Fee-For-Service Enrollment for Licensed Midwife Group Applications

Provider Enrollment Division

DHCS
CALIFORNIA DEPARTMENT OF
HEALTH CARE SERVICES

March 2024

Topics Covered

1. Getting Set Up in the PAVE System
   - National Provider Identifier (NPI)
   - PAVE User
   - PAVE Profile
2. PAVE Questionnaire to Start a Licensed Midwife Group Application
3. Medi-Cal Enrollment Requirements
4. Licensed Midwife Group Application Sections
5. DHCS Application Review
6. Additional Resources

National Provider Identifier (NPI)

Before getting started in PAVE you must obtain an NPI. The type of NPI depends on your business structure:

- **Type-1 NPIs** are for individuals and sole proprietors. A sole proprietorship is a business owned and operated by one person and the business and the person are one and the same for income tax reporting.
- **Type-2 NPIs** are for business entities such as a corporations, LLCs, and partnerships, even if you are the only owner of the entity.

If you do not have an NPI, you can obtain one online by visiting the NPPES website.

List of Documents Required Before Starting An Application

- Midwives (licensed by the Medical Board of California) are required to submit their individual and/or group applications via PAVE under the Licensed Midwife Application Information page.
- If you are submitting a group application, please ensure you also submit at least two rendering applications in PAVE in order to form your group.
- Prior to applying to Medi-Cal, first check the Medical Board of California to ensure you meet all the licensing requirements.
- Next, gather the required documents, as applicable, in order to upload them into the PAVE portal.

Other Required Documents

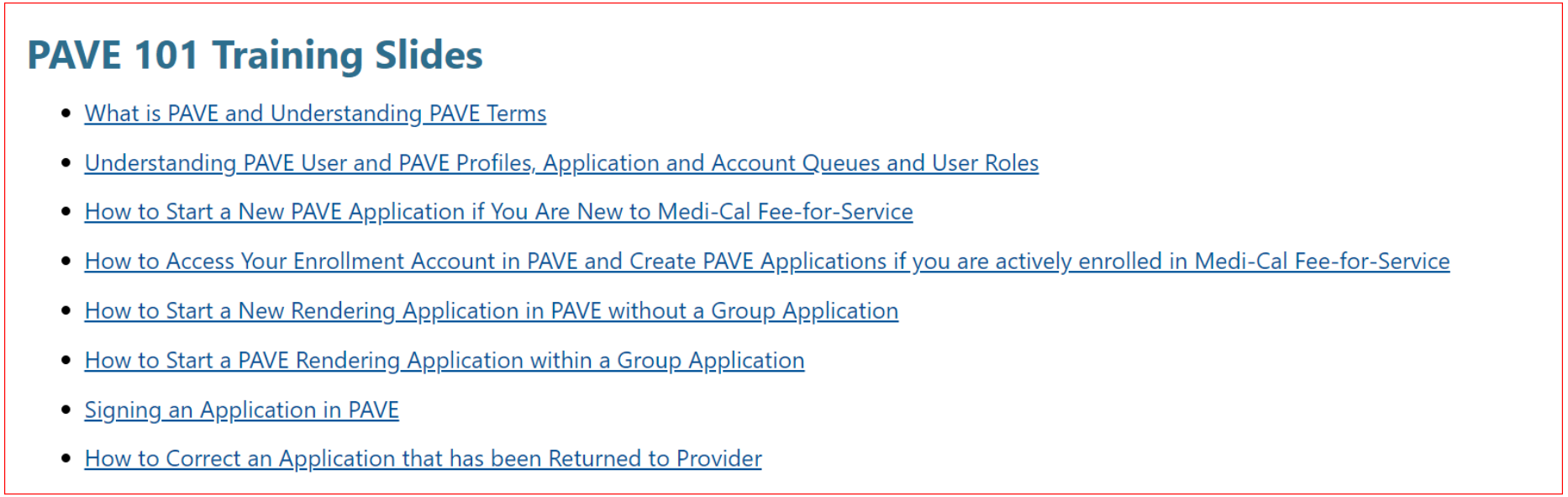
- Articles of Incorporation (only for corporations)
- State-Issued Identification
- Verification of TIN/EIN with one of the accepted documents: IRS Form 8109-C, Form 941, Letter 147-C, or Form SS-4 (confirmation notification)
- Business License/Tax Certificate (if required by local government)
- Fictitious Business Name statement (if using a fictitious name)
- Workers' Compensation Insurance (if required by law)

Exempted Requirements

- Certain established place of business requirements *(CCR, Title 22, Section 51000.60(c)(9)):*
  - Regular and permanently posted business hours
  - Is identifiable as a medical/healthcare provider or business, by permanently attached signage that identifies the name of the provider or business as shown on the application.
  - Obtains and maintains Liability insurance coverage, that covers premises and operation, in an amount not less than $100,000 per claim, with a minimum annual aggregate of not less than $300,000, from an authorized insurer pursuant to Section 700 of the Insurance Code.
- Comprehensive (general) liability insurance requirement *(CCR, Title 22, Section 51000.30(f)(2))*

Getting Set Up in PAVE for First Time Users

- The following slides are a guide for getting set up in PAVE. For additional resources and training, please visit our PAVE 101 training slides.

