



# **PROVIDER TYPE SPECIFIC PACKET/CHECKLIST**

**(Louisiana Medicaid Program)**

## **Chiropractors (Group)**

(Enrollment packet is subject to change without notice.)

# Chiropractors – Group

## REQUIRED DOCUMENTS FOR ENROLLMENT

The following checklist shows all required documents that **MUST** be submitted to enroll with Fee For Service (FFS) Louisiana Medicaid. Please make certain to complete each required form in its entirety to avoid processing delays.

\*Form is included in the **Basic Enrollment Packet for Entities/Businesses**.

\*\*Forms are included here.

| Completed | Document Name   |
|-----------|---|
| *         | 1. Entity/Business Louisiana Medicaid PE-50 Provider Enrollment Form.   |
| *         | 2. PE-50 Addendum – Provider Agreement Form.  |
| *         | 3. Medicaid Direct Deposit (EFT) Authorization Agreement Form.  |
| *         | 4. Louisiana Medicaid Ownership Disclosure Information Forms.   |
| *         | 5. <b>(If submitting claims electronically)</b> Provider's Election to Employ Electronic Data Interchange of Claims for Processing in the Louisiana Medical Assistance Program (EDI Contract) Form <b>and</b> Power of Attorney Form (if applicable). |
|           | 6. Copy of voided check or letter from the bank on bank letterhead verifying the account and routing number for the account to which you wish to have your funds electronically deposited <b>(deposit slips are not accepted)</b> .                   |
|           | 7. Copy of a pre-printed document received from the IRS showing both the employer identification number (EIN) and the official name as recorded on IRS records <b>(W-9 forms are not accepted)</b> .  |
| **        | 8. OFS Form 24, if applicable.  |
|           | 9. Copy of CLIA certificate, if applicable.   |
|           | 10. To report "Specialty" for this provider type on Section A of the PE-50, please 70 (group).  |
| **        | 11. Group Link/Unlink and Working Relationship Form. Must complete number of working hours per week on this form.   |
|           | 12. If the professional individuals being linked to this group are not currently enrolled in Louisiana Medicaid, then a full individual application is required for those individuals.  |

**Original Signatures Required – Please Do NOT Use Black Ink**

Please submit all required documentation to:

**Gainwell Provider Enrollment Unit**

**PO Box 80159**

**Baton Rouge, LA 70898-0159**

**225-216-6370**

# STATE OF LOUISIANA DEPARTMENT OF HEALTH

Dear Provider:

It is the policy of the Bureau of Health Services Financing that the Medicaid Program only pay for in-office performance of certain laboratory and diagnostic services billed by practitioners if the following conditions are met:

1. The practitioner completed and has on file, with the Louisiana State Medicaid Program Provider Enrollment Unit, a completed OFS Form 24.
2. The completed OFS Form 24 fully describes the laboratory or diagnostic equipment required to perform these tests.
3. The OFS Form 24 information is updated as needed.

Our policy towards laboratory or diagnostic services performed outside of a practitioner's office remains unchanged. Practitioners may not be reimbursed for laboratory or diagnostic services ordered for their patients if these services are performed outside of their office. Only the performer of a test may seek reimbursement for these services. Any interpretive service by the attending practitioner is reimbursed through the practitioner's visit payment.

The OFS Form 24 requirements only pertain to: 1) Those participating practitioners who own, or lease laboratory or diagnostic testing equipment located in their office or place of practice and 2) The practitioners submit claims to the Medicaid program.

**Example 1:** Dr. Jones is an individual practitioner who owns or leases a SMA-12, EKG monitor and X-Ray equipment. Dr. Jones wishes to perform laboratory and diagnostic services on Medicaid patients in his office and bill the Medicaid Program for these laboratory or diagnostic services. Dr. Jones must complete the OFS Form 24.

**Example 2:** Drs. Smith, Jones, Doe, and Rae are a group practice. As a group they own or lease laboratory and diagnostic equipment. It is their desire to use this equipment in treating Medicaid beneficiaries, and they will bill the Medicaid Program for these services. If each practitioner is individually enrolled in the Medicaid Program, each practitioner in the group must complete the OFS Form 24, even though the descriptive information will be identical. If the practitioners are enrolling as a group, only one OFS Form 24 is required as long as all members of the group are indicated.

**Example 3:** An individual or group practitioner utilizes an external source for laboratory or diagnostic tests. The individual or group practitioner would not complete the OFS Form 24, as they would not bill the Medicaid Program directly.

