

# North Dakota Medicaid Individual Provider Application/Reactivation Form Packet

## **Licensed Addiction Counselor**

You must fill out the packet entirely and attach the indicated documents and signed signature pages for the packet to be considered complete.

The department does not retain incomplete documents. If this packet is incomplete when it is received, the entire packet will be deleted and you will receive an email notification at the contact email address entered on the page below.



Health & Human Services

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Provider Enrollment  
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# LAC Individual Application/Reactivation

**New Application**

**Reactivation**

Have Questions?  
[Click Here](#) for FAQs and More Resources

Application Tracking #					
Practitioner Name					
<a href="#">Individual NPI #</a>					
Primary Service Address	Street				
	City		State		Zip
Facility Mailing Address	Street				
	City		State		Zip

Who will be billing for this individual provider's services?

**Enrolled Billing Group (Affiliation)**

Medicaid ID		Billing Group Name		Facility Phone	
Medicaid ID		Billing Group Name		Facility Phone	

**Unenrolled Billing Group. Please Provide Application Tracking Number and/or NPI:**

Please indicate which ASAM levels are provided by your program. At such time as your program decides to provide any additional ASAM levels, you must inform the Department in advance and submit the license which covers the ASAM levels provided. Any levels not found in the list below are not covered by ND Medicaid at this time.

ASAM Levels:      1            2.1            2.5            3.1            3.2            3.5            3.7            No ASAM

Contact Name				
Contact Phone		Ext		
Contact Email				
Who is filling out this form?	Name		Date form was completed	

**PROVIDER TYPE** 010-Behavioral Health & Social Service Providers

**SPECIALTY** 155-Counselor, Addiction (LAC)

**TAXONOMY** 101YA0400X

Please coordinate with your billing department and any other applicable area to determine the correct enrollment effective date. **The Department will not make changes to that date once the application is approved** and any claims submitted with a date of service prior to the enrollment effective date will deny. A retroactive enrollment effective date is limited to no more than ninety (90) days\* prior to the date a **complete** application packet is received by the Department. If the date requested is outside the 90 day timeframe, the enrollment effective date assigned will be 90 days from the date the complete application packet was received.

[Click Here to find more information on Effective Dates and Retro Effective Date Policies](#)

**What is the Enrollment Effective Date you are requesting?**

\*If this application is associated with an emergency service, the Department may consider a date more than 90 days prior to the date a complete application packet is received. **You must include a copy of the claim and medical notes with your application documents.**

A Copy of the Claim/Claims is attached to my documents.

A Copy of the Medical Notes is attached to my documents.

Required Documents				Submitted
<a href="#">Fax/Email Coversheet</a>				
This Formset				
LAC License (must cover requested effective date)		Issued:	Expires:	
Printout of Individual NPI from the <a href="#">NPPES Website</a>		Enumeration Date		
<a href="#">SFN 615 (6-2023)</a>	Page 4 of the SFN 615 form must be signed & dated by the Individual Provider who is applying.			

Proof of Insurance is not required for any application. If proof of insurance is submitted with an application, it will be deleted from the file. It remains the provider's responsibility to ensure that the necessary insurance is in place, but proof of insurance is not required to be submitted for any application.

Networks		
What Network or Networks is this provider enrolling to participate in?		
Selecting any of the managed care organization (MCO) boxes (PACE or Expansion) <b>DOES NOT automatically enroll</b> a provider to render or bill services for the MCO. As all benefits and claims are administrated by the MCO, in order to provide and bill these MCO services, <u>all providers must be contracted directly with the applicable MCO.</u>		
Medicaid Fee For Service (Traditional Medicaid)	Medicaid Expansion MCO	PACE

## Coversheet for Email or Fax Provider Enrollment

Date Submitted			
Medicaid ID/Application Tracking Number			
Provider Name			
NPI #			