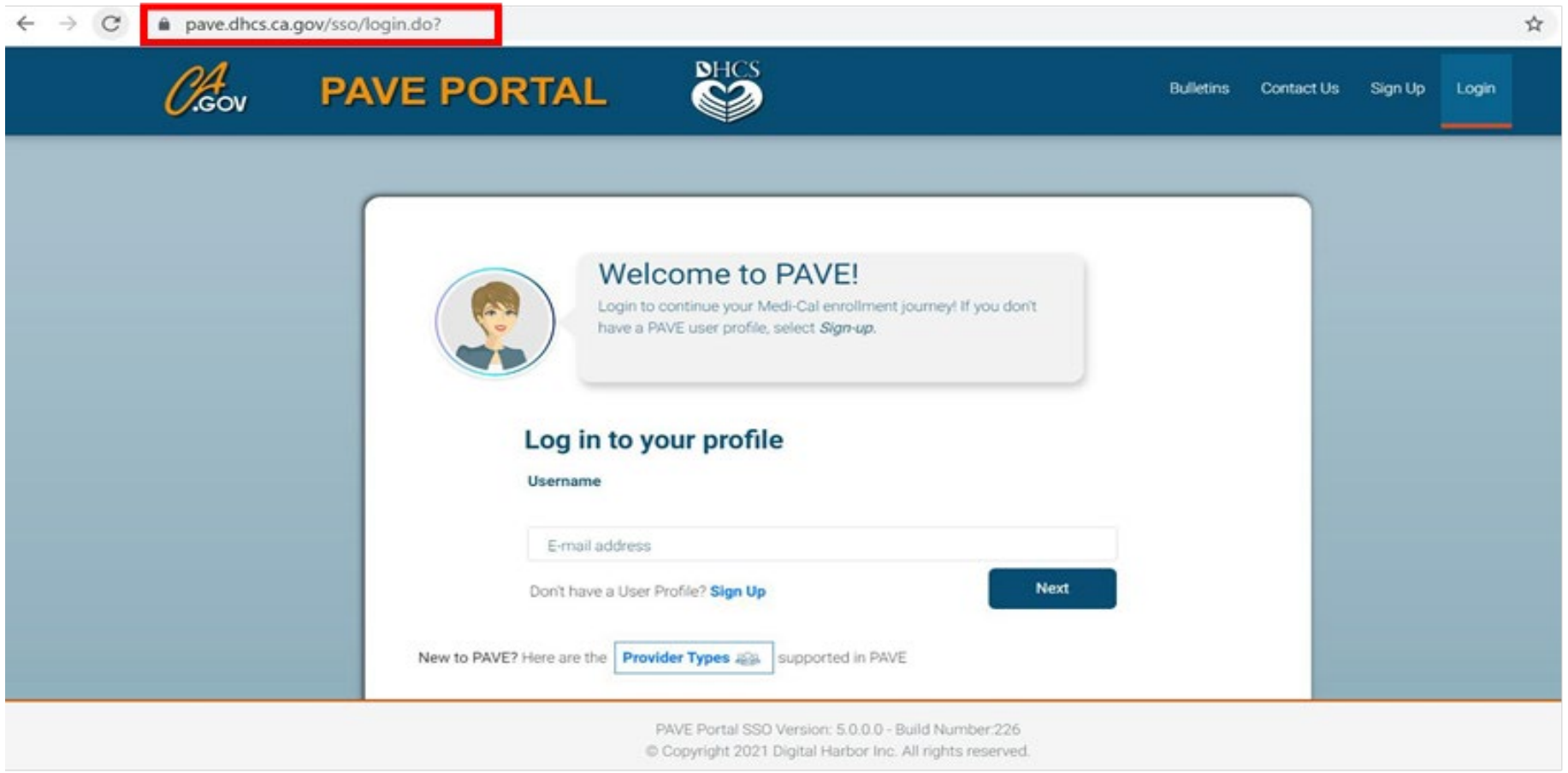


PAVE 101 Training Slides

- What is PAVE and Understanding PAVE Terms
- Understanding PAVE User and PAVE Profiles, Application and Account Queues and User Roles
- How to Start a New PAVE Application if You Are New to Medi-Cal Fee-for-Service
- How to Access Your Enrollment Account in PAVE and Create PAVE Applications if you are actively enrolled in Medi-Cal Fee-for-Service
- How to Start a New Rendering Application in PAVE without a Group Application
- How to Start a PAVE Rendering Application within a Group Application
- Signing an Application in PAVE
- How to Correct an Application that has been Returned to Provider

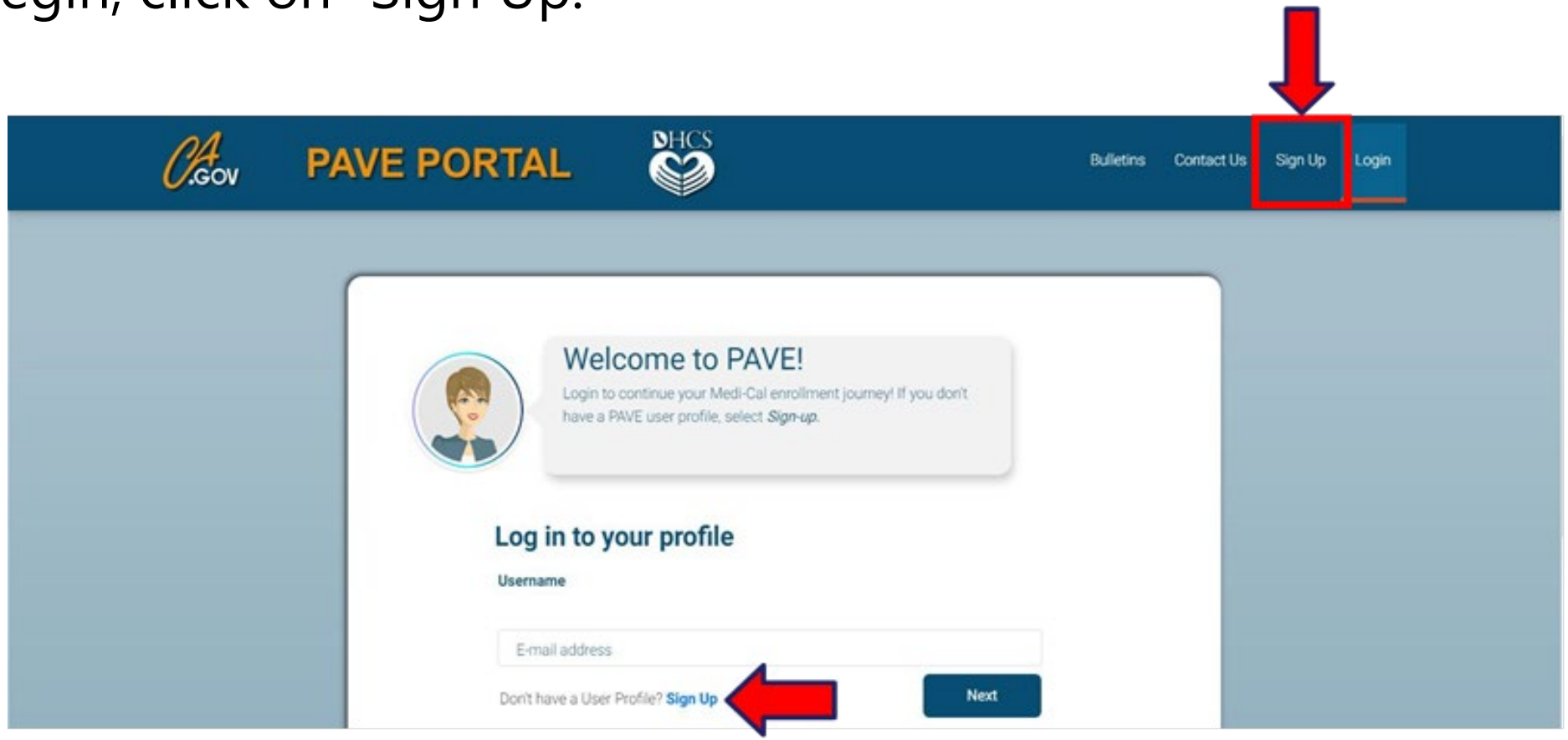
Access PAVE

» Access PAVE by going to https://pave.dhcs.ca.gov/sso/login.do?.



