than this Medicaid Provider Agreement
- 1.3.4 Federal and state law prohibits Provider from charging a client or any financially responsible relative or representative of the client for Medicaid-covered services, except where a co-payment is authorized under the Medicaid State Plan (42 CFR §447.20)
- 1.3.5 As a condition of eligibility for Medicaid benefits, a client assigns to HHSC all rights to recover from any third party or any other source of payment (42 CFR §433.145 and Human Resources Code §32.033). Except as provided by HHSC's third-party recovery rules (Texas Administrative Code Title 1 Part 15 Chapter 354 Subchapter J), Provider agrees to accept the amounts paid under Medicaid as payment in full for all covered services (42 CFR §447.15).



HHSC Medicaid Provider Agreement

- 1.3.6 Provider has an affirmative duty to verify that claims and encounters submitted for payment are true and correct and are received by HHSC or its agent, and to implement an effective method to track submitted claims against payments made by HHSC or its agents.
- 1.3.7 Provider has an affirmative duty to verify that payments received are for actual services rendered and medically necessary. Provider must refund any overpayments, duplicate payments and erroneous payments that are paid to Provider by Medicaid or a third party as soon as any such payment is discovered or reasonably should have been known.
- 1.3.8 TMHP EDI and Electronic Claims Submission. Provider may subscribe to the TMHP Electronic Data Interchange (EDI) system, which allows the Provider the ability to electronically submit claims and claims appeals, verify client eligibility, and receive electronic claim status inquiries, remittance and status (R&S) reports, and transfer of funds into a provider account. Provider understands and acknowledges that independent registration is required to receive the electronic funds or electronic R&S report. Provider agrees to comply with the provisions of the Provider Manual and the TMHP EDI licensing agreement regarding the transmission and receipt of electronic claims and eligibility verification data. Provider must verify that all claims submitted to HHSC or its agent are received and accepted. Provider is responsible for tracking claims transmissions against claims payments and detecting and correcting all claims errors. If Provider contracts with third parties to provide claims and/or eligibility verification data from HHSC, the Provider remains responsible for verifying and validating all transactions and claims, and ensuring that the third party adheres to all client data confidentiality requirements.
- 1.3.9 Reporting Waste, Abuse and Fraud. Provider agrees to inform and train all of Provider's employees, agents, and independent contractors regarding their obligation to report waste, abuse, and fraud. Individuals with knowledge about suspected waste, abuse, or fraud in any State of Texas health and human services program must report the information to the HHSC Office of Inspector General (OIG). To report waste, abuse or fraud, go to www.hhs.state.tx.us and select "Reporting Waste, Abuse, or Fraud". Individuals may also call the OIG hotline (1-800-436-6184) to report waste, abuse or fraud if they do not have access to the Internet.

II. ADVANCE DIRECTIVES – HOSPITAL AND HOME HEALTH PROVIDERS

- 2.1 **The client must be informed of their right to refuse, withhold, or have medical treatment withdrawn under the following state and federal laws:**
- 2.1.1 the individual's right to self-determination in making health care decisions;
- 2.1.2 the individual's rights under the Natural Death Act (Health and Safety Code, Chapter 672) to execute an advance written Directive to Physicians, or to make a non-written directive regarding their right to withhold or withdraw life-sustaining procedures in the event of a terminal condition;
- 2.1.3 the individual's rights under Health and Safety Code, Chapter 674, relating to written Out-of-Hospital Do-Not-Resuscitate Orders; and,
- 2.1.4 the individual's rights to execute a Durable Power of Attorney for Health Care under the Civil Practice and Remedies Code, Chapter 135, regarding their right to appoint an agent to make medical treatment decisions on their behalf in the event of incapacity.
- 2.2 **The Provider must have a policy regarding the implementation of the individual's rights and compliance with state and federal laws.**
- 2.3 **The Provider must document whether or not the individual has executed an advance directive and ensure that the document is in the individual's medical record.**
- 2.4 **The Provider cannot condition giving services or otherwise discriminate against an individual based on whether or not the client has or has not executed an advance directive.**
- 2.5 **The Provider must provide written information to all adult clients on the provider's policies concerning the client's rights.**
- 2.6 **The Provider must provide education for staff and the community regarding advance directives.**



HHSC Medicaid Provider Agreement

III. STATE FUND CERTIFICATION REQUIREMENT FOR PUBLIC ENTITY PROVIDERS

- 3.1 Public providers are those that are owned or operated by a state, county, city, or other local government agency or instrumentality. Public entity providers of the following services are required to certify to HHSC the amount of state matching funds expended for eligible services according to established HHSC procedures:
- School health and related services (SHARS)
 - Case management for blind and visually impaired children (BVIC)
 - Case management for early childhood intervention (ECI)
 - Service coordination for mental retardation (MR)
 - Service coordination for mental health (MH)
 - Mental health rehabilitation (MHR)
 - Tuberculosis clinics
 - State hospitals
- 3.2 A school district that is the sponsoring entity for a non-school SHARS provider is required to reimburse HHSC, according to established HHSC procedures, the non-federal portion of payments to the nonschool SHARS provider, since nonschool SHARS providers are paid the lesser of the provider's billed charges and 100% of the published fee for the service (i.e., both federal and state shares). To enroll in the Texas Medicaid Program, a nonschool SHARS provider must submit in its enrollment packet an affiliation letter that meets the requirements in Texas Medicaid Provider Procedures Manual, School Health and Related Services.

IV. CLIENT RIGHTS

- 4.1 Provider must maintain the client's state and federal right of privacy and confidentiality to the medical and personal information contained in Provider's records.
- 4.2 The client must have the right to choose providers unless that right has been restricted by HHSC or by waiver of this requirement from the Centers for Medicare and Medicaid Services (CMS). The client's acceptance of any service must be voluntary.
- 4.3 The client must have the right to choose any qualified provider of family planning services.

V. THIRD PARTY BILLING VENDOR PROVISIONS

- 6.1 Provider agrees to submit notice of the initiation and termination of a contract with any person or entity for the purpose of billing Provider's claims, unless the person is submitting claims as an employee of the Provider and the Provider is completing an IRS Form W-2 on that person. This notice must be submitted within 5 working days of the initiation and termination of the contract and submitted in accordance with Medicaid requirements pertaining to Third Party Billing Vendors. Provider understands that any delay in the required submittal time or failure to submit may result in delayed payments to the Provider and recoupment from the Provider for any overpayments resulting from the Providers failure to provide timely notice.

Provider must have a written contract with any person or entity for the purpose of billing provider's claims, unless the person is submitting claims as an employee of the Provider and the Provider is completing an IRS Form W-2 on that person. The contract must be signed and dated by a Principal of the Provider and the Biller. It must also be retained in the Provider's and Biller's files according with the Medicaid records retention policy. The contract between the Provider and Biller may contain any provisions they deem necessary, but, at a minimum, must contain the following provisions:

- Biller agrees they will not alter or add procedures, services, codes, or diagnoses to the billing information received from the Provider, when billing the Medicaid program.
- Biller understands that they may be criminally convicted and subject to recoupment of overpayments and imposed penalties for submittal of false, fraudulent, or abusive billings.
- Provider agrees to submit to Biller true and correct claim information that contains only those services, supplies, or equipment Provider has actually provided to recipients.
- Provider understands that they may be criminally convicted and subject to recoupment of overpayments and imposed penalties for submittal of false, fraudulent, or abusive billings, directly or indirectly, to the Biller or to Medicaid or it's contractor.



HHSC Medicaid Provider Agreement

- Provider and Biller agree to establish a reimbursement methodology to Biller that does not contain any type of incentive, directly or indirectly, for inappropriately inflating, in any way, claims billed to the Medicaid program.
- Biller agrees to enroll and be approved by the Medicaid program as a Third Party Billing Vendor prior to submitting claims to the Medicaid program on behalf of the Provider.
- Biller and Provider agree to notify the Medicaid program within 5 business days of the initiation and termination, by either party, of the contract between the Biller and the Provider.