Contact Person			
Phone		Ext	
Email			

Number of Pages Submitted (Including Email/Fax Coversheet):	
---	--

Documents Submitted For (Check All That Apply):

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><b>New Application</b></li> <li><b>Affiliation</b></li> <li><b>Taxonomy Update</b></li> <li><b>Change of Ownership</b></li> <li><b>Address Change</b></li> <li><b>Tax ID Change</b></li> <li><b>EFT Request/Update</b></li> <li><b>Update to Email/Fax Submitted on:</b></li> </ul> | <ul style="list-style-type: none"> <li><b>Revalidation</b></li> <li><b>Reactivation</b></li> <li><b>Termination</b></li> <li><b>Name Change</b></li> <li><b>Change of Managing Employees/Board Members</b></li> <li><b>Contact Information Change</b></li> <li><b>NPI Change</b></li> <li><b>Earlier Fax did not go through.</b></li> <li><b>Earlier Fax Submitted on:</b></li> </ul> |
|--|---|

**Fax to 701-433-5956 ATTN: NDM Provider Enrollment**

**Attach a Copy of the License in place of this page.**

Copy must be from the Licensing Board and contain the provider's name, license number, license effective date, and license expiration date. If one of these fields is missing, please contact the licensing board to obtain email verification.











I have completed all the above forms and attached the LAC license.

**REQUIRED**

If the requested effective date is prior to the date the complete application packet is received, the following are required:

A Copy of the Claim/Claims is attached to my documents.

A Copy of the Medical Notes is attached to my documents.

Check here if the signature was electronically signed on the Program Provider Agreement (SFN 615).

I have attached a signed page (page 4) of the Program Provider Agreement (SFN 615). **REQUIRED**

If unable to sign electronically, click the Print button below and **submit the complete packet** to Provider Enrollment:

[NDMedicaidEnrollment@noridian.com](mailto:NDMedicaidEnrollment@noridian.com) or fax to 701-433-5956.

**The Department does not retain incomplete documents. If this packet is incomplete, the entire packet will be deleted and you will receive an email notification at the contact email address entered.**

## FAQs and Resources

### Am I Already Enrolled?

[Click Here](#) to find out. Search by your NPI.

### What is North Dakota Medicaid's Application Process?

[Process for Individual Applications](#)

[Process for Group Applications](#)

### I am a Sole Proprietor, Would I complete an Individual or Group Application?

It depends on how you want to enroll with ND Medicaid. [Click Here](#) for more details.

### Which Checklist should I use?

Click on the link below that matches the service you are providing:

[LAC](#)

[LAPC](#)

[LBSW](#)

[Physical Therapist](#)

[RN](#)

[Targeted Case Managers](#)

[Sole Proprietor \(page 68\)](#)

[Non-Emergent Medical Transportation](#)

[1915\(i\)](#)

[General Individual Checklist \(All other individual practitioners\)](#)

### What Documents are Actually Required?

All documents listed on the application checklist are required. If a document is not required for all providers, it is noted specifically as not required next to the document name in the checklist.

Additionally, all fields in all Sections on the checklist must be completed.

### What is an Application Tracking Number (ATN)?

An Application Tracking Number (or "ATN" for short) is the 6 digit number assigned by the system once the online portion of the application is submitted in the Web Portal. The ATN may be assigned by the system after clicking save in the application, even before it is submitted. The ATN assigned to your application will show on the top left of each page of the online application when you click "Save" at the bottom of the screen.

### What is an NPI?

[Click Here](#) to find more information about NPIs.

## What is a North Dakota Medicaid ID?

The North Dakota Medicaid ID is a unique identifier the system assigns to each application once it reaches the "Approved Status". It is 7 digits and replaces your Application Tracking Number. Once assigned a 7 digit Medicaid ID, please include the ID in every correspondence with the Department regarding that record.