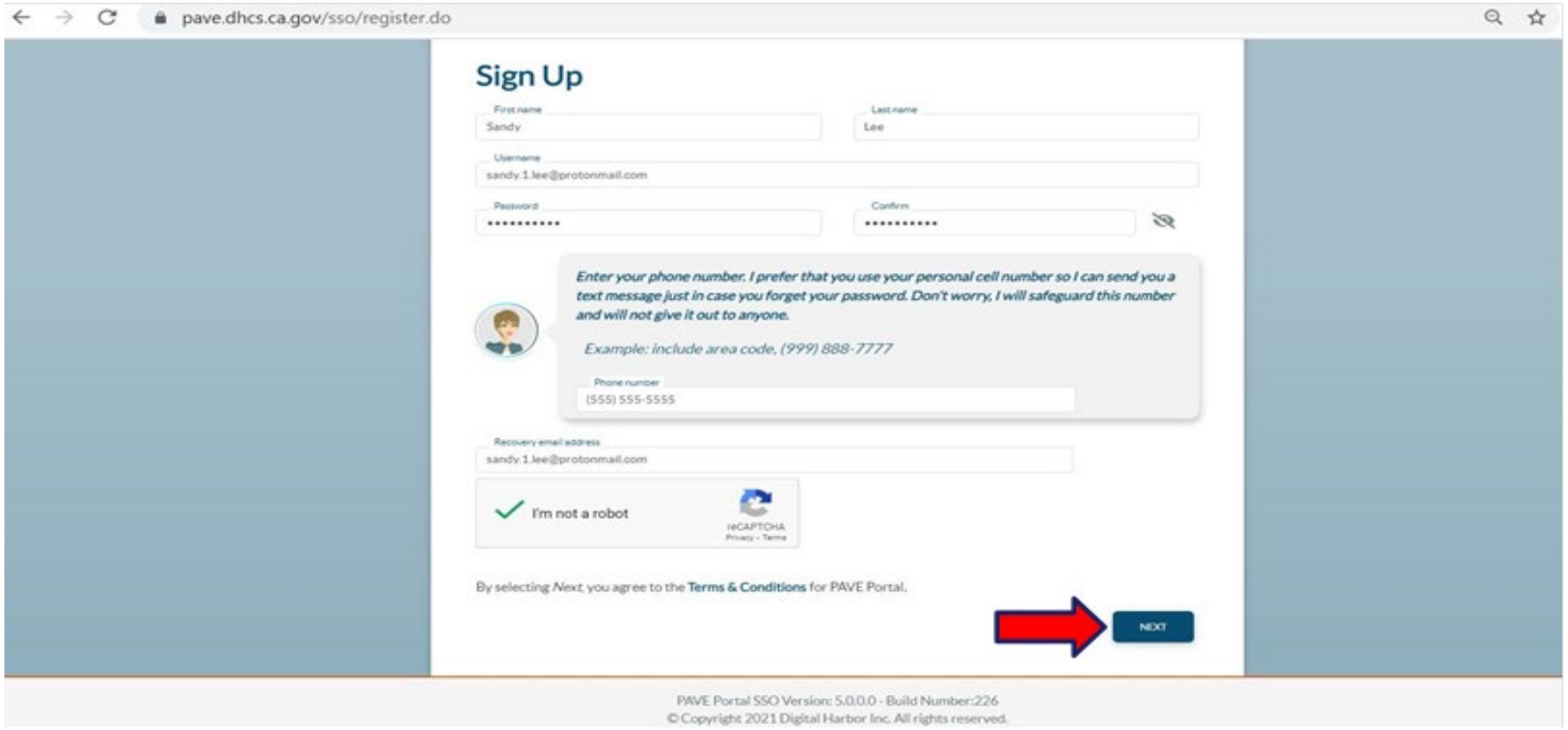
PAVE User Sign Up Process

» To begin, click on “Sign Up.”