A Louisiana OFS Form 24 is enclosed for completion and submittal where applicable. Return the completed form to:

Gainwell Provider Enrollment Unit,  
P.O. Box 80159  
Baton Rouge, LA 70898-0159

Sincerely,

Provider Enrollment Unit



# Louisiana Medicaid Group Link/Unlink and Working Relationship Form

## **PURPOSE**

This form is used when an individual provider is requesting to be linked to a Professional Group or Entity. The form permits Linkage/Unlinkage for two separate professional groups. When linking to a group, the estimated number of hours is required. The form also serves as documentation that a working relationship exists between an individual and a professional group. For this form to be valid, an **ORIGINAL SIGNATURE AND DATE ARE REQUIRED.**

|   |  |                        |                                    |   |   |
|---|--|------------------------|------------------------------------|---|---|
| Individual Provider Name:   |  |                        |                                    |   |   |
| Individual Provider Number:   | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">LA Medicaid Provider #</td> <td style="width: 50%; border-bottom: 1px solid black;">National Provider Identifier (NPI)</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;"> <div style="display: flex; justify-content: space-around;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> </div> </td> <td style="border-bottom: 1px solid black; text-align: center;"> <div style="display: flex; justify-content: space-around;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> </div> </td> </tr> </table> | LA Medicaid Provider # | National Provider Identifier (NPI) | <div style="display: flex; justify-content: space-around;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> </div> | <div style="display: flex; justify-content: space-around;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> </div> |
| LA Medicaid Provider #  | National Provider Identifier (NPI)   |                        |                                    |   |   |
| <div style="display: flex; justify-content: space-around;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> </div> | <div style="display: flex; justify-content: space-around;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> </div>  |                        |                                    |   |   |
| Professional Group Name:  |  |                        |                                    |   |   |
| Professional Group Provider Number:   | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">LA Medicaid Provider #</td> <td style="width: 50%; border-bottom: 1px solid black;">National Provider Identifier (NPI)</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;"> <div style="display: flex; justify-content: space-around;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> </div> </td> <td style="border-bottom: 1px solid black; text-align: center;"> <div style="display: flex; justify-content: space-around;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> </div> </td> </tr> </table> | LA Medicaid Provider # | National Provider Identifier (NPI) | <div style="display: flex; justify-content: space-around;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> </div> | <div style="display: flex; justify-content: space-around;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> </div> |
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| LINK  | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Effective Date</td> <td style="width: 50%; border-bottom: 1px solid black;">UNLINK</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>   | Effective Date         | UNLINK                             |   |   |
| Effective Date  | UNLINK   |                        |                                    |   |   |
|   |  |                        |                                    |   |   |
| Approximate Number of Hours Working at this Entity Per Week (required)  |  |                        |                                    |   |   |
| Professional Group Name:  |  |                        |                                    |   |   |
| Professional Group Provider Number:   | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">LA Medicaid Provider #</td> <td style="width: 50%; border-bottom: 1px solid black;">National Provider Identifier (NPI)</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;"> <div style="display: flex; justify-content: space-around;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> </div> </td> <td style="border-bottom: 1px solid black; text-align: center;"> <div style="display: flex; justify-content: space-around;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> </div> </td> </tr> </table> | LA Medicaid Provider # | National Provider Identifier (NPI) | <div style="display: flex; justify-content: space-around;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> </div> | <div style="display: flex; justify-content: space-around;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> </div> |
| LA Medicaid Provider #  | National Provider Identifier (NPI)   |                        |                                    |   |   |
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| Effective Date:   | UNLINK   |                        |                                    |   |   |
|   |  |                        |                                    |   |   |
| Approximate Number of Hours Working at this Entity Per Week (required)  |  |                        |                                    |   |   |
| Contact Person for questions regarding this form:   |  |                        |                                    |   |   |
| Contact Person Phone Number:  |  |                        |                                    |   |   |

## **WORKING RELATIONSHIP AGREEMENT**

I am a medical professional who has a written contractual agreement to see patients for the above named professional group(s). I have recorded the approximate number of hours to be worked at each group per week in the space(s) provided above. (I understand that upon request I must provide LDH a copy of the written contractual agreement.)

\_\_\_\_\_  
Print Individual Provider's Name

\_\_\_\_\_  
Individual Provider's Signature

\_\_\_\_\_  
Date

Original Signatures Required – Please Do NOT Use Black Ink

Please submit all required documentation to:

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