

## Local Educational Agency (LEA) Medi-Cal Billing Option Program (BOP) Ordering, Referring or Prescribing (ORP) Practitioner Guide

### I. What is the ORP practitioner requirement in the LEA BOP?

Effective for dates of service on or after July 1, 2018, LEAs are required to include the National Provider Identifier (NPI) number of the ORP practitioner on claims for treatment health care services. In addition, all practitioners who order, refer or prescribe treatment services in the LEA BOP must be individually enrolled as a Medi-Cal ORP provider. Assessment services referred by either a health care practitioner, parent or teacher do not require input of an NPI number on the claims.

This is being done in order to comply with Title 42 of the Code of Federal Regulations (CFR), Sections 455.410 and 455.440, which necessitate that state Medicaid agencies require all claims for payment for items and services that were ordered or referred to contain the NPI of the physician or other professional who ordered or referred such items or services, and that all ordering or referring physicians or other professionals to be enrolled as participating providers.

### II. Affected Services and Practitioners

The following table includes qualified ORP practitioners for each treatment service type covered under the LEA BOP:

Treatment Service	Qualified ORP Practitioner(s)
Nursing (registered nurse or licensed vocational nurse)	<b><i>Medication and therapeutic agent administration:</i></b> Licensed Clinical Psychologist; Dentist; Physician; Podiatrist  <b><i>Specialized physical health care and other nursing services:</i></b> Physician
Occupational Therapy	Physician; Podiatrist
Physical Therapy	Physician; Podiatrist
Psychology/Counseling	Licensed Clinical Social Worker; Licensed Educational Psychologist; Licensed Marriage and Family Therapist; Licensed Psychologist; Physician; Registered Credentialed School Nurse
School Health Aide	Physician
Speech Language/ Audiology*	Dentist; Physician

*\*Note that if a speech language pathologist/licensed audiologist refers for services pursuant to a physician-based standards protocol, it is the physician who developed the physician-based standards protocol that is considered the Medi-Cal ORP provider, and it is their NPI that must be included on the claim for Medi-Cal reimbursement.*

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### III. What is an NPI number and how do I obtain it?

An NPI is a unique 10-digit number, which health care providers and practitioners use to identify themselves in a standard way throughout their industry. Individuals and organizations apply for NPI numbers through the Centers for Medicare & Medicaid Services (CMS) National Plan and Provider Enumeration System (NPPES). After an NPI is supplied, CMS publishes the parts of the NPI record that have public relevance, including the provider's name, specialty (taxonomy) and practice address. CMS provides this service based on federal law (45 CFR Part 162).

NPPES can be accessed at: <https://nppes.cms.hhs.gov>

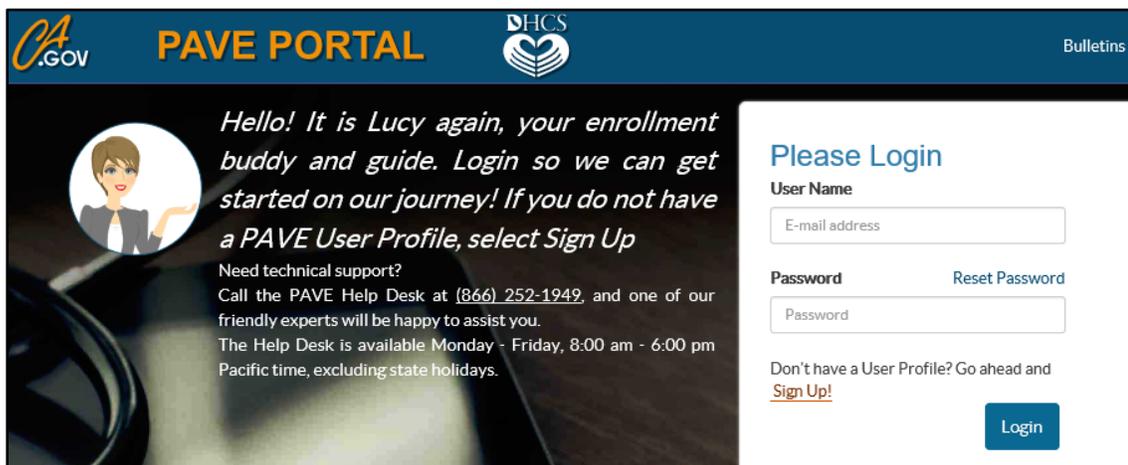
When billing Medi-Cal for claims with dates of service on or after July 1, 2018, the ORP practitioner's NPI number must be included on the claim, using Line 76 on UB-04 paper claims and 2310A Segment NM109 on electronic claims.