VI. TERM AND TERMINATION

This Agreement will be effective from the date finally executed until the termination date, if any, indicated in the enrollment correspondence issued by HHSC or its agent. If the correspondence/notice of enrollment from HHSC or its agent states a termination date, this agreement terminates on that date with or without other advance notice of the termination date. If the correspondence/notice of enrollment from HHSC or its agent does not state a termination date, this agreement is open-ended and remains effective until either a notice of termination is later issued or termination occurs as otherwise provided in this paragraph. Either party may terminate this Agreement voluntarily and without cause, for any reason or for no reason, by providing the other party with 30 days advance written notice of termination. HHSC may immediately terminate this agreement for cause, with or without advance notice, for the reason(s) indicated in a written notice of termination issued by HHSC or its agent. Cause to terminate this agreement may include the following actions or circumstances involving the provider or involving any person or entity with an affiliate relationship to the provider: exclusion from participation in Medicare, Medicaid, or any other publicly funded health care program; loss or suspension of professional license or certification; any circumstances resulting in ineligibility to participate in Texas Medicaid; any failure to comply with the provisions of this Agreement or any applicable law, rule or policy of the Medicaid program; and any circumstances indicating that the health or safety of clients is or may be at risk. HHSC also may terminate this agreement due to inactivity, with or without notice, if the Provider has not submitted a claim to the Medicaid program for 12 or more months.

VII. ACKNOWLEDGEMENTS AND CERTIFICATIONS

By signing below, Provider acknowledges and certifies to all of the following:

- Provider has carefully read and understands the requirements of this agreement, and will comply.
- Provider has carefully reviewed all of the information submitted in connection with its application to participate in the Medicaid program, including the provider information forms (PIF-1) and principal information form (PIF-2), and provider certifies that this information is current, complete, and correct.
- Provider agrees to inform HHSC or its designee, in writing and within 10 business days, of any changes to the information submitted in connection with its application to participate in the Medicaid program, whether such change to the information occurs before or after enrollment.
- Provider understands that falsifying entries, concealment of a material fact, or pertinent omissions may constitute fraud and may be prosecuted under applicable federal and state law. Fraud is a felony, which can result in fines or imprisonment.
- Provider understands and agrees that any falsification, omission, or misrepresentation in connection with the application for enrollment or with claims filed may result in all paid services declared as an overpayment and subject to recoupment, and may also result in other administrative sanctions that include payment hold, exclusion, debarment, contract cancellation, and monetary penalties.

Provider Signature _____ Date _____

Printed Name _____



Provider Information Form (PIF-1)

Each Provider must complete this Provider Information Form (PIF-1), before enrollment. A provider is any person or legal entity that meets the definition below.

Each Provider must also complete a Principal Information Form (PIF-2), for each person who is a Principal of the Provider (see the PIF-2 form for a complete definition of every person who is considered to be a Principal of the Provider).

All questions on this form must be answered by or on behalf of the Provider, by ALL provider types (all spaces must be completed either with the correct answer or a "NA" on the questions that do not apply to the Provider).

The Provider or provider's duly authorized representative must personally review this completed form and certify to the validity and completeness of the information provided by signing the HHSC Medicaid Provider Agreement.

"Provider" - Any person or legal entity, including a managed care organization and their subcontractors, furnishing Medicaid services under a provider agreement or contract in force with a Medicaid operating agency, and who has a provider number issued by the Commission or their designee to:

- (1) provide medical assistance, Medicaid, under contract or provider agreement with the Commission or its designee; or
- (2) provide third party billing services under a contract or provider agreement with the Commission or its designee

A "Third-Party Biller" is a type of "Provider" under the above definition and is a person, business, or entity that submits claims on behalf of an enrolled health care provider, but is not the health care provider or an employee of the health care provider. For these purposes, an employee is a person for which the health care provider completes an IRS Form W-2 showing annual income paid to the employee.

Last, First, Middle Name OR Group/Company Name	Maiden Name
List any other Alias, Name or Form of your name ever used	National Provider Identifier (NPI) (10 digit)
Primary Taxonomy Code (10 digit)	
Secondary Taxonomy Code (10 digit) <i>The provider may indicate up to 15 taxonomy codes; please attach additional pages if needed.</i>	
Non Texas Enrolled Taxonomy Codes	

For additional names or addresses, please attach necessary pages.

Physical Address					
Number	Street	Suite	City	State	ZIP

Accounting/Billing Address					
Number	Street	Suite	City	State	ZIP

If your accounting address is different from your physical address, please indicate your relationship to the Accounting Address:

- Third Party Biller
 Management Company
 Employer
 Self
 Other (*explain below*)

Explain if "Other" was selected.

--



Provider Information Form (PIF-1)

Professional Licensing board, Professional License Number, and State		Professional License Initial Issue Date MM/DD/YY	Professional License Current Expiration Date MM/DD/YY		
Social Security Number		Employer's Tax ID			
Specialty of Practice (Example: Pediatrics, General Practice, etc.)		Medicare Intermediary			
Medicare Provider Number		Medicare Effective Date MM/DD/YY			
Driver's License Number	State Issuer	Driver's License Expiration Date MM/DD/YY			
Date of Birth MM/DD/YY		Gender			
		<input type="checkbox"/> M <input type="checkbox"/> F			
CLIA Number (attach a copy of the CLIA certification)					
CLIA Address (list the address listed on the CLIA Certificate)					
Number	Street	Suite	City	State	ZIP
Previous Physical Address					
Number	Street	Suite	City	State	ZIP

Previous Accounting/Billing Address					
Number	Street	Suite	City	State	ZIP

Do you plan to use a Third Party Biller to submit your Medicaid claims?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide the following information about the billing agent:</i>	
Billing Agent Name	Address
Tax ID Number	
Contact Person Name	Telephone Number

List all Providers and medical entities that you have a contractual relationship with and, if known, the NPI/Atypical Provider Identifier (API) or TPI of each Provider or entity (attach additional sheets if necessary):

“Sanction” is defined as recoupment, payment hold, imposition of penalties or damages, contract cancellations, exclusion, debarment, suspension, revocation, or any other synonymous action.

Have you ever been sanctioned (as defined above) in any state or federal program?

Yes **No** *If yes, fully explain the details, including date, the state where the incident occurred, the agency taking the action, and the program affected (attach additional sheets if necessary):*



Provider Information Form (PIF-1)

Is your professional license or certification currently revoked, suspended or otherwise restricted? Yes No
Have you ever had your professional license or certification revoked, suspended, or otherwise restricted? Yes No
Are you currently or have you ever been subject to a licensing or certification board order? Yes No
Have you voluntarily surrendered your professional license or certification in lieu of disciplinary action? Yes No

Are you currently charged with or have you ever been convicted of a crime (excluding Class C misdemeanor traffic citations)? To answer this question, use the federal Medicaid/Medicare definition of "Convicted" in 42 CFR. § 1001.2 as described below, and which includes deferred adjudications and all other types of pretrial diversion programs. (You may be subject to a criminal history check.)

Convicted means that:

(a) A judgment of conviction has been entered against an individual or entity by a Federal, State or local court, regardless of whether:

- (1) There is a post-trial motion or an appeal pending, or
- (2) The judgment of conviction or other record relating to the criminal conduct has been expunged or otherwise removed;

(b) A Federal, State or local court has made a finding of guilt against an individual or entity;

(c) A Federal, State or local court has accepted a plea of guilty or *nolo contendere* by an individual or entity, or

(d) An individual or entity has entered into participation in a first offender, deferred adjudication or other program or arrangement where judgment of conviction has been withheld.

Yes No *If yes, fully explain the details, including date, the state and county where the conviction occurred, the cause number(s), and specifically what you were convicted of (attach additional sheets if necessary):*

Are you currently behind 30 days or more on court ordered child support payments?

Yes No *If yes, provide details (attach additional sheets if necessary):*

Are you a citizen of the United States?

Yes No

If no, of what Country are you a citizen?

If you answered "No" above, attach a copy of your green card, visa, or other documentation demonstrating your right to reside and work in the United States.



Principal Information Form (PIF-2)

(Required for any person or entity not seeking a Provider Identifier but meets the definition of a "Principal" as defined below)

NOTE: Any person or entity who is a "Provider" is required to complete a PIF-1, but is NOT required to also complete this form. See the PIF-1 form for a definition of "Provider".

A separate copy of this Principal Information Form (PIF-2) must be completed in full for each Principal of the Provider, before enrollment. A "Principal" of the Provider is defined as follows:

- All owners with a direct or indirect ownership or control interest of 5 percent or more.
- All corporate officers and directors, all limited and non-limited partners, and all shareholders of a provider entity (including a professional corporation, professional association, or limited liability company).
- All managing employees or agents (at the enrolling location) who exercise operational or managerial control, or who directly or indirectly manage the conduct of day-to-day operations

All spaces must be completed either with the correct answer or a "NA" on the questions that do not apply to the Principal.

The Provider or provider's duly authorized representative must personally review each copy of this completed form and certify to the validity and completeness of the information provided by signing the HHSC Medicaid Provider Agreement.

Name Last, First, Middle	Maiden Name

List any other Alias, Name or Form of your name ever used

For additional names or addresses, please attach necessary pages.