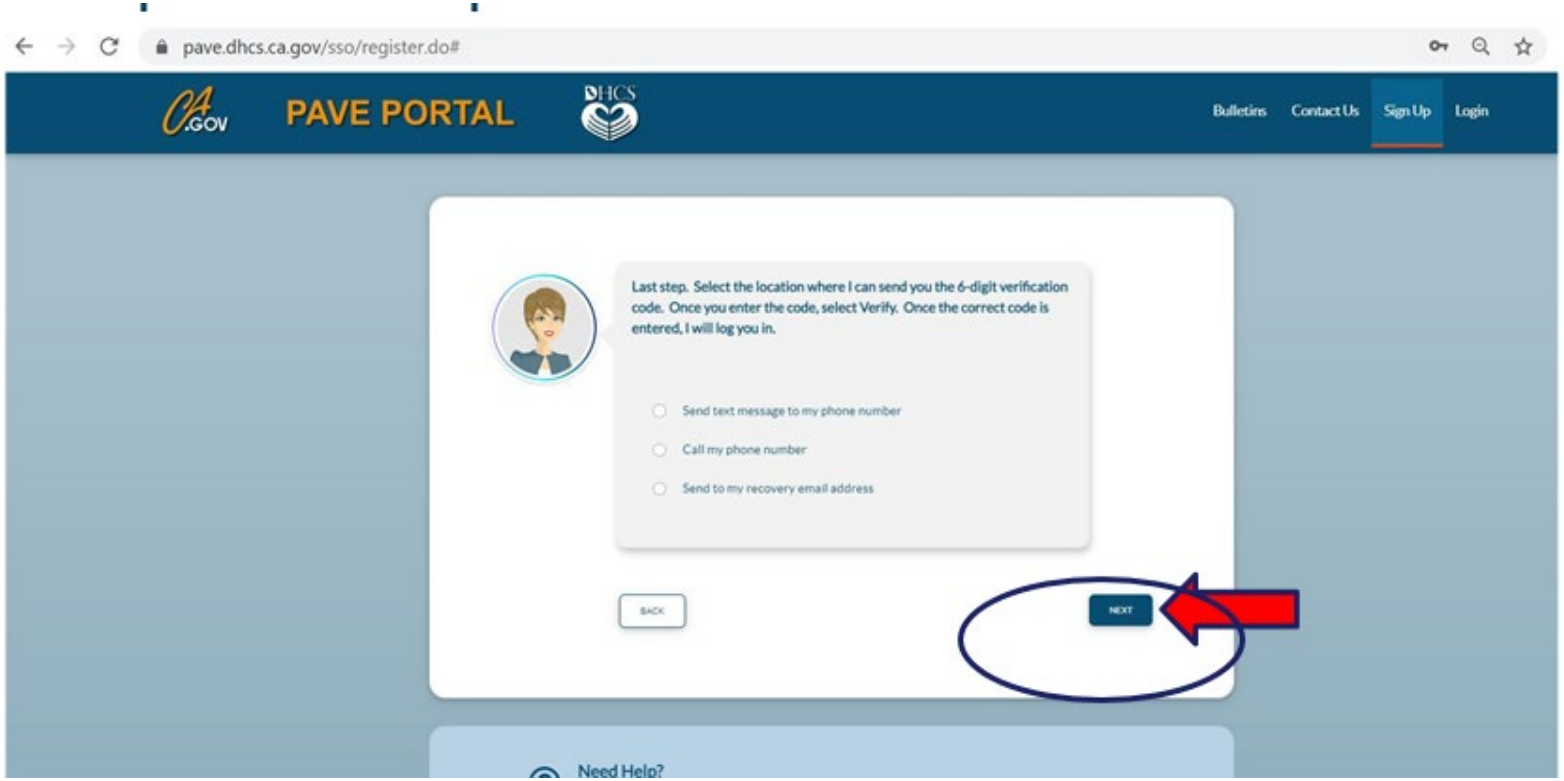
PAVE User Sign Up Process

» Complete the required information and click, “Next.”



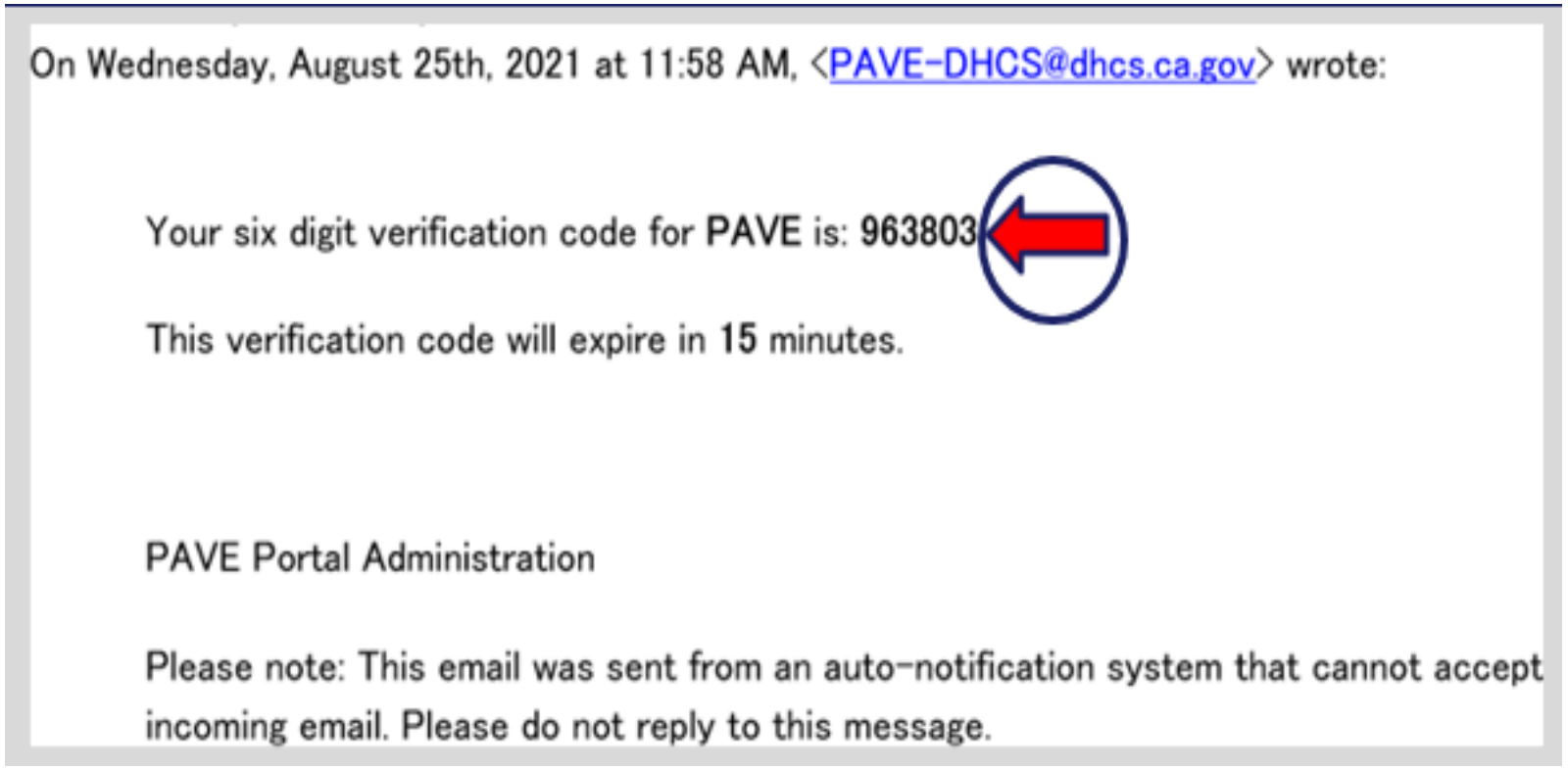
PAVE User Sign Up Process

» You will be prompted to select how you wish to receive the six-digit verification code. After selecting the preferred option, click “Next.”



