



PROVIDER TYPE SPECIFIC PACKET/CHECKLIST

(Louisiana Medicaid Program)

**Nurse Practitioner
(Individual)**

(Enrollment packet is subject to change without notice.)

GENERAL INFORMATION FOR PROVIDER ENROLLMENT

Non active billing will result to deactivation of the Medicaid provider number. To be reinstated, a provider must meet all enrollment requirements.

Nurse Practitioners must notify Provider Enrollment when they receive Prescriptive Authority if they will be writing prescription for Medicaid recipients. This notification can be any document from the Louisiana State Board of Nurses that confirms Prescriptive Authority privileges. This information may be faxed to Provider Enrollment at 225-216-6392 if the Prescriptive Authority is received from LSBN after the NP is enrolled in Louisiana Medicaid. The document faxed over must contain the Louisiana Medicaid provider number or the NP's NPI.

Individual Nurse Practitioners may link to the following groups (as long as the group has a Louisiana Medicaid business/entity type Provider Number):

- **Federally Qualified Health Center**
- **Mental Health Rehab Agency**
- **Nurse Practitioner Group**
- **Physician Group**
- **Rural Health Clinic**
- **School Based Health Center**

Linkages of Professional Individuals to Groups – a professional individual's provider number can be "linked" to a group provider number for purposes of billing as an attending provider for the specified group.

- **Open professional individual providers require only Group Link/Unlink and Working Relationship Form.**
- **New, Inactive, or Closed professional individual providers require an entire enrollment application as well as the Group Link/Unlink and Working Relationship Form.**

The number of groups a professional individual can link to is limited. It is very important that all professional individuals terminating their relationship with a group notify Provider Enrollment. Provider Enrollment can then unlink the professional individual from the specified group, allowing the professional individual to be linked to other groups in the future.

Claims submitted under the group's NPI, with a professional individual's NPI included as the attending provider, will be processed under the groups Remittance Advice.

It is not necessary for the individual's mailing address to be the same as the Group's mailing address for the services to be posted to the group's Remittance Advice notices.

If a professional individual is linking to a group as an attending only (not being paid individually by Medicaid), then the EDI Contract, Direct Deposit Form, and voided check are not required.

If you plan to prescribe Buprenorphine and/or Buprenorphine-Naloxone containing products, it will be necessary for you to also submit a copy of your "X" DEA registration. Otherwise, prescriptions for these products will not be payable in the Pharmacy program.

Nurse Practitioner – Individual

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 Individuals**.

**Forms are included here.

Completed	Document Name
*	1. Individual Louisiana Medicaid PE-50 Provider Enrollment Form.
*	2. PE-50 Addendum – Provider Agreement Forms (three pages).
*	3. Medicaid Direct Deposit (EFT) Authorization Agreement Form.
*	4. Louisiana Medicaid Ownership Disclosure Information Forms.
*	5. (If submitting claims electronically) Provider's Election to Employ Electronic Data Interchange of Claims for Processing in the Louisiana Medical Assistance Program (EDI Contract) Form and 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 (deposit slips are not accepted) .
	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 (W-9 forms are not accepted) .
	8. Copy of current medical license from governing license board of your profession (RN and APRN license). If requesting retroactive coverage, a license must be submitted that covers that time period. A temporary permit is only good until the expiration date.
	9. Verification of prescriptive authority, if applicable, with either a copy of the Certificate of Limited Prescriptive Authority or a copy of the Letter of Notice of Limited Prescriptive Authority.
	10. To prescribe Buprenorphine and/or Buprenorphine-Naloxone containing products, copy of Controlled Substance Registration Certificate showing the X-DEA number. (Otherwise, prescriptions for these products will not be payable in the Pharmacy program)
	11. Must have Collaborative Practice Agreement available for review, upon request.
	12. Verification of the area of specialization from the Louisiana Board of Nursing.
	13. To report "Specialty" for this provider type on Section A of the PE-50, please use Code 08 (Family Practice), Code 26 (Psychiatry), Code 37 (Pediatrics), or Code 79 (All Other Specialties).

For Group Linkages:

**	14. Link/Unlink and Working Relationship Form.
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Out of State Enrollment:

	15. Submit an original claim with the application for the initial date of service. This claim must meet timely filing guidelines or attach proof of timely filing. Subsequent claims must be submitted directly to Gainwell claims processing once the provider has received confirmation via mail of successful enrollment in Louisiana Medicaid.
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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

Louisiana Medicaid Link/Unlink and Working Relationship Form

Copy this form for additional space as needed.

PURPOSE

This form allows one individual to link to and/or unlink from two (2) separate entities/businesses.

This form also serves as documentation that a working relationship exists between an Individual and an Entity.

Individual Provider Name:			
Individual Provider Number	LA Medicaid Provider #	National Provider Identifier (NPI)	
Entity Name:			
Entity Provider Number	LA Medicaid Provider #	National Provider Identifier (NPI)	
LINK	Effective Date:	UNLINK	Termination Date:
Approximate Number of Hours Working at this Entity Per Week (required)			
Entity Name:			
Entity Provider Number	LA Medicaid Provider #	National Provider Identifier (NPI)	
LINK	Effective Date:	UNLINK	Termination Date:
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 contractual agreement to see patients for the above-identified entity(s). I recorded the approximate number of hours working per week for the entity(s) identified 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 of Signature

Original Signatures Required – Please Do NOT Use Black Ink

Please submit all required documentation to:
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Baton Rouge, LA 70898-0159
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