Physical Address					
Number	Street	Suite	City	State	ZIP

Accounting/Billing Address					
Number	Street	Suite	City	State	ZIP

If your accounting address is different from your physical address, please indicate your relationship to the Accounting Address:					
<input type="checkbox"/> Billing Agent	<input type="checkbox"/> Management Company	<input type="checkbox"/> Employer	<input type="checkbox"/> Self	<input type="checkbox"/> Other (<i>explain below</i>)	
Explain if "Other" was selected.					

Professional Licensing board, License Number and State

Professional License Issue Date MM/DD/YY

Professional License Expiration Date MM/DD/YY

Social Security Number

Employer's Tax ID

Specialty of Practice (Example: Pediatrics, General Practice, etc.)

Medicare Intermediary

Medicare Provider Number

Medicare Effective Date MM/DD/YY

Principal Information Form (PIF-2)

(Required for any person or entity not seeking a Provider Identifier but meets the definition of a "Principal" as defined below)

Driver's License Number	State Issuer	Driver's License Expiration Date MM/DD/YY

Date of Birth MM/DD/YY	Gender
	<input type="checkbox"/> M <input type="checkbox"/> F

Previous Physical Address					
Number	Street	Suite	City	State	ZIP

Previous Accounting Address					
Number	Street	Suite	City	State	ZIP

Your title in a provider organization for which Medicaid enrollment is being sought.

Your duties and relationship to the provider organization.

"Sanction" is defined as recoupment, payment hold, imposition of penalties or damages, contract cancellation, exclusion, debarment, suspension, revocation, or any other synonymous action.

Have you ever been sanctioned (as defined above) in any state or federal program?

Yes No If yes, fully explain the details, including date, the state where the incident occurred, the agency taking the action, and the program affected (attach additional sheets if necessary):

Is your professional license or certification currently revoked, suspended or otherwise restricted? Yes No

Have you ever had your professional license or certification revoked, suspended, or otherwise restricted?

Yes No

Are you currently or have you ever been subject to a licensing or certification board order? Yes No

Have you voluntarily surrendered your professional license or certification in lieu of disciplinary action? Yes No

If yes was answered to any of the questions, fully explain the details, including date, the state where the incident occurred, name of the board or agency, and any adverse action against your license(attach additional sheets if necessary):



Disclosure of Ownership and Control Interest Statement

This Form is Required for all Individuals, Groups & Facilities (exclude performing providers)

I. Identifying Information				
(a)	Legal Name According to the IRS	DBA	Telephone No	
	Physical Address	Suite	City	State ZIP
(b)	Chain Affiliate Number: <i>To be completed by CMS Regional Office</i>			

II. Answer the following questions by checking "Yes" or "No."	
<i>If any of the questions are answered Yes, list names and addresses of individuals or corporations under Remarks on page 11.2 Identify each item number to be continued.</i>	
(a)	Are there any individuals or organizations having a direct or indirect ownership or control interest of five percent or more in the institution, organizations, or agency that have been convicted of a criminal offense related to the involvement of such persons, or organizations, in any of the programs established by Titles XVIII, XIX, or XX? <input type="checkbox"/> Yes <input type="checkbox"/> No
(b)	Does this provider have any current employees in the position of manager, accountant, auditor, or in a similar capacity and who were previously employed by this provider's fiscal intermediary or carrier within the last 12 months? (Medicare providers only) <input type="checkbox"/> Yes <input type="checkbox"/> No

III. (a) In addition to the owners identified in Section B of the Texas Medicaid Enrollment Application, list the name of every other person or entity with ownership of a controlling interest in the applicant entity (whether such ownership of the controlling interest is direct or indirect). In the case of persons, provide the person's full name and address. In the case of entities, provide the entity's name and federal employer identification number (EIN). See Instructions for Completing the Disclosure of Ownership and Control Interest Statement on page 10. List any additional names and addresses under Remarks on page 11.2. If more than one individual is reported and any of these persons are related to each other, this must be reported under Remarks.		
Name	Physical Address	EIN
(b) Type of Entity: (SELECT ONLY ONE ENTITY) (Must match entity on W-9)		
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation
<input type="checkbox"/> Unincorporated	<input type="checkbox"/> Association	<input type="checkbox"/> Other (Specify):

Please Note: When claiming "Corporation" providers must complete and return the following forms:

- Corporate Board of Directors Resolution Form (page 14) must be completed with signature and notary stamp or seal
- Certificate of Formation and Certificate of Filing or Certificate of Authority
- Letter of Good Standing from the Texas State Comptroller's Office. It is a requirement of H.B. 175. A certificate can be obtained by contacting:

State Comptroller's Office — Tax Assistance Section
 Interstate WATS Telephone Number 1-800-252-5555
 Austin Telephone Number 1-512-463-4600

There is no charge for this request. The request may be made by telephone, and the certificate will be mailed to the requestor. Callers must have the taxpayer's name, taxpayer's identification number, and charter number available at the time of the request. If the corporation has a 501(c)(3) Internal Revenue Exemption, Letter of Good Standing is not required. Please indicate this by signing below:

Do you have a 501(c)(3) Internal Revenue Exemption? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Entity Name	Name (Written/Typed)
Signature	Date

Disclosure of Ownership and Control Interest Statement

This Form is Required for all Individuals, Groups & Facilities (exclude performing providers)

III. (Continued)

(c) If the disclosing entity is a corporation, list names, addresses of the directors and EINs for corporations in remarks. *(Attach additional pages if needed)*

REMARKS:

IV. (a)	Has there been a change in ownership or control within the last year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give date:
(b)	Do you anticipate any change of ownership or control within the year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when?
(c)	Do you anticipate filing for bankruptcy within the year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when?

V.	Does the provider identified in section I. above comprise or include a facility that is operated by a management company, or a facility that is leased in whole or in part by another organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give date of change in operations:
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VI.	Has there been a change in Administrator, Director of Nursing, or Medical Director within the last year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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VII. (a)	Is the provider identified in section I. above chain affiliated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please provide the name, address, and EIN of the chain's corporate/home office.</i>		
Name	Address	EIN

VIII.	Have you increased your bed capacity by 10 percent or more or by 10 beds, whichever is greater, within the last two years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, give year of change:</i>	Current Beds:	Prior Beds:



IRS W-9 Form

Form W-9
(Rev. September 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ----- <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
OR
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

IRS W-9 Instructions

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.



IRS W-9 Instructions

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Exempt payees. Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt recipients 1 through 7 ²

¹See Form 1099-MISC, Miscellaneous Income, and its instructions.

²However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A *disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

IRS W-9 Instructions

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹ The minor ²
3. Custodian account of a minor (Uniform Gift to Minors Act)	The grantor-trustee ³
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The actual owner ³
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see Special rules for partnerships on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN.
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

Corporate Board of Directors Resolution

**THE FOLLOWING FORM IS FOR CORPORATIONS ONLY,
AS INDICATED ON PAGE 11.1, QUESTION III (B).**

State Of _____
County Of _____
On The _____ Day Of _____, 20_____, At A
Meeting Of _____
The Board Of Directors Of _____, A Corporation, Held In
The City Of _____, In _____ County,
With A Quorum Of The Directors Present, The Following Business Was Conducted:

It was duly moved and seconded that the following resolution be adopted:
Be it resolved that the board of directors of the above corporation do hereby authorize

_____ and his/her successors in office to negotiate, on terms and conditions that he/she may deem advisable, a contract or contracts with the Texas Health and Human Services Commission, and to execute said contract or contracts on behalf of the corporation, and further we do hereby give him/her the power and authority to do all things necessary to implement, maintain, amend, or renew said contract.

The above resolution was passed by a majority of those present and voting in accordance with the by-laws and Articles of Incorporation.

I certify that the above constitutes a true and correct copy of a part of the minutes of a meeting of the board of directors of _____,

held on the _____ day of _____, 20_____.

Signature of Secretary

Subscribed and Sworn Before Me, _____, A Notary Public For

The County of _____, On the _____ Day of _____, 20_____.

Notary Stamp/Seal

Notary Public, County Of _____

State Of _____

MESSAGE TO NOTARY:

***PLEASE BE SURE TO COMPLETE
ALL OF THE BLANKS IN THIS
NOTARY STATEMENT.***



Medicaid Audit Information Form

HOSPITALS, HOSPITAL-AFFILIATED AMBULATORY SURGICAL CENTERS, HOME HEALTH, FREESTANDING PSYCHIATRIC FACILITY, CHRONIC RENAL DISEASE, TEXAS DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION (MH/MR), FQ, FEDERALLY QUALIFIED HEALTH CENTER, AND COMPREHENSIVE OUTPATIENT REHABILITATION FACILITY

REQUIRED FORM:

Audit Information Form is to be filled out by facilities such as hospitals, home health, rural health, FQHC, and renal dialysis.

