

<b>ISSUE DATE</b> December 19, 2018	<b>EFFECTIVE DATE</b> December 19, 2018	<b>NUMBER</b> 99-18-11
Service Location Enrollment Deadline		<b>BY</b>  Sally A. Kozak, Deputy Secretary Office of Medical Assistance Programs

**IMPORTANT REMINDER:** All providers must revalidate the Medical Assistance (MA) enrollment of each service location every 5 years. Providers should log into PROMISe to check the revalidation dates of each service location and submit revalidation applications at least 60 days prior to the revalidation dates. 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)

**PURPOSE:**

The purpose of this bulletin is to: 1) remind providers of the requirement to enroll each service location out of which they operate in the Medical Assistance (MA) Program; 2) provide instructions for the enrollment of service locations; 3) advise providers that claims will deny if the service location is not enrolled in PROMISe before the enrollment deadline.

**SCOPE:**

This bulletin applies to all providers who are enrolled in the MA Program, or who seek to enroll, revalidate, or re-activate their enrollment.

**BACKGROUND:**

Providers that seek to provide services to MA beneficiaries in the fee-for-service or managed care delivery systems, including through home and community-based waivers, must enter into a provider agreement. As set forth in the regulation at 55 Pa. Code § 1101.42 (Prerequisites for participation), to be eligible to participate in the MA Program providers must “sign the provider agreement specified by the Department, and meet additional requirements” specified through regulation by the Pennsylvania Department of Human Services (Department).

As explained in MA Bulletin 99-04-05, titled “PROMISe Transition Activities, Dates and Deadlines”, with the implementation of PROMISe, each provider’s legal entity is assigned a unique 9-digit Master Provider Index (MPI) number and each address is assigned a 4-digit “service location” code. This 4-digit number identifies an address, one provider type and at least one specialty. The 9-digit number, and the 4-digit service location code provide a 13-digit

**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.state.pa.us/provider/healthcaremedicalassistance/index.htm>

number (MPI number plus the appropriate service location) and is the provider's MA identification number. Providers were further informed that if they "did not use the 13-digit number on their claims, the claims [would] not be paid."

More recently, following the enactment of the Patient Protection and Affordable Care Act (ACA) (Pub. L. 111-118), the Secretary of the Department of Health and Human Services revised 42 CFR Part 455, Subpart E – Provider Screening and Enrollment. Section 455.450 requires a State Medicaid agency to screen all initial applications for enrollment, including applications for a new service location, and any applications for re-enrollment (reactivation) or revalidation of enrollment based on a categorical risk level of "limited," "moderate" or "high." These regulations also require that State Medicaid agencies revalidate providers' enrollment every five years, regardless of provider type. 42 CFR § 455.414. Further, State Medicaid agencies must require enrolled providers to permit unannounced on-site inspections of any and all provider locations by the State Medicaid agency. 42 CFR § 455.432(b).

As providers completed the revalidation process, the Department determined that there are providers who have not enrolled each service location at which they provide services. Providers must enroll all service locations where they offer services prior to July 1, 2019. The Department will deny claims for services provided at a service location that is not enrolled, beginning in July 2019.

## **DISCUSSION:**

The following explains how specific types of providers are to enroll service locations.

### **Individual providers**

Except as set forth below, individual providers must enroll every service location where they provide services to MA beneficiaries so that each service location has its own unique service location number. Providers who work at multiple locations or offices must enroll each location at which they provide services.

#### *Institutional Locations:*

Individual providers who have clinical privileges at an institutional location do not need to enroll these places of service. Institutional locations are locations using place of service codes 21 (inpatient hospital), 22 (on campus-outpatient hospital), 23 (emergency room), 24 (ambulatory surgical center), 31 (skilled nursing facility) or 32 (nursing facility). However, if the individual provider is employed by the institution and the only place they provide services is the institutional location, the individual provider must enroll at the institutional location.

#### *Radiologist and Anesthesiologist:*

Individual providers enrolled with the following provider types and specialties, who may have enrolled previously at only one service location, must enroll at every service location

where they provide services, unless they are providing services at an institutional location as described above.

- Radiologist, provider type 31, specialty 341
- Anesthesiologist, provider type 31, specialty 311
- Certified Registered Nurse Anesthetist, provider type 32, specialty 320

*Provider Groups:*

Groups of like individual providers, such as physicians, certified registered nurse practitioners and therapists, must enroll all of their service locations and receive a separate service location number for each service location. Additionally, each group member must enroll as an individual provider at each service location where the individual provider practices.

**Agencies, Entities, Institutions**

Agencies, entities and institutional providers need to enroll all service locations where they provide services to MA beneficiaries. For example, pharmacies must enroll each licensed pharmacy and receive a 13-digit number (pharmacy's 9-digit MPI plus 4-digit service location code) for each separate pharmacy address. Health systems and hospitals must enroll all facilities and locations at which they offer services and receive a 4-digit service location for each facility. Providers that provide services under multiple provider types at the same location, must enroll each provider type as a different service location. For example, if an entity is a licensed home health agency and a durable medical equipment provider operating out of one address, the entity must enroll separately as a home health provider and a durable medical equipment provider and will receive a unique 13-digit number for each provider type at the same address.

**PROCEDURE:**

**Enrollment**

Providers who need to enroll, revalidate or re-activate their enrollment, or enroll an additional service location, should visit the following website to enroll electronically: <https://provider.enrollment.dpw.state.pa.us/>. Providers submitting multiple service location applications will have the option to use the "Initiate Additional Application" feature in the Electronic Provider Enrollment Application. This feature allows providers to "copy" information related to the same Federal Tax Identification Number or Social Security Number from the original submitted application to a new application for a different service location. Using the copy feature avoids having to re-type a majority of the information needed when submitting the new application.

Providers who cannot enroll electronically can call the Department and request a paper enrollment application. Completed paper enrollment applications should be submitted with the required attachments to the address as directed on the application.

## **Claims Processing**

In order to ensure that each service location has been enrolled and screened, PROMISE will match the information on the claim with the information in the provider's enrollment records.

Providers use their National Provider Identifier (NPI) number to submit claims for services in the MA Program. PROMISE uses the NPI number, and when appropriate, the taxonomy and the provider's nine-digit zip code (Zip+4) on the claim, to identify the provider's MPI and service locations.

For professional claims, PROMISE uses the rendering or billing provider's NPI, taxonomy and nine-digit zip code (Zip+4) on the claim to find a "match" with the provider's enrollment record to assign the service location where the service was provided. For institutional claims, the address identified on the claim is matched with an enrolled facility in PROMISE to verify the service location is enrolled.

Beginning July 1, 2019, if PROMISE is unable to match the NPI to an enrolled service location, the claim will deny.

### **REFERENCES AND RESOURCES:**

Enrollment Information on the Department's website is available at the following link: [http://www.dhs.pa.gov/provider/promise/enrollmentinformation/S\\_001994](http://www.dhs.pa.gov/provider/promise/enrollmentinformation/S_001994)

To request a paper application, please call OMAP/BFFSP Provider Enrollment 1-800-537-8862 Select option 2, option 4, then Option 2 – for all other provider enrollment questions including CHIP

Provider Quick Tip #196 - Electronic Provider Enrollment Application  
"Copy" Function Released –

[http://www.dhs.pa.gov/cs/groups/webcontent/documents/communication/c\\_231995.pdf](http://www.dhs.pa.gov/cs/groups/webcontent/documents/communication/c_231995.pdf)