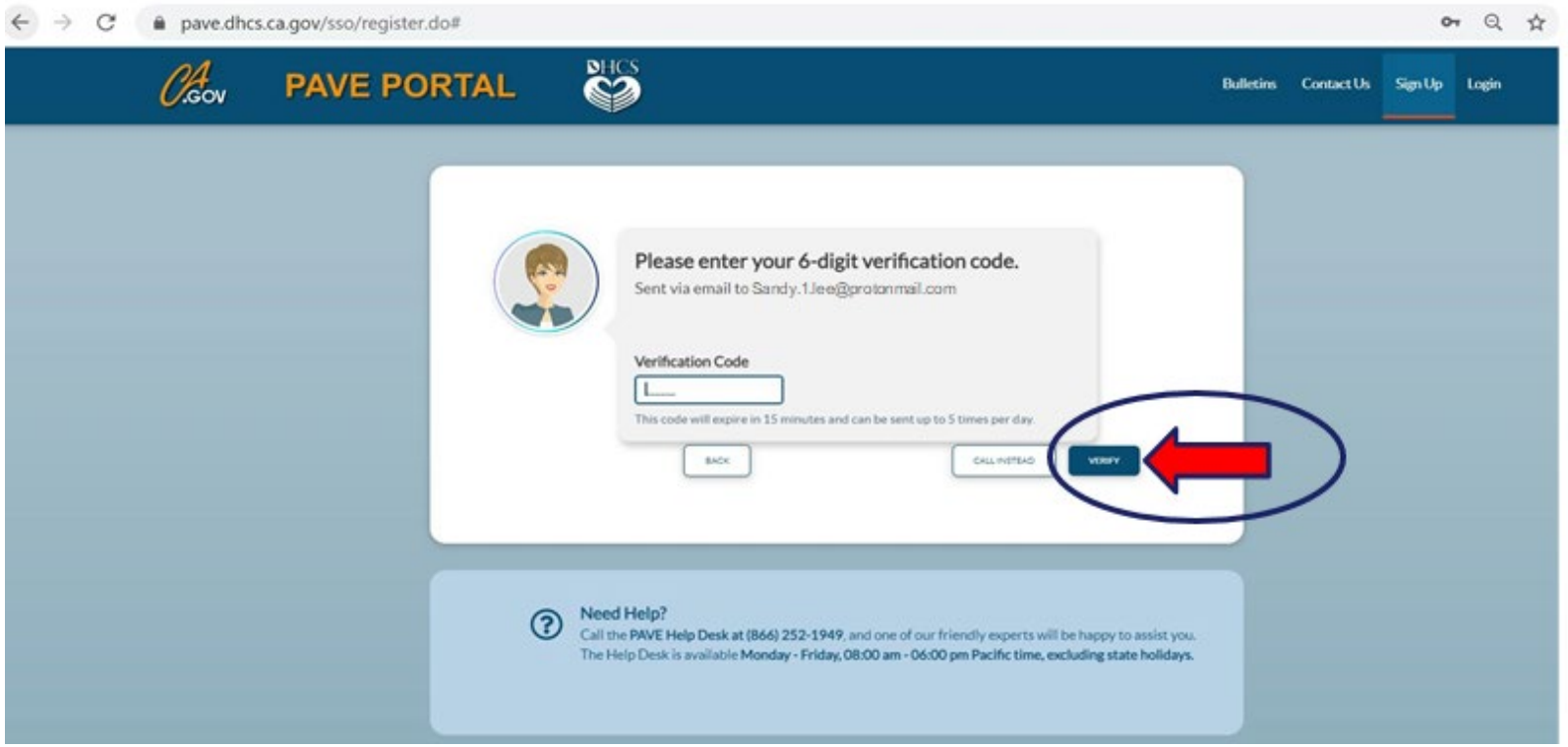
PAVE User Sign Up Process

- Each of the three options provides a verification code that is **valid for only 15 minutes**.



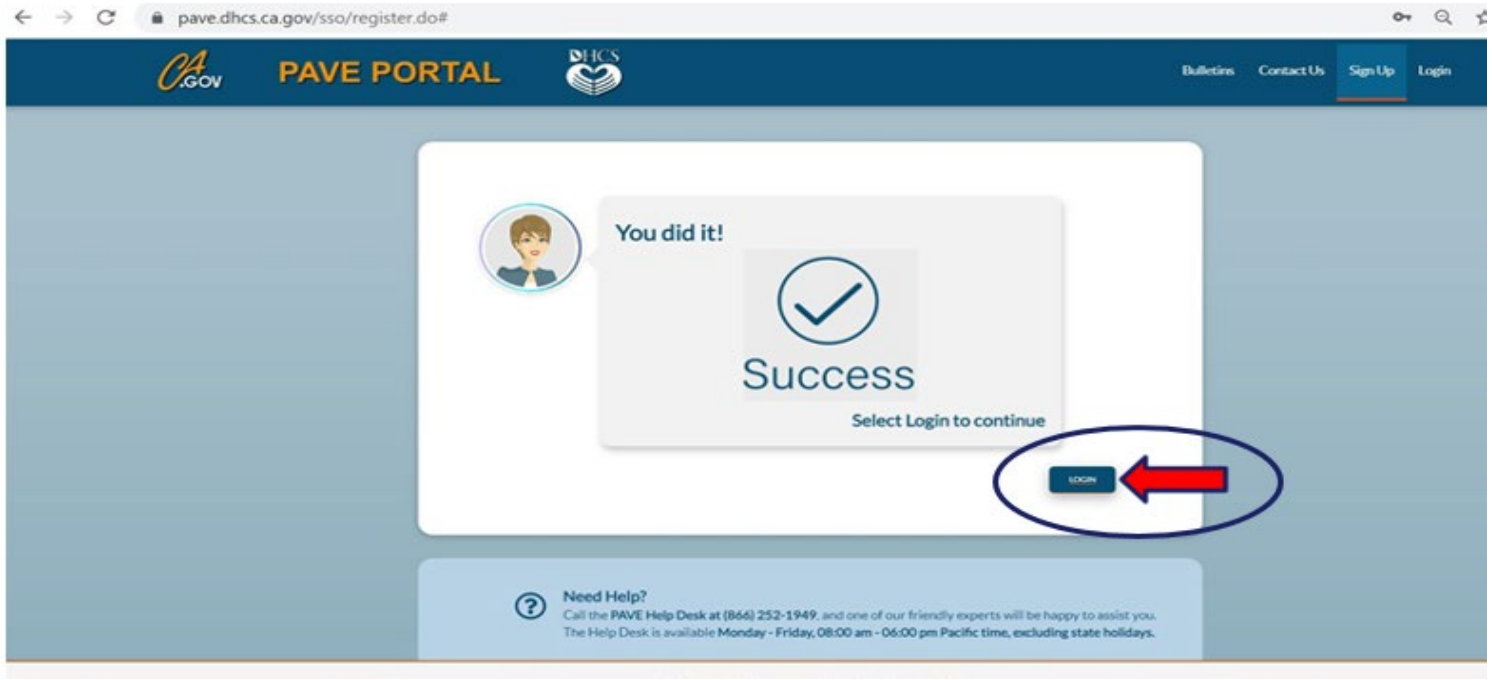
PAVE User Sign Up Process

» Enter the six-digit verification code and click, “Verify.”



