



PROVIDER TYPE SPECIFIC PACKET/CHECKLIST

(Louisiana Medicaid Program)

**Physician Assistant
(Individual)**

(Enrollment packet is subject to change without notice.)

GENERAL INFORMATION FOR THE INDIVIDUAL PHYSICIAN ASSISTANT PROVIDER TYPE

Individual Physician Assistants must link to one of the following groups (as long as the group has a Louisiana Medicaid business/entity type Provider Number):

- **Physician Group**
- **Rural Health Clinics**
- **Federally Qualified Health Centers**

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 group’s 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 allocated 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.

Physician Assistant

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. Louisiana Medicaid Ownership Disclosure Information Forms.
	4. 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)
	5. Copy of current medical license from governing license board of your profession. If requesting retroactive coverage, a license must be submitted that covers that time period. A temporary permit is only good until the expiration date.
	6. 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.
	7. 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).
	8. The following documentation must be made available for review upon request: protocols, delegation, supervision, education and/or training.
	9. To report " Specialty " for this provider type on Section A of the PE-50, please use Code 2R (Physician Assistant) .
**	10. Link/Unlink and Working Relationship Form. Must complete number of working hours per week on this form.

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 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:	LA Medicaid Provider #	National Provider Identifier (NPI)			
Professional Group Name:					
Professional Group 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)					
Professional Group Name:					
Professional Group 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 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

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