Cost reports, for applicable providers, are to be filed according to Medicare regulations. Please provide us with the following information:

Medicaid TPI

(To be filled out by TMHP)

Facility Provider Name

Current Fiscal Year End

Medicare Intermediary *(Name and address of where you send your Medicare cost report)*

Phone:

Contact For Cost Report Information *(At facility)*

Phone:



Optional Enrollment Forms

Electronic Funds Transfer (EFT) Information and Agreement 18 - 19

Texas Vaccines for Children Program (TVFC) Provider Enrollment 20.1 - 20.3



Electronic Claims Submission (ECS) and Electronic Remittance and Status (ER&S)

Notification

ATTENTION: Providers interested in Electronic Claims Submission (ECS) and/or Electronic Remittance and Status (ER&S), please contact TMHP EDI at 1-888-863-3638.



Electronic Funds Transfer (EFT) Notification

Electronic Funds Transfer (EFT) is a payment method used to deposit funds directly into a provider's bank account. These funds can be credited to either checking or savings accounts, if the provider's bank accepts Automated Clearinghouse (ACH) transactions. EFT also avoids the risks associated with mailing and handling paper checks by ensuring funds are directly deposited into a specified account.

The following items are specific to EFT:

- Applications are processed within five business days of receipt. This may be extended in special circumstances.
- Pre-notification to your bank occurs on the weekly cycle following the application processing.
- Future deposits are received electronically after pre-notification.
- The Remittance and Status (R&S) report furnishes the details of individual credits made to the provider's account during the weekly cycle.
- Specific deposits and associated R&S reports are cross-referenced by both the provider identifiers (i.e., NPI, TPI, API) and R&S number.
- EFT funds are released by TMHP to depository financial institutions each Thursday.
- The availability of R&S reports is unaffected by EFT and they continue to arrive in the same manner and time frame as currently received.

TMHP must provide the following notification according to ACH guidelines:

Most receiving depository financial institutions receive credit entries on the day before the effective date, and these funds are routinely made available to their depositors as of the opening of business on the effective date. Please contact your financial institution regarding posting time if funds are not available on the release date.

However, due to geographic factors, some receiving depository financial institutions do not receive their credit entries until the morning of the effective day and the internal records of these financial institutions will not be updated. As a result, tellers, bookkeepers, or automated teller machines (ATMs) may not be aware of the deposit and the customer's withdrawal request may be refused. When this occurs, the customer or company should discuss the situation with the ACH coordinator of their institution, who in turn should work out the best way to serve their customer's needs.

In all cases, credits received should be posted to the customer's account on the effective date and thus be made available to cover checks or debits that are presented for payment on the effective date.

To enroll in the EFT program, complete the attached Electronic Funds Transfer Authorization Agreement. **You must return a voided check or signed letter from your bank on bank letterhead with the agreement to the TMHP address indicated on the form.**

Contact **TMHP Customer Service** at **1-800-925-9126** if you need assistance.



Electronic Funds Transfer (EFT) Authorization Agreement

Enter ONE Texas Provider Identifier (TPI) per Form

NOTE: Complete all sections below and **attach a voided check or a signed letter from your bank on bank letterhead.**

Type of Authorization:

NEW

CHANGE

Provider Name	Nine-Character Billing TPI
National Provider Identifier (NPI)/Atypical Provider Identifier (API)	Primary Taxonomy Code
Provider Accounting Address	Provider Phone Number
Bank Name	ABA/Transit Number
Bank Phone Number	Account Number
Bank Address	Type Account (check one) <input type="checkbox"/> Checking <input type="checkbox"/> Savings

I (we) hereby authorize Texas Medicaid & Healthcare Partnership (TMHP) to present credit entries into the bank account referenced above and the depository named above to credit the same to such account. I (we) understand that I (we) am responsible for the validity of the information on this form. If the company erroneously deposits funds into my (our) account, I (we) authorize the company to initiate the necessary debit entries, not to exceed the total of the original amount credited for the current pay period.

I (we) agree to comply with all certification requirements of the applicable program regulations, rules, handbooks, bulletins, standards, and guidelines published by the Texas Health and Human Services Commission (HHSC) or its contractor. I (we) understand that payment of claims will be from federal and state funds, and that any falsification or concealment of a material fact may be prosecuted under federal and state laws.

I (we) will continue to maintain the confidentiality of records and other information relating to clients in accordance with applicable state and federal laws, rules, and regulations.

Authorized Signature	Date
Title	Email Address (if applicable)
Contact Name	Phone

Return this form to:
Texas Medicaid & Healthcare Partnership
ATTN: Provider Enrollment
PO Box 200795
Austin, TX 78720-0795



Texas Vaccines for Children Program (TVFC): Provider Enrollment

Initial enrollment * Re-enrollment **Provider PIN Number** _____

***Contact the HSR in your area to obtain PIN**

Name of Facility, Practice, or Clinic: _____

Provider Name (M.D., D.O., N.P., P.A., or C.N.M.*): _____
(Last Name) (First Name) (MI) (Title)

Contact: _____
(Last Name) (First Name) (MI) (Title)

Mailing Address: _____
(P.O. Box or Street Address) (City) (Zip)

Address for Vaccine Delivery: _____
(Street Address and Suite Number) (City) (County) (Zip)

Telephone Number: (_____) _____ - _____ Fax Number: (_____) _____ - _____

E-mail Address:

In order to participate in the Texas Vaccines for Children Program and/or to receive federally and state-supplied vaccines provided to me at no cost, I, on behalf of myself and any and all practitioners associated with this medical office, group practice, health department, community/migrant/rural health clinic, or other organization, agree to the following:

1. Before administering vaccines obtained through the Texas Vaccines for Children Program (TVFC), this office/facility will determine VFC eligibility. The Patient Eligibility Screening Form will be provided to the parent or guardian to declare each child's eligibility.
2. This office/facility will maintain records of the parent/guardian/authorized representative's responses on the Patient Eligibility Screening Form for at least three years. If requested, this office/facility will make such records available to the Texas Department of State Health Services (DSHS), the local health department/authority, or the U.S. Department of Health and Human Services.
3. This office/facility will comply with the appropriate vaccination schedule, dosage, and contraindications, as established by the Advisory Committee on Immunization Practices, unless (a) in making a medical judgment in accordance with accepted medical practice, this office/facility deems such compliance to be medically inappropriate, or (b) the particular requirement is not in compliance with Texas Law, including laws relating to religious and medical exemptions.
4. This office/facility will provide Vaccine Information Statements (VIS) to the responsible adult, parent, or guardian and maintain records in accordance with the National Childhood Vaccine Injury Act. Signatures are required for informed consent. (The Texas Addendum portion of the VIS may be used to document informed consent.)
5. This office/facility will not charge for vaccines supplied by DSHS and administered to a child who is eligible for the TVFC.
6. This office/facility may charge a vaccine administration fee. This office/facility will not impose a charge for the administration of the vaccine in any amount higher than the maximum fee established by DSHS. Medicaid patients cannot be charged for the vaccine, administration of vaccine, or an office visit associated with Medicaid services.
7. This office/facility will not deny administration of a TVFC vaccine to a child because of the inability of the child's parent or guardian/individual of record to pay an administrative fee.
8. This office/facility will comply with the State's requirement for ordering vaccine and other requirements as described by DSHS.
9. This office/facility or the State may terminate this agreement at any time for personal reasons or failure to comply with these requirements.
10. This office/facility will allow DSHS (or its contractors) to conduct on-site visits as required by VFC regulations.

Signature* _____

Date _____

*A licensed Medical Doctor, Doctor of Osteopathy, Nurse Practitioner, Physician Assistant, or a Certified Nurse Midwife must sign the TVFC Enrollment form.