*Please Note: If you were enrolled in our old system (prior to 2013 - often called "Legacy", please do not use your previous Medicaid ID. The Legacy numbers had place holding zeros and 4-5 numbers at the end. Legacy numbers have been replaced by the new 7 digit numbers as your Medicaid ID. Use of the Legacy numbers on documents may delay your update requests.*

## Why do I need to indicate who is billing for this practitioner's services?

Practitioners who are on Institutional claims are required to be enrolled, but not affiliated in the system with their billing group. This information is required in order for the Department to identify that there is/will be a billing group using the practitioner on the claims, and thus a need to enroll the practitioner with no affiliated billing group in the system. Additionally, if an issue arises with the practitioner's record after enrollment, the Department needs to know which billing group needs to receive communication of the issue to reach a resolution.

## What is an Enrollment Effective Date?

[Click Here](#) to find more information about Enrollment Effective Dates and current back dating policies.

## Am I required to use the Provider Enrollment Fax/Email Coversheet or can I use my own?

A coversheet must be submitted with all documents sent to the Department in order to identify the purpose of the documents. The Provider Enrollment Fax/Email coversheet is not required, as long as your coversheet has the following elements: 1. Provider Name; 2. NPI; 3. Medicaid ID or Application Tracking Number; 4. Name of the person in your organization who should be contacted if there are any questions about the documents submitted; 5. Phone number for the contact; 6. Email address for the contact; 7. Purpose you submitted the documents (application, revalidation, affiliation etc.). A sample list of reasons for document submission can be found on the Provider Enrollment Fax/Email Coversheet for reference.

## Whose NPI and Medicaid ID goes on the SFN 615?

The NPI and Medicaid ID of the enrolling individual go on the SFN 615. As this is an individual application, do not put the Medicaid ID or NPI of the billing group.

## Where do I submit the Documents?

1. Standard Email – [NDMedicaidEnrollment@noridian.com](mailto:NDMedicaidEnrollment@noridian.com) (please do not send EFT information, Dates of Birth (DOBs), or Social Security Numbers (SSNs) by unsecured email)
2. Fax – Providers may fax the required documentation to (701) 433-5956. ATT: NDM Provider Enrollment

**I have questions about the Online Application.**

[Click Here](#) to find out more about the online Application, including an Online Application Guide and known system issues.

**How to populate the taxonomy in the Online Application.**

[Click Here](#) for a quick sheet guide on how to get the taxonomy to populate in your online application.

**Links:**

[Provider Enrollment Website](#)

[Provider Enrollment FAQ](#)

[Checklist for LACs](#)

[Checklist for LAPCs](#)

[Checklist for LBSWs](#)

[Checklist for Physical Therapists](#)

[Checklist for RNs](#)

[Checklist for Targeted Case Management \(Child Welfare, Long Term Care, High Risk Pregnant Women & Infants, SMI/SED\)](#)

[Checklist for Non-Emergent Medical Transportation](#)

[Checklists for 1915\(i\)](#)

[Online Application Guide](#)

[How to Populate the Taxonomy in the Online Application](#)

[List of Enrolled Providers \(by NPI\)](#)

**Revision 12/15/2021**

## How to Enroll an Individual

Submit a new online application. Here is a link for the online application:

<https://mmis.nd.gov/portals/wps/portal/ProviderEnrollment>

Link to Online Application Guide:

<https://www.hhs.nd.gov/sites/www/files/documents/DHS%20Legacy/provider-enrollment-application-guide.pdf>

Within **5 business days** of submitting the online application, submit the required documents. Required documents vary depending on the provider type being enrolled (Physician, Social Worker, Counselor, etc.).

