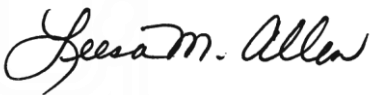




<b>ISSUE DATE</b>  April 1, 2016	<b>EFFECTIVE DATE</b>  April 1, 2016	<b>NUMBER</b>  99-16-07
<b>SUBJECT</b>  Enrollment of Ordering, Referring and Prescribing Providers		<b>BY</b>   Leesa M. Allen, Deputy Secretary Office of Medical Assistance Programs

**IMPORTANT REMINDER:** All providers must revalidate their MA enrollment every 5 years. Providers should log into PROMISE to check their revalidation date and submit a revalidation application at least 60 days prior. Enrollment (revalidation) applications may be found at [http://www.dhs.pa.gov/provider/promise/enrollmentinformation/S\\_001994](http://www.dhs.pa.gov/provider/promise/enrollmentinformation/S_001994). Providers who enrolled on or before SEPTEMBER 25, 2011 must complete the revalidation process as soon as possible. DHS must complete the revalidation for all providers enrolled on or before September 25, 2011 by September 25, 2016.

**PURPOSE:**

The purpose of this bulletin is to inform providers that the Department of Human Services (Department) is implementing the Affordable Care Act (ACA) provision which requires that physicians and other practitioners that order, refer or prescribe items or services to Medical Assistance (MA) beneficiaries be enrolled as participating providers.

**SCOPE:**

This bulletin applies to all providers who order, refer, prescribe or render services to MA beneficiaries in the Fee-for-Service (FFS) delivery system.

**BACKGROUND:**

On March 23, 2010, the Patient Protection and Affordable Care Act (ACA) was signed into law. Section 6401(b) of the Patient Protection and Affordable Care Act (Pub. L. 111–148), as amended by the Health Care and Education Reconciliation Act of 2010 (Pub. L. 111–152) (collectively known as the ACA) amended Section 1902 of the Social Security Act, to add paragraphs (a) (77) and (kk). This section added requirements for provider screening and enrollment, including a requirement that states require physicians and other practitioners who order or refer items or services for MA beneficiaries to enroll as MA providers. The Department of Health and Human Services regulation implementing this requirement can be found at 42 CFR § 455.410.

**COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:**

The appropriate toll free number for your provider type

Visit the Office of Medical Assistance Programs Web site at  
<http://www.dhs.pa.gov/provider/healthcaremedicalassistance/index.htm>

## **DISCUSSION:**

As required by the ACA and implementing regulation, all practitioners, including those who order, refer or prescribe items or services for MA beneficiaries, must enroll in the MA Program. In processing claims submitted in a format that includes a field for the ordering or referring provider, the Department will use the National Provider Identification (NPI) number submitted on the claim to validate the enrollment of providers in the MA Program. Beginning April 1, 2016, PROMISE™ will return an informational message to remind providers about the requirement that the ordering, referring or prescribing provider must enroll in the MA Program. The informational message will state the ordering, referring or prescribing provider is “not on file”. “Not on file” means that the NPI entered on the claim does not match the NPI of an enrolled MA provider. Beginning September 25, 2016, the claims will be denied if the ordering, referring or prescribing provider is not enrolled in the MA Program.

## **PROCEDURE:**

Providers who order, refer, or prescribe items or services to MA beneficiaries and are not currently enrolled in the MA Program should access the Department’s website for information on how to complete and submit the enrollment application that corresponds to the provider’s type. The Department has implemented an electronic provider application to help streamline the enrollment application process. Providers may access the new online provider enrollment application using the secure web portal. Providers will be able to submit enrollment applications and upload the supporting documentation required to complete a submission. Please note, however, that not all provider types can currently use the online application. Providers may also download a paper application and submit it by mail, e-mail or fax using the instructions in the application. As part of the enrollment process, all providers will undergo the required screening activities prior to enrollment in the MA Program.

The Department has created a tool called the “Medical Assistance (MA) Enrolled Provider Portal Lookup” for enrolled MA providers to verify if practitioners who are ordering and referring items and services for MA beneficiaries are enrolled in the MA Program. Enrolled providers may access the tool by logging into the PROMISE™ Internet provider portal at the following Department website link:  
<https://promise.dpw.state.pa.us/portal/Default.aspx?alias=promise.dpw.state.pa.us/portal/provider>.

Providers may refer to the resources listed below.

## **REFERENCES AND RESOURCES:**

### **Department Resources**

- Provider Quick Tip 155, titled “Announcing the New Medical Assistance (MA) Enrolled Provider Portal Lookup Function.” Providers may view this Quick Tip by accessing the Department’s website at the following link:  
[http://www.dhs.state.pa.us/cs/groups/webcontent/documents/communication/p\\_034770.pdf](http://www.dhs.state.pa.us/cs/groups/webcontent/documents/communication/p_034770.pdf).
- MA Bulletin 99-12-14, titled “NPI Requirements on All Claim Submission Media” and issued December 19, 2012 with an effective date of January 1, 2013, provides instructions for submitting the NPI of billing, rendering and referring providers on FFS claims.
- Information on the Department’s website concerning the Provider Enrollment and Screening Requirements of the Affordable Care Act , which may be viewed by accessing the Department’s website at the following link:  
<http://www.dhs.pa.gov/provider/providerenrollmentandscreeningrequirementssoftheaffordablecareact/index.htm>.
- The Medical Assistance online Electronic Provider Enrollment Application may be viewed by accessing the Department’s website at the following link:  
<https://provider.enrollment.dpw.state.pa.us/>.
- The paper Provider Enrollment Application is available on the Department’s website at the following link: <http://www.dhs.pa.gov/provider/promise/enrollmentinformation>.

#### **Centers for Medicare and Medicaid Services (CMS) Resources**

- CMS information about the ACA provisions relating to Medicaid may be viewed by accessing the CMS website at the following link:  
<http://www.medicare.gov/affordablecareact/affordable-care-act.html>.