Texas Vaccines for Children Program (TVFC) Provider Profile for PIN _____

Is your Facility a Federally Qualified Health Center, Migrant Health Clinic, or Rural Health Clinic? (Select one)	<input type="checkbox"/> es <input type="checkbox"/> o
---	---

Type of Clinic (Check one)	
<input type="checkbox"/> Public Health Department/District	<input type="checkbox"/> Private Hospital
<input type="checkbox"/> Public Hospital	<input type="checkbox"/> Private Practice (Individual or Group)
<input type="checkbox"/> Other Public Clinic	<input type="checkbox"/> Other Private Clinic

Patient Profile				
<i>Please enter the number of children for each of the following categories and by age group who will be vaccinated at your clinic in the next 12-month period.</i>				
Number of Children in Each Category	< 1 year old	1—6 years	7—18 years	Total
Enrolled in Medicaid				
Uninsured (Note: Children enrolled in Health Maintenance Organizations are considered insured)				
American Indians				
Alaskan Natives				
Underinsured (Has health insurance that Does NOT pay for vaccines, has a co-pay or deductible the family cannot meet, or has insurance that provides limited wellness or prevention coverage)				
(For Public Health Clinic Use ONLY) Children who do not meet any of the above criteria, but still receive vaccinations at public health clinics				
Children who receive benefits from the Children's Health Insurance Program (CHIP)				
Children who are vaccinated in your practice, but are NOT TVFC-eligible				
Total Patients (Add columns)				

Texas Vaccines for Children Program Provider List						
<i>Please list all individuals within the practice who will be administering TVFC supplied vaccine.</i>						
Last Name <small>(List provider who N.P., Enrollment Form first)</small>	First Name	Middle Initial	Title <small>M.D., D.O., Provider P.A., R.N., L.V.N., M.A.</small>	National Provider Identification	Medical License Number	Specialty <small>(Family Medicine, Pediatrics, etc.)</small>



Enrollment Requirements by Provider Type

Advanced Practice Nurse

To enroll in the Texas Medicaid Program, an advanced practice nurse (APN) must be licensed as a registered nurse and be approved as an APN by the Texas Board of Nursing as an APN. All APNs are enrolled within the categories of practice as determined by the Texas Board of Nursing. APNs can enroll as groups or into multi-specialty groups. If enrolling into a Medicare enrolled multi-specialty group, Medicare enrollment is required.

Ambulance/Air Ambulance

To enroll in the Texas Medicaid Program, ambulance providers must: 1) operate according to the laws, regulations, and guidelines governing ambulance services under Medicare Part B; 2) equip and operate under the appropriate rules, licensing, and regulations of the state in which they operate; 3) acquire a license from Texas Department of State Health Services (DSHS) approving equipment and training levels of the crew; and 4) enroll in Medicare. A hospital-operated ambulance provider must be enrolled as an ambulance provider and submit claims using the ambulance Texas Provider Identifier (TPI), not the hospital TPI.

Ambulatory Surgical Center

To enroll in the Texas Medicaid Program, Ambulatory Surgical Centers (ASCs) must: meet and comply with applicable state and federal laws and provisions of the state plan under Title XIX of the Social Security Act for Medical Assistance, and be enrolled in Medicare. Out-of-state ASCs that are Medicare-certified as an ASC in the state where they are located and provide services to a Texas Medicaid client may be entitled to participate in the Texas Medicaid Program.

Audiologist

To enroll in the Texas Medicaid program, audiologists must be licensed by the licensing board of their profession to practice in the state where the services was performed and be enrolled as a Medicare provider. Audiologists must also be currently certified by the American Speech, Language, and Hearing Association or meet the Association's equivalency requirements. Audiologists can enroll as groups or into multi-specialty groups. Medicare enrollment is a prerequisite for enrollment as a Medicaid group.

Birthing Center

To enroll in the Texas Medicaid Program, a birthing center must be licensed by DSHS. Texas Medicaid only reimburses birthing center services that provide a level of service equal to the professional skills of a physician or certified nurse-midwife (CNM) who acts as the birth attendant. A birthing center is defined as a facility or institution where a woman is scheduled to give birth following an uncomplicated (low-risk) pregnancy. This term does not include a hospital, ambulatory surgical center, nursing facility, or residence of the woman giving birth.

Case Management for Children and Pregnant Women

Case management services are provided to assist eligible clients in gaining access to necessary medical, social, educational, and other services, encourage cost-effective health and health-related care, discourage over utilization or duplication of services, and make appropriate referrals to providers. Case managers provide the necessary coordination with providers of services when a client needs these services. To be eligible for services, a person must meet at least two of the following:

- Be eligible for Medicaid
- Be a pregnant woman with a high-risk condition
- Be a child (younger than age 21 years) with a health condition or health risk
- Have a need and desire to receive case management services

Enrollment for Case Management for Children and Pregnant Women (CPW) is a two-step process. Potential providers must submit a Texas Department of State Health Services (DSHS) Case Management for Children and Pregnant Woman application to the DSHS Health Screening and Case Management Unit.

Upon approval by DSHS potential providers must enroll as a Medicaid provider for CPW. After the enrollment process is completed, the applicant is notified, in writing, of the provider status and Texas Provider Identification (TPI). The facility must enroll as a group and enroll registered nurses and social workers as performing providers of the group. The Provider Agreement, Provider Information Form (PIF-1) and Principal Information Form (PIF-2) must be completed for each principal of the group and each performing provider enrolling into the group.



Enrollment Requirements by Provider Type

Catheterization Lab

To enroll in the Texas Medicaid Program, a catheterization lab must be Medicare-certified.

Certified Nurse Midwife

To enroll in the Texas Medicaid Program, a certified nurse-midwife (CNM) must be a licensed registered nurse who is recognized by the Board of Nurse Examiners for the State of Texas as an advanced practice nurse in nurse-midwifery and certified by the American College of Nurse-Midwives. Medicare enrollment is a prerequisite for enrollment as a Medicaid provider.

Certified Registered Nurse Anesthetist

To enroll in the Texas Medicaid Program, a certified registered nurse anesthetist (CRNA) must be a registered nurse approved as an advanced practice nurse by the state in which they practice and be currently certified by either the Council on Certification of Nurse Anesthetists or the Council on Recertification of Nurse Anesthetists. Medicare enrollment is a prerequisite for enrollment as a Medicaid provider. CRNAs can enroll as groups or into multi-specialty groups. If enrolling into a Medicare enrolled multi-specialty group, Medicare enrollment is required.

Chemical Dependency Treatment Facility

Chemical dependency treatment facilities licensed by HHSC are eligible to enroll in the Texas Medicaid Program. Chemical dependency treatment facility services are those facility services determined by a qualified credentialed professional, as defined by the Texas Commission on Alcohol and Drug Abuse Chemical Dependency Treatment Facility Licensure Standards, to be reasonable and necessary for the care of a person younger than age 21 who is chemically dependent.

Chiropractor

To enroll in the Texas Medicaid Program, a doctor of chiropractic (DC) medicine must be licensed by the Texas Board of Chiropractic Examiners and enrolled as a Medicare provider. Chiropractors can enroll as groups or into multi-specialty groups. If enrolling into a Medicare enrolled multi-specialty group, Medicare enrollment is required.

Comprehensive Health Center

To enroll in the Texas Medicaid Program to provide medical services, physicians (MD and DO) and doctors (DMD, DDS, OD, DPM, and DC) must be licensed by the licensing authority of their profession to practice in the state where the service is performed at the time services are provided. All physicians except pediatricians and physicians doing only THSteps medical screens must be enrolled in Medicare before Medicaid enrollment. TMHP may waive the Medicare enrollment prerequisite for pediatricians or physicians whose type of practice and service may never be billed to Medicare.

Comprehensive Outpatient Rehab Facility

To enroll in the Texas Medicaid Program, a Comprehensive Outpatient Rehab Facility (CORF) must be Medicare-certified. CORFs are public or private institutions primarily engaged in providing, under medical direction, diagnostic, therapeutic, and restorative services to outpatients, and are required to meet specified conditions of participation.

Consumer Directed Services Agency

To enroll in the Texas Title XIX Medicaid Program, Consumer Directed Services Agency providers must complete the Texas Medicaid enrollment application. Providers of personal assistance services must submit their contract with the Department of Aging and Disability Services as a Consumer Directed Services Agency provider.



Enrollment Requirements by Provider Type

Dental

To enroll as a provider of THSteps dental services, a dentist must be currently licensed by the Texas State Board of Dental Examiners (TSBDE) and complete a Dental Provider Enrollment Application with TMHP. THSteps is the Texas version of the Medicaid program known as Early and Periodic Screening, Diagnosis, and Treatment (EPSDT). THSteps dental services are mandated by Medicaid to provide for the early detection and treatment of dental health problems for Medicaid-eligible clients younger than 21 years of age. THSteps dental service standards were designed to meet federal regulations and incorporate the recommendations of representatives of dental professional organizations in the state. A dentist must complete an enrollment application for each separate practice location and will receive a unique nine-digit Medicaid provider identification number for each practice location. Dental providers may enroll as a dental group or as an individual dentist.

To enroll as a Doctor of Dentistry Practicing as a Limited Physician, a dentist must be currently licensed by the TSBDE or currently be licensed in the state where the service was performed at that time, have a Medicare provider identification number before applying for and receiving a Medicaid provider identifier and enroll as a Medicaid provider with a limited physician provider identifier using the Traditional Medicaid Provider Enrollment Application. A dentist must complete an enrollment application for each separate practice location and will receive a unique nine-digit Medicaid provider identification number for each practice location. Dentists can enroll as groups or into multi-specialty groups. Owner of the group must be a licensed dentist.