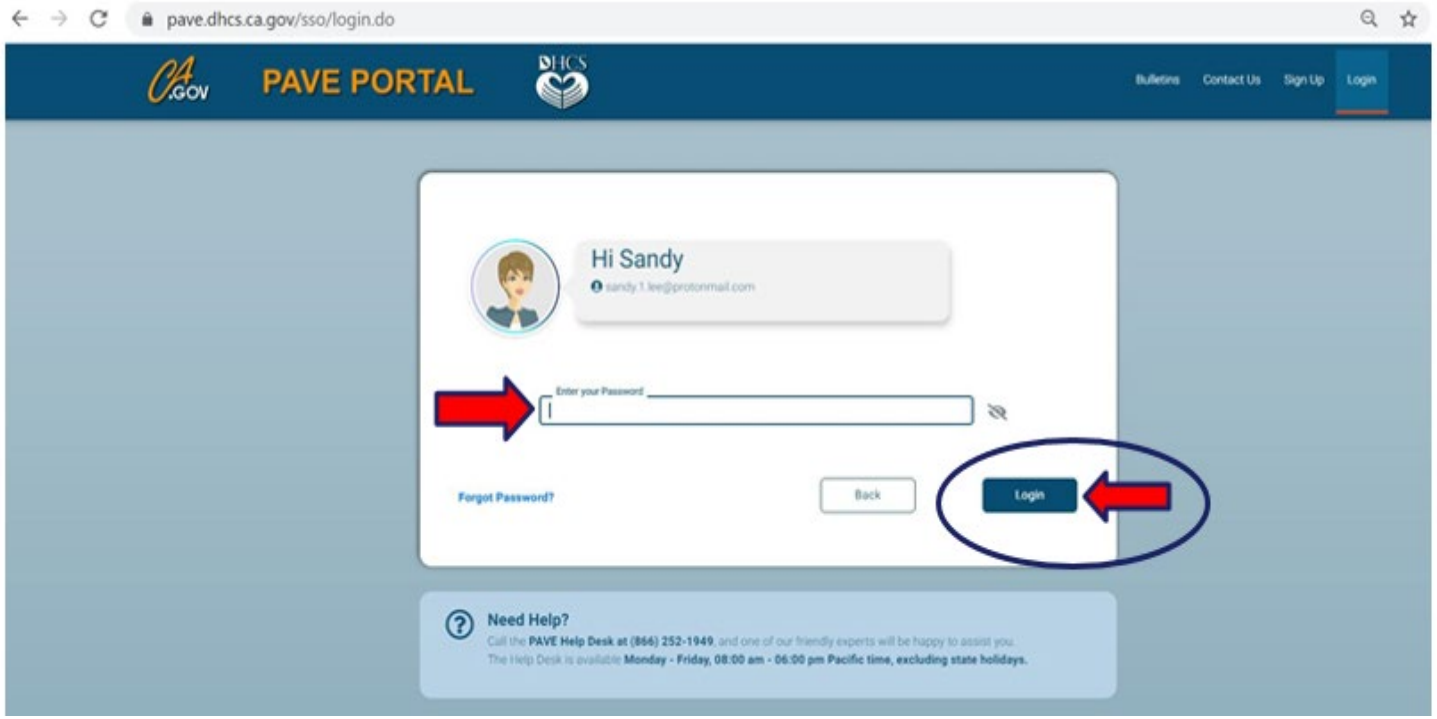
PAVE User Sign Up Process

» Once PAVE confirms successful verification, click “Log In.”



PAVE User Sign Up Process

» Now enter your email and password, then click “Log In.”

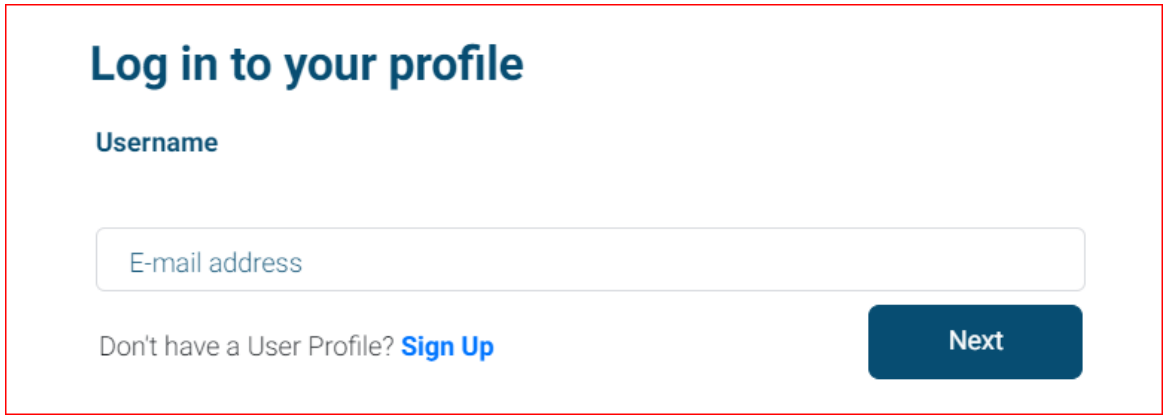


PAVE Sign Up

- Now that you are set up as a PAVE user, you will need to create your PAVE profile which is a workspace where groups or individual providers create applications and manage accounts.

PAVE Profile Set Up

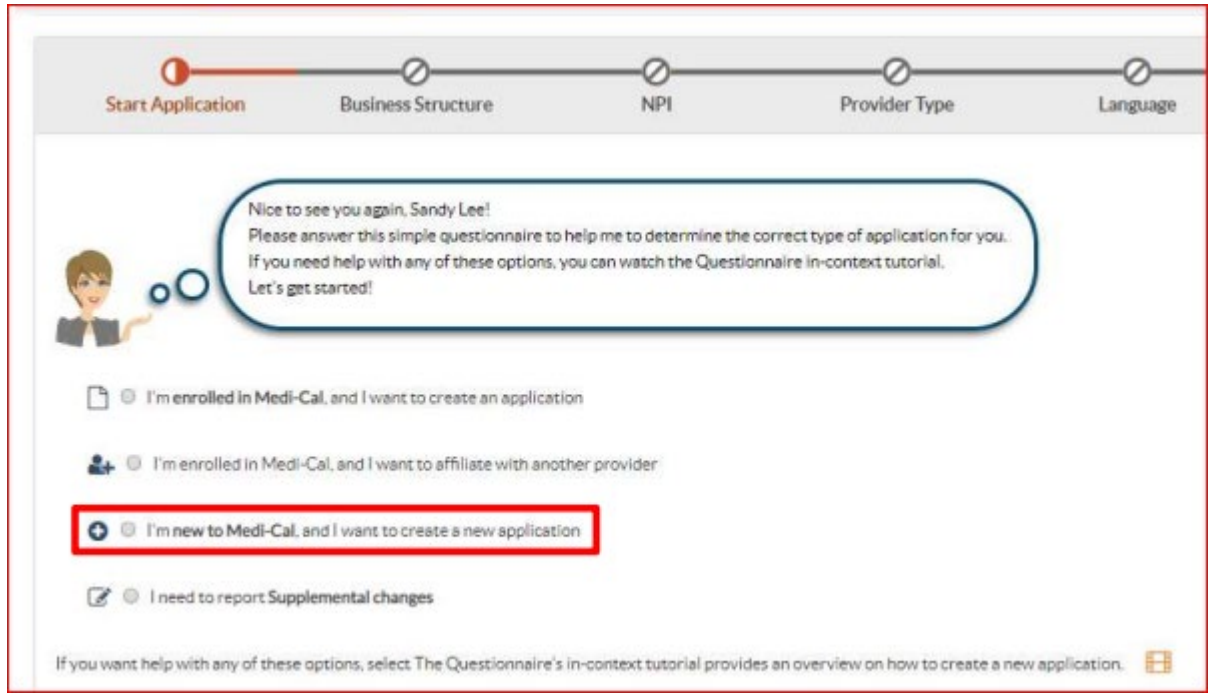
- Make sure that you are logged in with your user email and password.
- Enter your NPI and click, “Verify.”
- Once the NPI is verified, you will enter the PAVE Profile name that represents your organization and click, “Create my PAVE Profile.”