**General** list of required documents:

1. Medicaid Provider Application Checklist for the correct Provider Type (LACs, LAPCs, LBSWs, Physical Therapists, RNs, Targeted Case Managers, Sole Proprietors, Non-Emergent Medical Transportation, and 1915(i) providers have separate checklists. All other practitioners fill out the general individual checklist):  
<https://www.hhs.nd.gov/human-services/medicaid/provider/medicaid-provider-enrollment-information>
2. SFN 615 – Medicaid Program Provider Agreement (Must be the current version):  
<https://www.nd.gov/eforms/Doc/sfn00615.pdf>
3. License - Submit a current legible copy of the license applicable to the provider type you are enrolling as.
4. Controlled Substance Registration Certificate (DEA) – Submit a copy of your the DEA certificate (If applicable).
5. National Provider Identifier (NPI) - Submit a copy of your NPI registration.  
<https://npiregistry.cms.hhs.gov/>

You have two options to send all documents to the Department:

1. Standard Email – [NDMedicaidEnrollment@noridian.com](mailto:NDMedicaidEnrollment@noridian.com) (please do not send EFT information, Dates of Birth (DOBs), or Social Security Numbers (SSNs) by unsecured email)
2. Fax – Providers may fax the required documentation to (701) 433-5956. ATT: NDM Provider Enrollment

## How to Enroll a Group

1. Determine what taxonomy you will be billing when submitting claims for your group. There is a separate set of taxonomies for groups. You can find a list of taxonomies that North Dakota Medicaid uses for groups at this link: <https://www.hhs.nd.gov/sites/www/files/documents/DHS%20Legacy/mmis-group-provider-code-taxonomy.pdf>
  - a. Once you find the taxonomy, make note of the Specialty and the Provider Type that goes with that taxonomy, you will need it to fill out the online application and checklist you will submit with your documents.
2. Use the following link to pull up the checklist for the Provider Type and Specialty you selected above: <https://www.hhs.nd.gov/sites/www/files/documents/DHS%20Legacy/group-provider-checklists-pe.pdf>
  - a. Review the checklist, use the links in the checklist to access the documents you do not already have.
  - b. Make sure you have all the documents on the checklist (unless it says it does not apply. For example, the checklist tells you that if you are not tax exempt, you do not need to submit a tax exempt letter).
  - c. Access and Review the simplified instructions for filling out the SFN 1168: <https://www.hhs.nd.gov/sites/www/files/documents/DHS%20Legacy/provider-enrollment-instructions-sfn1168.pdf>
  - d. Fill out all the documents and complete the checklist.
3. Fill out the online application on the “MMIS” web portal: <https://mmis.nd.gov/portals/wps/portal/ProviderEnrollment>
  - a. Review the Online Application Guide to help with navigating, saving, and troubleshooting sections you have questions or trouble with: <https://www.hhs.nd.gov/sites/www/files/documents/DHS%20Legacy/provider-enrollment-application-guide.pdf>
  - b. After the application is completed, it will bring you to a page where there is nothing for you to fill out. It will give you the one time option to print out the application. You are not required to print out the application, but if you want it for your records, this is the only time you will be able to get documentation of what you filled out.
4. Submit your documents with the checklist as a coversheet to the Department.
  - a. Include with your documents the Application Number that was assigned by the system when you completed the online application:

You have two options to send all documents to the Department:

1. Standard Email: [NDMedicaidEnrollment@noridian.com](mailto:NDMedicaidEnrollment@noridian.com) (please do not send EFT information, Dates of Birth (DOBs), or Social Security Numbers (SSNs) by unsecured email)
2. Fax – Providers may fax the required documentation to (701) 433-5956. ATT: NDM Provider Enrollment

## Sole Proprietor

Enrollments for a sole proprietor are determined by the way in which the sole proprietor wishes to bill North Dakota Medicaid - through their personal SSN or through their Employer Identification Number (EIN). \*Please consult a tax professional to ensure your reporting of taxes is correct.