Dietitian

Independently practicing licensed dietitians may enroll in Texas Medicaid to provide services to THSteps-Comprehensive Care Program (THSteps-CCP) clients. Providers of nutritional services and counseling must be licensed by the Texas State Board of Examiners of Dietitians in accordance with the Licensed Dietitians Act, Article 4512h.

Durable Medical Equipment

To be eligible to participate in the THSteps-Comprehensive Care Program (CCP), providers of durable medical equipment (DME) must be enrolled in Medicare (Palmetto). Enrolled providers of DME or expendable medical supplies are issued a DMEH TPI that is specific to home health services. Providers of customized, non-basic medical equipment, orthotic or prosthetic providers are also enrolled as a DME provider. Prescriptions and diabetic supplies are covered through the Vendor Drug Program.

Early Childhood Intervention

To enroll in the Texas Medicaid Program, an ECI provider must comply with all applicable federal, state, local laws, and regulations regarding the services provided. The ECI provider must contact the Texas ECI Program at 512-424-6770. After meeting the case management criteria of the Texas ECI Program, providers must request a Medicaid application from TMHP Provider Enrollment.

Family Planning Agency

Family planning services are preventive health, medical, counseling, and educational services that assist individuals in managing their fertility and achieving optimal reproductive and general health. To enroll in the Texas Medicaid Program, family planning agencies must ensure that all services are furnished by, prescribed by, or provided under the direction of a licensed physician and have a medical director who is a physician currently licensed to practice medicine in Texas. Agencies must have an established record of performance in the provision of both medical and educational/counseling family planning services as verified through client records, established clinic hours, and clinic site locations; provide family planning services in accordance with the Department of State Health Services (DSHS) standards of client care for family planning agencies; and be approved for family planning services by the DSHS Family Planning Program. Physicians who wish to provide Medicaid Obstetric and Gynecologic (OB-GYN) services are allowed to bypass Medicare enrollment and obtain a Medicaid-only TPI for OB-GYN services regardless of provider specialty. Similarly, federally qualified health centers do not need to apply for a separate physician or agency number. Family planning services are payable under the existing FQHC TPI using family planning procedure codes.



Enrollment Requirements by Provider Type

Federally Qualified Health Center/Federally Qualified Satellite/Federally Qualified Look-Alike

To enroll in the Texas Medicaid Program, a Federally Qualified Health Center (FQHC) must be receiving a grant under Section 329, 330, or 340 of the Public Health Service Act or designated by the U.S. Department of Health and Human Services to have met the requirements to receive this grant. FQHCs and their satellites are required to enroll in Medicare to be eligible for Medicaid enrollment. FQHC “look-alikes” are not required to enroll in Medicare but may elect to do so to receive reimbursement for crossovers. A copy of the Public Health Service issued notice of grant award reflecting the project period and the current budget period must be submitted with the enrollment application. A current notice of grant award must be submitted to the TMHP Provider Enrollment Department annually. Centers are required to notify TMHP of all satellite centers that are affiliated with the parent FQHC and their actual physical addresses. All FQHC satellite centers billing Medicaid for FQHC services must also be approved by the Public Health Service. For accounting purposes, centers may elect to enroll the Public Health Service–approved satellites using an FQS TPI that ties back to the parent FQHC TPI and tax ID. This procedure allows for the parent FQHC to have one provider agreement as well as one cost report combining all costs from all approved satellites and the parent FQHC. If an approved satellite chooses to bill the Texas Medicaid Program directly, the center must have a separate TPI from the parent FQHC and will be required to file a separate cost report.

Freestanding Psychiatric Facility

To be eligible to participate in the THSteps-CCP, a psychiatric hospital/facility must be accredited by the Joint Commission on Accreditation of Health Care Organizations (JCAHO), have a valid provider agreement with HHSC, and have completed the TMHP enrollment process. Facilities certified by Medicare must also meet the JCAHO accreditation requirements. Freestanding psychiatric hospitals enrolled in Medicare may also receive payment for Medicare deductible and coinsurance amounts with the exception of clients ages 21-64.

Freestanding Rehabilitation Facility

To be eligible to participate in the THSteps-Comprehensive Care Program (CCP), a freestanding rehabilitation hospital must be certified by Medicare, have a valid Provider Agreement with HHSC, and have completed the TMHP enrollment process. The Texas Medicaid Program enrolls and reimburses freestanding rehabilitation hospitals for CCP services and Medicare deductible/coinsurance. The information in this section is applicable to CCP services only.

Genetics

Only full-service genetic providers may enroll in the Texas Medicaid Program. Before enrolling, the provider must contract with DSHS for the provision of genetic services. Basic contract requirements are as follows. 1) The provider’s medical director must be a clinical geneticist (MD or DO) who is board eligible/certified by the American Board of Medical Geneticists (ABMG). The physician must oversee the delivery and content of all medical services. 2) The provider must use a team of professionals to provide genetic evaluative, diagnostic, and counseling services. The team rendering the services must consist of at least the following professional staff. 3) The clinical geneticist (MD or DO) and at least one of the following: nurse, genetic associate, social worker, medical geneticist, or genetic counselor. Administrative personnel and support staff may also be involved. Additionally, each genetic professional providing clinical services must obtain a performing TPI from TMHP. For more contracting information, contact: DSHS Genetic Screening and Case Management Division, 1100 West 49th Street, Austin TX 78756-3199, 512-458-7111 X2193.

HCSSA

Home and Community Support Services Agency (HCSSA) To enroll in the Texas Medicaid Program, HCSSA providers must complete the Texas Medicaid enrollment application. These providers must be certified by the Texas Department of Aging and Disability Services as a Licensed Home Health. HCSSAs are eligible to enroll as a Durable Medical Equipment Home Health; Palmetto enrollment is not required.

Hearing

To enroll in the Texas Medicaid Program, hearing professionals (physicians, audiologists, and fitters and dispensers) who provide hearing evaluations or fitting and dispensing services must be licensed by the licensing board of their profession to practice in the state where the service was performed. . Additionally, audiologists must also be currently certified by the American Speech, Language, and Hearing Association or meet the Association’s equivalency requirements. Audiologists do not have to provide separate licensure to enroll as a fitter and dispenser because the audiology licensure encompasses and constitutes refistration to fit and dispense hearing instruments.



Enrollment Requirements by Provider Type

Home Health

To enroll in the Texas Title XIX Medicaid program home health services providers must complete the Texas Medicaid enrollment application. Home Healths are also eligible to enroll as a Durable Medical Equipment Home Health; Palmetto enrollment is not required.

Hospital – In State/Out of State

To be eligible to participate in the Texas Medicaid Program, a hospital must be certified by Medicare, have a valid provider agreement with HHSC, and have completed the TMHP enrollment process.

Hospital Ambulatory Surgical Center

Hospitals certified and enrolled in the Texas Medicaid Program are assigned a nine-character TPI (HASC) exclusively for billing day surgeries.

Hospital – Military

To enroll in the Texas Medicaid Program, a military hospital must be certified by Medicare, have a valid provider agreement with HHSC, and have completed the TMHP enrollment process. Veteran's Administration (VA) hospitals are eligible to receive Texas Medicaid payment only on claims that have crossed over from Medicare.

Hyperalimentation

To enroll in the Texas Medicaid Program, providers of in-home total parental hyperalimentation must be enrolled in Medicare (Palmetto) as in-home total parental hyperalimentation supplier providers.

Independent Laboratory

To enroll in the Texas Medicaid Program, the independent (freestanding) laboratory must: 1) be independent from a physician's office or hospital; 2) meet staff, equipment, and testing capability standards for certification by HHSC; and 3) have Medicare certification.

Licensed Marriage Family Therapist (LMFT)

To enroll in the Texas Medicaid Program, whether as an individual or as part of a group, a licensed marriage and family therapist (LMFT) must be licensed by the Texas State Board of Examiners of Marriage and Family Therapists. LMFTs are covered as Medicaid-only providers. Therefore, enrollment in Medicare is not a requirement. LMFTs can enroll as part of a multi-specialty group whether or not they are enrolled in Medicare. Providers that hold a temporary license are not eligible to enroll in the Texas Medicaid Program.