PAVE Profile

» Click the PAVE section you wish to access.

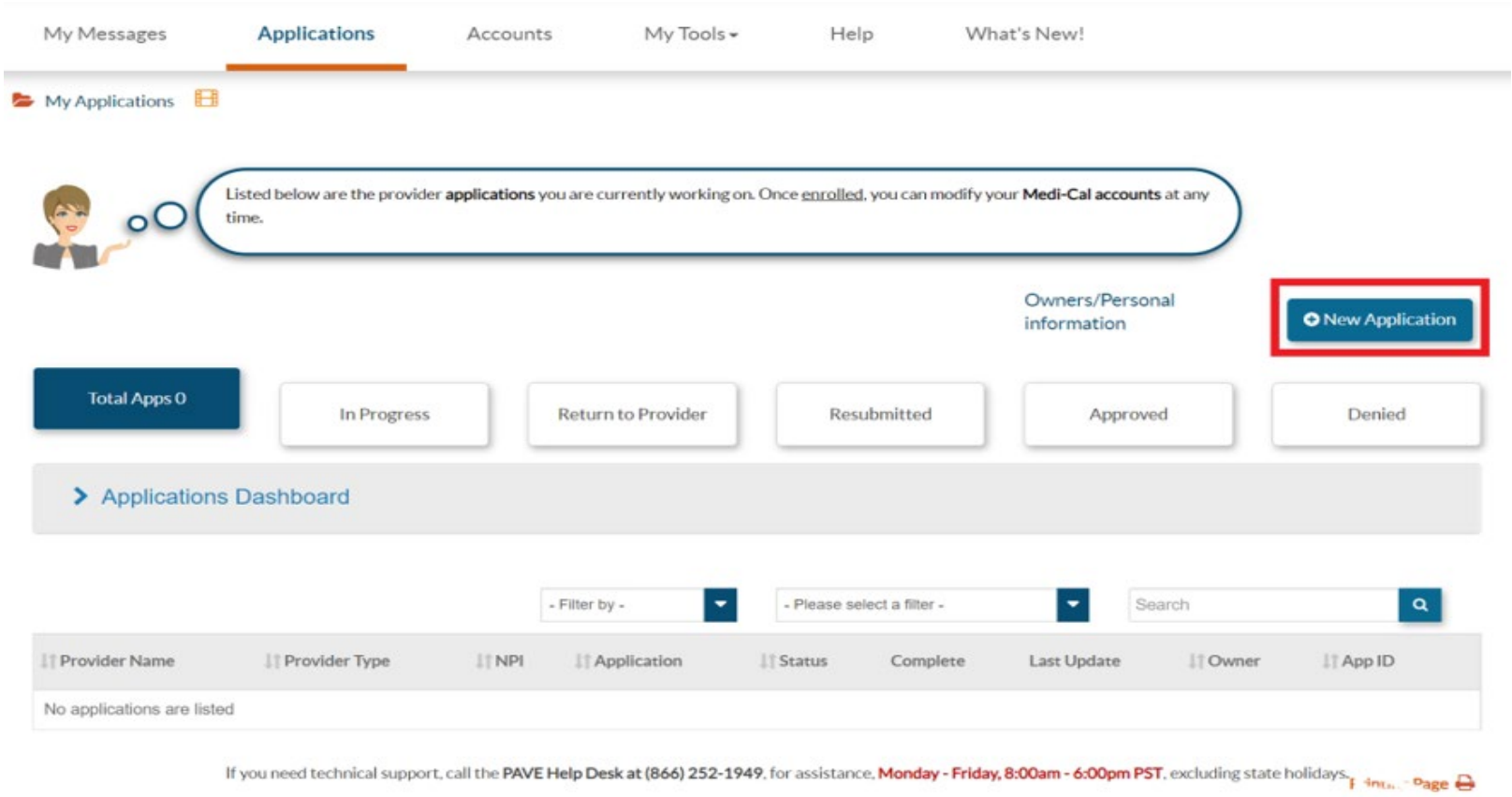
Starting a Licensed Midwife Group Application