- If billing ND Medicaid through the sole proprietor's Social Security Number:
  - Submit an individual application.
  - The name on your 1099 will have your individual name (the legal name which matches the SSN)
- If billing ND Medicaid through the Employer Identification Number (also called EIN or FEIN) of the business:
  - Submit a group application to enroll the Tax ID as the billing provider.
  - After the group is enrolled:
    - Both the business (under the Tax ID) and the Individual (under the SSN) will need to be enrolled and affiliated to ensure claims will pay.
      - If you are already enrolled with an individual practitioner record, submit an affiliation form to "link" your individual record with your new group record.
      - If you are not yet enrolled with ND Medicaid with an individual practitioner record, submit an individual application to enroll as the "rendering" provider – Make sure to include your new group record in the Affiliations section on the Individual online application.

If a sole proprietor who enrolls under their SSN, later expands to include another provider in their business:

- Submit a group application to enroll the Tax ID of the business as the billing provider.
  - Please submit a letter along with the group application documents to advise that the business will now be the billing provider instead of the individual sole proprietor. This will allow the Department to update the sole proprietor's individual record so taxes will report under the business.
  - The new provider's services cannot be billed under the sole proprietor's SSN. In order to bill for the new provider, both the Tax ID of the business and the SSN of the new individual provider will need to be enrolled.
- After the group is enrolled
  - Submit an individual application to enroll the new provider (if they are not already enrolled).
  - If already enrolled, submit an affiliation form to "link" their individual record with the business record.



# North Dakota Department of Human Services

## What is an NPI?

“The National Provider Identifier (NPI) is a Health Insurance Portability and Accountability Act (HIPAA) Administrative Simplification Standard. The NPI is a unique identification number for covered health care providers. Covered health care providers and all health plans and health care clearinghouses must use the NPIs in the administrative and financial transactions adopted under HIPAA. The NPI is a 10-position, intelligence-free numeric identifier (10-digit number). This means that the numbers do not carry other information about healthcare providers, such as the state in which they live or their medical specialty. The NPI must be used in lieu of legacy provider identifiers in the HIPAA standards transactions.

As outlined in the Federal Regulation, The Health Insurance Portability and Accountability Act of 1996 (HIPAA), covered providers must also share their NPI with other providers, health plans, clearinghouses, and any entity that may need it for billing purposes.” – Quoted from CMS website:

<https://www.cms.gov/Regulations-and-Guidance/Administrative-Simplification/NationalProvIdentStand/index.html>

Please visit CMS.gov to obtain more information about NPIs, or use the link above to access their NPI page.

NPIs are obtained and maintained on the “NPPES” website: <https://nppes.cms.hhs.gov/#/>

# North Dakota Department of Human Services

## What is an Enrollment Effective Date?

An Enrollment Effective Date is the date your record will be made effective. Any claims submitted with a date of service prior to the enrollment effective date will deny. A retroactive enrollment effective date is limited to no more than ninety (90) days\* prior to the date a complete application packet is received by the Department. If the date requested is outside the 90 day timeframe, the enrollment effective date assigned will be 90 days from the date the complete application packet was received.

North Dakota Medicaid provider enrollment staff will not process a request for provider enrollment until the Program Integrity Unit (PIU) is in receipt of all required enrollment documents, in addition to submitting the online application. Unless a retroactive enrollment effective date is requested the application effective date will be the date that staff approve the application.

This policy includes adding affiliations, adding service locations and processing taxonomy changes.

Provider specialty checklists ([Individual](#)) ([Group](#)) ([NEMT](#)) ([TCM](#)) ([1915i](#)) clearly indicate the documentation required for enrollment. It is the provider's responsibility to submit complete and accurate documents that are required for enrollment purposes.

*NEMT = Non-Emergent Medical Transportation*

### Consideration for a retroactive enrollment effective date:

- A retroactive enrollment effective date is limited to no more than ninety (90) days prior to the date a complete application packet is received. Providers must request a retroactive enrollment effective date, when submitting the complete enrollment packet.
- Providers who have requested a retroactive effective enrollment date may submit claims for covered services provided prior to receipt of all required enrollment documents if the provider met all eligibility requirements at the time the service was provided and only if appropriate documentation of the services provided is maintained.