Licensed Professional Counselor

To enroll in the Texas Medicaid Program, independently or as a group of practicing licensed professional counselors (LPCs), you must be licensed by the Texas Board of Examiners of Professional Counselors. LPCs are covered as Medicaid-only providers; therefore, enrollment in Medicare is not a requirement for enrollment in Medicaid. Practitioners holding a temporary license are not eligible to enroll in Medicaid. LPCs can enroll as groups or into multi-specialty and Behavioral Health groups. The Provider Agreement, Provider Information Form (PIF-1) and, Principal Information Form (PIF-2) must be complete for the group and each performing provider enrolling into the group.

Licensed Vocational Nurse

Independently enrolled licensed vocational nurses may also enroll to provide private duty nursing under the Texas Medicaid THSteps-Comprehensive Care. Providers who wish to provide THSteps Comprehensive Care Program Private Duty Nursing services under the licensed only home health (LHH) category must enroll as providers under the LHH category. Medicare certification is not required for the LHH category.

Licensed Home Health-Comprehensive Care Program

Licensed and Certified Home Health agencies may enroll to provide private duty nursing (PDN) under the Texas Medicaid THSteps Comprehensive Care Program. Independently enrolled registered nurses and licensed vocational nurses may also enroll to provide private duty nursing under the Texas Medicaid THSteps-Comprehensive Care. Providers who wish to provide THSteps Comprehensive Care Program Private Duty Nursing (THSteps-CCP PDN) services under the licensed only home health (LHH) category must enroll as providers under the LHH category. Medicare certification is not required for the LHH category.



Enrollment Requirements by Provider Type

Maternity Service Clinic

To enroll in the Texas Medicaid Program, maternity service clinics (MSC) must ensure that the physician prescribing the services is employed by or has a contractual agreement/formal arrangement with the clinic to assume professional responsibility for the services provided to clinic patients. To meet this requirement a physician must see the patient at least once, prescribe the type of care provided, and if the services are not limited by the prescription, periodically review the need for continued care. Medicare certification is not a prerequisite for MSC enrollment. An MSC must: 1) be a facility that is not an administrative, organizational, or financial part of a hospital; 2) be organized and operated to provide maternity services to outpatients; 3) comply with all applicable federal, state, and local laws and regulations; 4) an MSC wanting to bill and receive reimbursement for case management services to high-risk pregnant adolescents, women, and infants must meet the criteria specified in the Case Management for Children and Pregnant Women section.

MH Case Management/MH Rehabilitative Services

To enroll in the Texas Medicaid Program, MH Case Management and MR Rehabilitative Services providers must contact Texas Department of State Health Services (DSHS) at 512-206-5818 to be approved. Local mental health (MH) providers, with the approval of DSHS, are eligible to apply for MH case management and MH rehabilitative services.

MR Case Management

To enroll in the Texas Medicaid Program, MR Case Management providers must contact DADS at 512-438-3011 to be approved. Local mental retardation (MR) providers, with the approval of DADS, are eligible to apply for MR service coordination.

Occupational Therapist

HHSC allows Medicaid enrollment of independently practicing licensed occupational therapists in the THSteps-Comprehensive Care Program (CCP). Some occupational therapy services are also available under Home Health.

Optician

To enroll in the Texas Medicaid Program, doctors of optometry must be licensed by the licensing board of their profession to practice in the state where the service was performed, at the time the service was performed, and be enrolled as Medicare Providers. Opticians can enroll as groups or into multi-specialty groups. If enrolling into a Medicare enrolled multi-specialty group, Medicare enrollment is required.

Optometrist

To enroll in the Texas Medicaid Program, doctors of optometry must be licensed by the licensing board of their profession to practice in the state where the service was performed, at the time the service was performed, and be enrolled as Medicare Providers. Optometrists can enroll as groups or into multi-specialty groups. If enrolling into a Medicare enrolled multi-specialty group, Medicare enrollment is required.

Personal Care Services

To enroll in the Texas Title XIX Medicaid Program, personal assistance services providers must complete the Texas Medicaid enrollment application. Providers of personal assistance services must be licensed by the Texas Department of Aging and Disability Services as a Personal Assistance (PAS) provider.

Pharmacy

Pharmacy providers must be enrolled in the Vendor Drug Program (VDP) to be eligible to participate in THSteps-CCP with TMHP. This enrollment allows pharmacy providers to bill for medications and supplies payable by Medicaid (for clients younger than 21 years of age), but not covered under VDP (e.g., some over-the-counter drugs, disposable, orepensible medical supplies).

The VDP also covers medications and some supplies for clients over 21 years of age.

For drugs that are covered under VDP, pharmacy providers must continue to bill HHSC.

For more information, please refer to the Vendor Drug Section of the Texas Medicaid Provider Procedures Manual.

Physical Therapist

To enroll in the Texas Medicaid Program, independently practicing licensed physical therapists must be enrolled in Medicare. The Medicare enrollment requirement is waived for therapists providing services only to THSteps-eligible clients who are under 21 and not receiving Medicare benefits. If you are currently enrolled with the Texas Medicaid Program or plan to provide regular acute care services to clients with Medicaid coverage, enrollment in the THSteps-Comprehensive Care Program (CCP) is not necessary. All non-CCP physical therapy services must be billed with your current Medicaid TPI.



Enrollment Requirements by Provider Type

Physician

To enroll in the Texas Medicaid Program to provide medical services, physicians (MD and DO) and doctors (DMD, DDS, OD, DPM, and DC) must be licensed by the licensing authority of their profession to practice in the state where the service is performed at the time services are provided. All physicians except pediatricians, OB-GYNs, and physicians doing only THSteps medical screens must be enrolled in Medicare before Medicaid enrollment. TMHP may waive the Medicare enrollment prerequisite for pediatricians or physicians whose type of practice and service may never be billed to Medicare. Physicians can enroll as groups or into multi-specialty groups. If enrolling into a Medicare enrolled multi-specialty group, Medicare enrollment is required.

Physician Assistant

To enroll in the Texas Medicaid Program, a Physician Assistant (PA) must be licensed as a physician assistant and be recognized as a PA by the Texas Medical Board. All PAs are enrolled within the categories of practice as determined by the Board of Medical Examiners. PAs can enroll as groups or into multi-specialty groups. If enrolling into a Medicare enrolled multi-specialty group, Medicare enrollment is required.

Physiological Labs

To enroll in the Texas Medicaid Program, radiological and physiological laboratories and portable X-ray suppliers must be enrolled in Medicare. Both radiological and physiological laboratories must be directed by a physician.

Podiatrist

Podiatrists (DPM) must be Medicare-certified and enrolled as Medicaid providers are authorized to perform procedures on the ankle or foot as approved by the Texas Legislature under their licensure as a DPM when such procedures would also be reimbursable to a physician (MD or DO) under the Texas Medicaid Program. Podiatrist can enroll as groups or into multi-specialty groups. If enrolling into a Medicare enrolled multi-specialty group, Medicare enrollment is required.

Portable X-Ray

To enroll in the Texas Medicaid Program, radiological and physiological laboratories and portable X-ray suppliers must be enrolled in Medicare. A physician must direct both radiological and physiological laboratories.

Primary Care Care Management (PCCM)

To enroll as a primary care provider in the Texas Medicaid PCCM Program, providers must be enrolled as a Texas Medicaid provider and agree to provide a *medical home*, where clients receive the majority of their primary care and obtain referrals to specialty care.. PCCM primary care providers are paid traditional fee-for-service rates plus an additional \$5.00 per patient, per month for those who selected them as their primary care provider.. A primary care provider can be a:Physician (general practice, family practice, internal medicine); Pediatrician; Obstetrician/Gynecologist (OB/GYN); Federally qualified health center (FQHC); Rural health clinic (RHC); Advanced practice nurse (i.e., nurse practitioner, certified nurse midwife); Specialist who would like to serve as a primary care provider for patients with special needs (e.g., oncologist, pulmonologist).

Psychologist

To enroll in the Texas Medicaid Program, an independently practicing psychologist must be licensed by the Texas State Board of Examiners of Psychologists and be enrolled as a Medicare provider. Psychologists can enroll as groups or into multi-specialty groups. If enrolling into a Medicare enrolled multi-specialty group, Medicare enrollment is required.

Radiological Lab

To enroll in the Texas Medicaid Program, radiological and physiological laboratories and portable X-ray suppliers must be enrolled in Medicare. A physician must direct both radiological and physiological laboratories.

Radiation Treatment Center

To enroll in the Texas Medicaid Program, Radiation Treatment Centers must be Medicare-certified and certified by HHSC Bureau of Radiation Control.

Registered Nurse

Independently enrolled registered nurses may also enroll to provide private duty nursing under the Texas Medicaid THSteps-Comprehensive Care. Providers who wish to provide THSteps Comprehensive Care Program Private Duty Nursing services under the licensed only home health (LHH) category must enroll as providers under the LHH category. Medicare certification is not required for the LHH category.