### IV. How do I enroll in Medi-Cal as an ORP practitioner?

Medi-Cal's Provider Application and Validation for Enrollment (PAVE) is a secure, web-based provider portal that simplifies and accelerates enrollment processes, including completion and submission of new enrollment applications, reporting changes to existing enrollments and responding to the Department of Health Care Services (DHCS) requests for re-enrollment or revalidation. PAVE offers intuitive guidance, social collaboration and many other user-friendly features.

PAVE is an alternative to the paper application enrollment process and may be access at: <http://www.dhcs.ca.gov/provgovpart/Pages/PAVE.aspx>

The applicant practitioner should access the PAVE portal and sign up to create a new user profile.



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Alternatively, applicants may submit a paper application (**DHCS 6219**) to the Provider Enrollment Division (PED), which can be accessed at:

[http://files.medi-cal.ca.gov/pubsdoco/prov\\_enroll.asp](http://files.medi-cal.ca.gov/pubsdoco/prov_enroll.asp)

 JENNIFER KENT DIRECTOR	State of California—Health and Human Services Agency Department of Health Care Services	 EDMUND G. BROWN JR. GOVERNOR
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Dear Applicant:

Thank you for your recent request for the *Medi-Cal Ordering/Referring/Prescribing Provider Application/Agreement/Disclosure Statement for Physician and Non-Physician Practitioners* (DHCS 6219, Rev. 5/17). Please complete the attached form and return it to:

Department of Health Care Services  
Provider Enrollment Division  
MS 4704  
P.O. Box 997412  
Sacramento, CA 95899-7412

Please read all the instructions included in the DHCS 6219 application form carefully and complete each item. Incomplete forms will be returned.

**PLEASE NOTE:** If you are an individual currently enrolled as a rendering or billing provider with your Type 1 National Provider Identifier (NPI) in Medicare or the Medi-Cal program, you should **not** complete this form. This form can only be used for the enrollment of an ordering/referring/prescribing-only provider.

Applicants and providers are required to submit their Type 1 NPI with the DHCS 6219 application form. Applicants are required to attach a copy of the Centers for Medicare & Medicaid Services (CMS)/National Plan and Provider Enumeration System (NPPES) confirmation for their Type 1 NPI listed in the application, along with the other required attachments.

It is your responsibility to report to the Department of Health Care Services (DHCS) any modification to information previously submitted within 35 days from the date of the change. Changes may be reported on the DHCS 6219 application form or on the *Medi-Cal Supplemental Change* form (DHCS 6209, Rev. 10/16).

If you have any enrollment questions, please contact the Provider Enrollment Message Center at (916) 323-1945, or mail your question(s) to the DHCS Provider Enrollment Division at the address above or via email at [PEDCorr@dhcs.ca.gov](mailto:PEDCorr@dhcs.ca.gov).

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Provider Enrollment Division  
MS 4704  
P.O. Box 997412, Sacramento, CA 95899-7412  
Internet Address: [www.dhcs.ca.gov/provgovpart/Pages/PED.aspx](http://www.dhcs.ca.gov/provgovpart/Pages/PED.aspx)

## V. Miscellaneous Information

If ORP practitioners already have an NPI and LEAs would like to confirm that these practitioners are also enrolled in Medi-Cal, the online ORP Enrollment Validation Lookup tool is located at: <http://www.medi-cal.ca.gov/ORPEnroll/ORPEnroll.aspx>

Please note that Medi-Cal **enrollment will be effective from the date the application is received by PED**. Medi-Cal enrollment may take up to 90 days for physicians and up to 180 days for other practitioners.