The PIU may consider a retro enrollment effective date that exceeds ninety days for situations involving emergent care provided to a ND Medicaid member. To request a retro enrollment effective date that exceeds ninety days, providers **must include a copy of the claim and medical records with their application documents.**

## Online Application – 1<sup>st</sup> Half of Enrollment Process

Please Note: North Dakota Medicaid provider enrollment staff will not process a request for provider enrollment until the PIU is in **receipt of all** required enrollment documents, in addition to submitting the online application.

A retroactive enrollment effective date is limited to no more than ninety (90) days\* prior to the date a complete application packet is received by the Department. If the date requested is outside the 90 day timeframe, the enrollment effective date assigned will be 90 days from the date the complete application packet was received.

*\*If the application is associated with an emergency service, the Department may consider a date more than 90 days prior to the date a complete application packet is received. You must include a copy of the claim and medical records with your application documents.*

For More complete coverage of the Online Application screens, please use this link to access the Online Application Guide: <https://www.hhs.nd.gov/sites/www/files/documents/DHS%20Legacy/provider-enrollment-application-guide.pdf>

Link to Online Application: <https://mmis.nd.gov/portals/wps/portal/ProviderEnrollment>

### How to Populate the Taxonomy

Make sure all the fields on the License page are closed.

1. Select the Provider Type that corresponds with your taxonomy (do not know which type to choose, see the links below)
2. Click “Add License”
  - a. Add in the license information
  - b. Click the small save to the right of the License field.
3. Click “Add Specialty”
  - a. Choose the Specialty that corresponds with your taxonomy (do not know which type to choose, see the links below)
  - b. The certification # is “00000”
  - c. Begin date is the date you are requesting your enrollment to be effective
  - d. End date is 12/31/9999
  - e. Board is “Other”
  - f. Click the small save to the right of the Specialty field
4. Click the save on the bottom of the page
5. Click “Add Taxonomy”
  - a. The taxonomy you need should be available in the drop down box
  - b. Begin date is the date you are requesting your enrollment to be effective
  - c. End date is 12/31/9999
  - d. Click the small save to the right of the Taxonomy field
6. Click the save on the bottom of the page.

**Will Not Allow the Letter “W” to be Typed**

This is a known browser compatibility issue. Workaround: Open Word, type the letter “W”, Copy, Paste wherever needed.

**End Date Required, But Information is Still Current**

Use 12/31/9999

**Specialty Requires Certification Number, But There is No Board Certification for this Specialty**

Use “00000”

# North Dakota Department of Human Services

## How To: Select a Taxonomy in the Online Application

Make sure all the fields on the License page are closed.

1. Select the Provider Type that corresponds with your taxonomy (do not know which type to choose, see the links below)
2. Click “Add License”
  - a. Add in the license information
  - b. Click the small save to the right of the License field.
3. Click “Add Specialty”
  - a. Choose the Specialty that corresponds with your taxonomy (do not know which type to choose, see the links below)
  - b. The certification # is “00000”
  - c. Begin date is the date you are requesting your enrollment to be effective
  - d. End date is 12/31/9999
  - e. Board is “Other”
  - f. Click the small save to the right of the Specialty field
4. Click the save on the bottom of the page
5. Click “Add Taxonomy”
  - a. The taxonomy you need should be available in the drop down box
  - b. Begin date is the date you are requesting your enrollment to be effective
  - c. End date is 12/31/9999
  - d. Click the small save to the right of the Taxonomy field
6. Click the save on the bottom of the page.

Link to Provider Type/Specialty/Taxonomy List for Individual Applications:

<https://www.hhs.nd.gov/sites/www/files/documents/DHS%20Legacy/mmis-individual-provider-code-taxonomy.pdf>

Link to Provider Type/Specialty/Taxonomy List for Group Applications:

<https://www.hhs.nd.gov/sites/www/files/documents/DHS%20Legacy/mmis-group-provider-code-taxonomy.pdf>