Enrollment Requirements by Provider Type

Renal Dialysis Facility

To enroll in the Texas Medicaid Program, a renal dialysis facility must be Medicare-certified in the state that it is located to provide services. Facilities must also adhere to the appropriate rules, licensing, and regulations of the state where they operate.

Respiratory Care Practitioner

To enroll in the Texas Medicaid Program, a respiratory care practitioner (CRCP) must be certified by HHSC to practice under Texas Civil Statutes, Article 4512L. As of January 1, 1988, the National Board for Respiratory Care Exam must be passed to be certified by HHSC. Medicare certification is not a prerequisite for Medicaid enrollment.

Rural Health Clinic

To enroll in the Texas Medicaid Program and qualify for participation as a Title XIX rural health clinic (RHC), RHC must be enrolled in Medicare.

SHARS – School/Non-school

To enroll in the Texas Medicaid Program, school districts, including charter schools, must employ, or contract with, individuals or entities that meet certification and licensing requirements in accordance with the Texas Medicaid State Plan for SHARS in order to bill and be reimbursed for program services. (See *Texas Medicaid Provider Procedures Manual*, School Health and Related Services.)

To enroll in the Texas Medicaid Program, a nonschool SHARS provider must submit in its enrollment packet an affiliation letter that meets the requirements in the *Texas Medicaid Provider Procedures Manual*, School Health and Related Services, Nonschool SHARS Provider Enrollment.

Service Responsibility Option

To enroll in the Texas Title XIX Medicaid Program, Service Responsibility Option providers must complete the Texas Medicaid enrollment application. Providers of personal assistance services must submit their contract with the Department of Aging and Disability Services as a Service Responsibility Option provider.

Social Worker

To enroll in the Texas Medicaid Program independently or as a group, a licensed clinical social worker (LCSW) must be licensed through the Texas State Board of Social Work Examiners as a LCSW and be enrolled in Medicare or obtain a pediatric practice exemption through TMHP Provider Enrollment. Practitioners holding a temporary license are not eligible to enroll in Medicaid. Social Workers can enroll as groups or into multi-specialty or Behavioral Health groups. If enrolling into a Medicare enrolled multi-specialty group, Medicare enrollment is required.

Speech Therapist

HHSC allows enrollment of independently practicing licensed speech-language pathologists under the THSteps-CCP. The Texas Medicaid Program enrolls and reimburses speech-language pathologists for CCP services only.

Targeted Case Management (PWI) — see *“Case Management for Children and Pregnant Women”*

TB Clinic

To enroll in the Texas Medicaid Program, the tuberculosis (TB) clinic must be: 1) A public entity operating under TDH tax identification number (TB regional clinic) or 1) A public entity operating under a non-TDH tax identification number (city/county/local clinic) or 1) A non-hospital based entity for private providers and 2) A provider of TB-related clinic services must apply to the TDH Tuberculosis Elimination Division. For more information about provider qualifications, contact the Tuberculosis Elimination Division, Financial Services and Medicaid Unit at 512-458-7447. To receive a provider application form or provider supplement, send a request to the following address: Tuberculosis Elimination Division, ATTN: Financial Services and Medicaid Unit, 1100 West 49th Street, Austin TX 78756-3199.

Texas Commission for the Blind

The Texas Commission for the Blind (TCB) is eligible to enroll as a Medicaid provider of case management for blind and visually impaired clients (BVIC) younger than age 16.

THSteps Medical Case Management Services — see *“Case Management for Children and Pregnant Women”*



Enrollment Requirements by Provider Type

Texas Health Steps (THSteps) Medical

To enroll in the Texas Medicaid and THSteps Program, providers must be licensed physicians (MD, DO); health care providers of facilities (public or private) capable of performing the required medical checkup procedures under the direction of a physician; (such as regional and local health departments; family planning clinics; migrant health clinics; community-based hospitals and clinics; maternity clinics; rural health clinics; home health agencies; and school districts). Family and pediatric nurse practitioners may enroll independently as THSteps providers. Certified nurse-midwives may be enrolled as providers of THSteps medical checkups for newborns, up to two months of age, and adolescent females. Women's health care nurse practitioners may be enrolled as providers of THSteps medical checkups for adolescent females and adult nurse practitioners may enroll as providers of THSteps checkups for people older than age 14.

Vision Medical Supplier

To enroll in the Texas Medicaid Program, doctors of optometry must be licensed by the licensing board of their profession to practice in the state where the service was performed, at the time the service was performed, and be enrolled as Medicare (Palmetto) Providers.

Women, Infant & Children (WIC) (Immunization Only)

To be eligible as a qualified provider for presumptive eligibility determinations the following federal requirements must be met. The provider must be 1) an eligible Medicaid provide;, 2) provide outpatient hospital services, rural health clinic services, or clinic services furnished by or under the direction of a physician without regard to whether the clinic itself is administered by a physician (includes family planning clinics); and 3) receive funds from or participate in the WIC program.



Final Checklist

1. Complete the following required forms. — All items marked are required.

- Introductions and Provider Agreement Form
- Texas Medicaid Identification Form
- Texas Medicaid Provider Enrollment Application
- HHSC Medicaid Provider Agreement (*One for each group, performing provider within the group, individual, and facility included in this enrollment package*)
- Certification Form
- Provider Information Form (*One for each group, performing provider within the group and individual, in this enrollment package*)
- Principal Information Form (A separate copy of this Principal Information Form (PIF-2) must be completed in full for each Principal of the Provider, before enrollment)
- Disclosure of Ownership and Control Interest Statement Form
- IRS W-9 Form
- Corporate Board of Directors Resolution Form — **Must Be NOTARIZED**
- Medicaid Audit Form

2. If applicable, complete the following optional forms.

- Electronic Funds Transfer (EFT) Authorization Agreement
- Copy of Voided Check
- Texas Vaccines for Children (TVFC) Provider Enrollment
- PCCM Application
- Children with Special Health Care Needs (CSHCN) Services Program Application

3. Obtain signatures. — These must be original signatures. Sworn Statements must be properly notarized by a Notary Public. All items checked require signatures.

- HHSC Medicaid Provider Agreement
- IRS W-9 Form
- Corporate Board of Directors Resolution Form — **Must Be NOTARIZED**
- Electronic Funds Transfer (EFT) Authorization Agreement
- Texas Vaccines for Children (TVFC) Provider Enrollment

4. Attach all required documents. — All items checked must be sent with your application.

- Ambulance Services Providers** — Attach a copy of your permit/license
- Birthing Center Providers** — Attach a copy of your certification permit
- Certified Registered Nurse Anesthetist Providers** — Attach a copy of your CRNA certification or re-certification card
- Chemical Dependency Treatment Facility Providers** — Attach a copy of your license
- CLIA Providers** — Attach a copy of your CLIA license with approved specialty services as appropriate
- ECI Providers** — Attach a copy of your approval letter from the Interagency Council on Early Childhood Intervention
- FQHC Providers** — Attach a copy of your contracted providers, names and addresses of your satellite centers that have been approved by the Public Health Service, and a copy of your grant award



Final Checklist

5. (Continued) Attach all required documents. — All items checked must be sent with your application.

- Mammography Services Providers** — Attach a copy of the certification of your mammography systems from the Bureau of Radiation Control (BRC).
- MH/MR Providers** — Attach a copy of your approval letter from the State of Texas
- Case Management for Children and Pregnant Women Providers** — Attach a copy of your approval letter from the State of Texas
- Non-School SHARS Providers** — Attach a copy of your affiliation letter
- Freestanding RHC Providers** — Attach a copy of your encounter rate letter from Medicaid
- CLIA Certificate
- Certificate of Formation and Certificate of Filing or Certificate of Authority
- Certificate of Good Standing
- Out of State Providers – Attach proof of meeting one of the following criteria:
 - A medical emergency documented by the attending physician or other provider.
 - The client's health is in danger if he or she is required to travel to Texas.
 - Services are more readily available in the state where the client is located.
 - The customary or general practice for clients in a particular locality is to use medical resources in the other state.
 - All services provided to adopted children receiving adoption subsidies (these children are covered for all services, not just emergency).
 - Other out-of-state medical care may be considered when prior authorized.
 - Other: Please explain.
- Special Education Co-op** — Attach a list of all school districts in the co-op that will be providing SHARS services. (Include complete address, school district number, TEA number)
- IRS 501(c)(3) Exemption Letter

6. Make a copy for your records

Be sure to make a copy of all documents for your own records.

7. Mail application

Please mail your application to the following address:

**Texas Medicaid & Healthcare Partnership
ATTN: Provider Enrollment
PO Box 200795
Austin, TX 78720-0795**