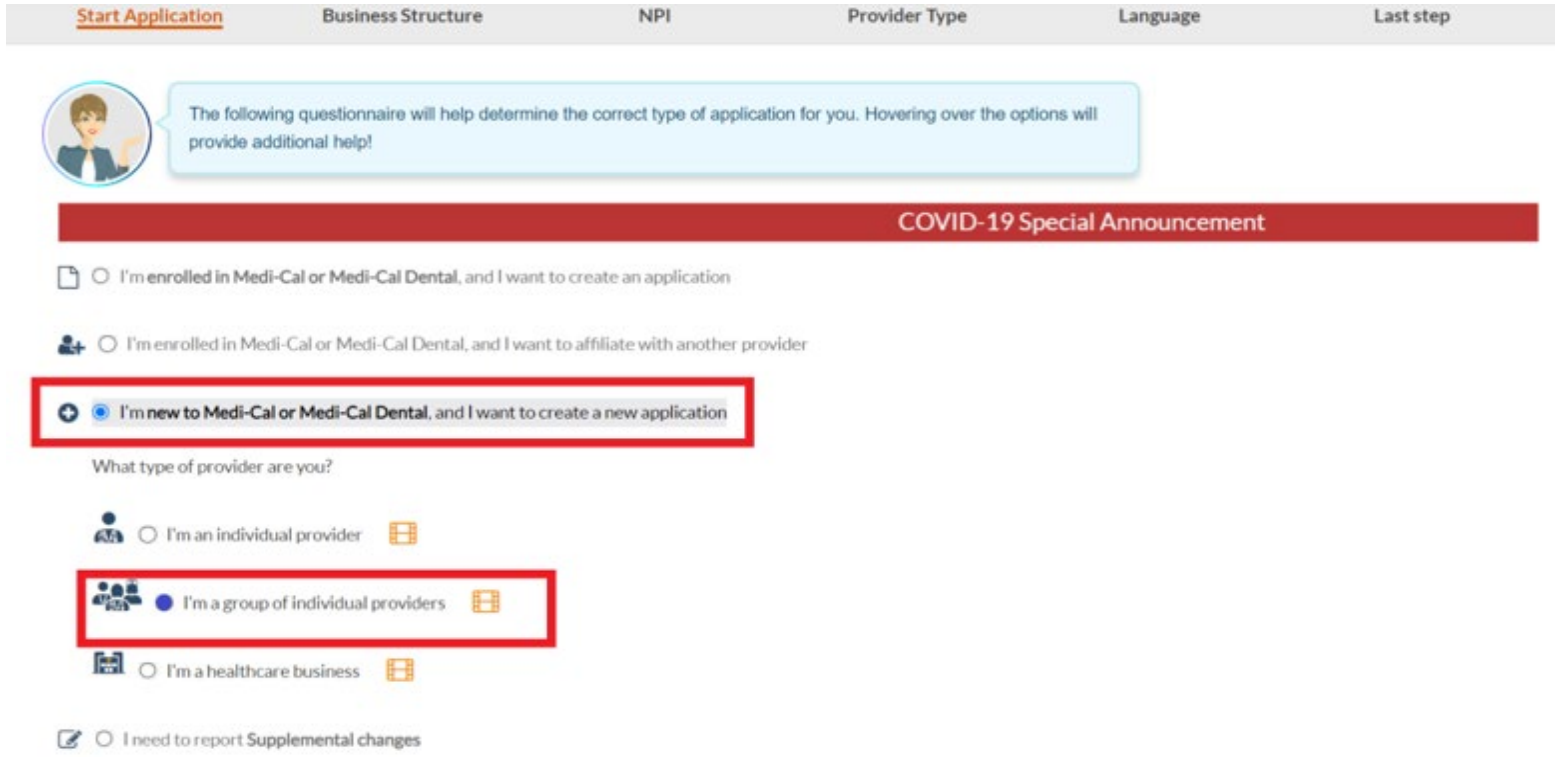
- In your PAVE profile, click on My Applications, then "New Application."
- You will complete a questionnaire to start the correct application.
- The following slides are a guide for how to move through the questionnaire to start a Licensed Midwife Group application.

Starting a New Application

» Start the application questionnaire by selecting, “New Application.”

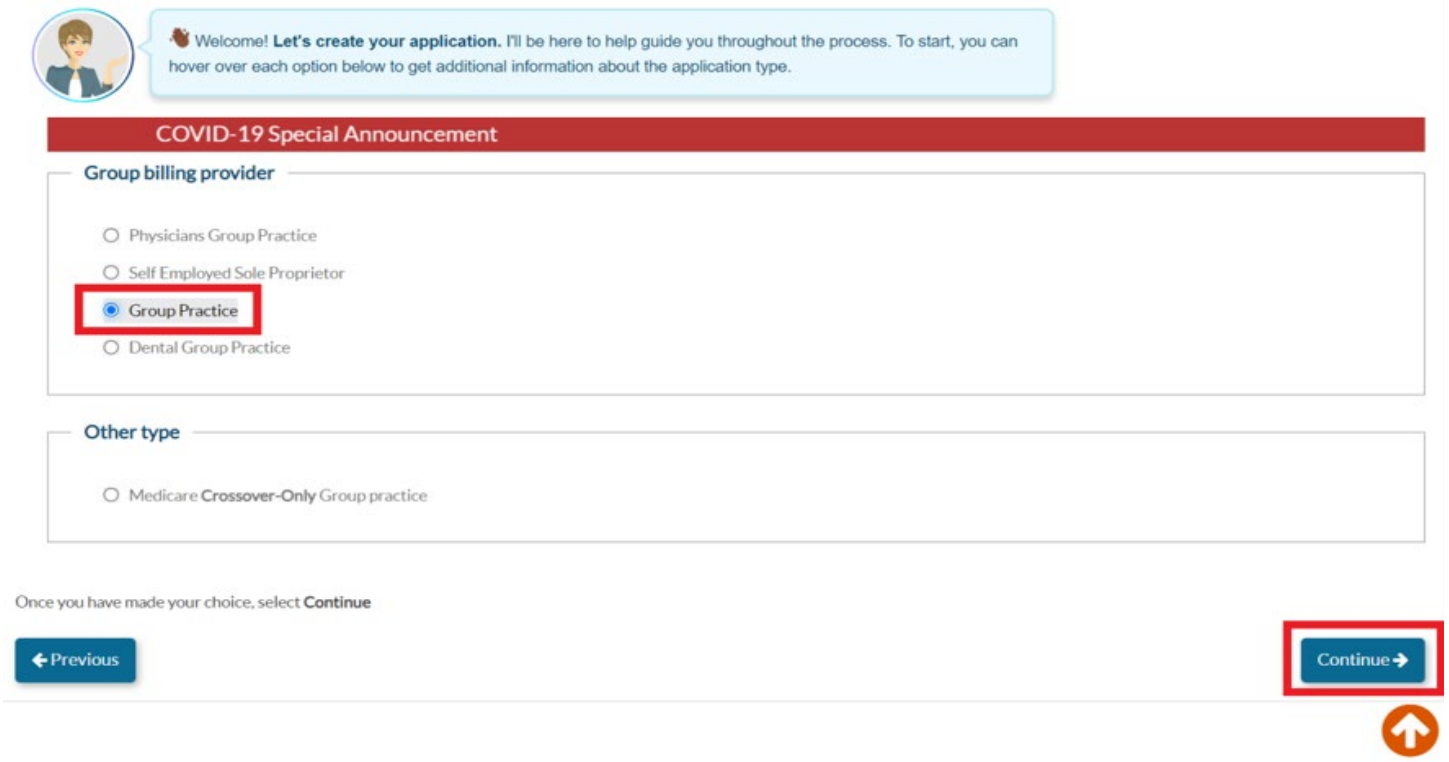


Application Type



- Select your application type as a group.

Group Billing Provider

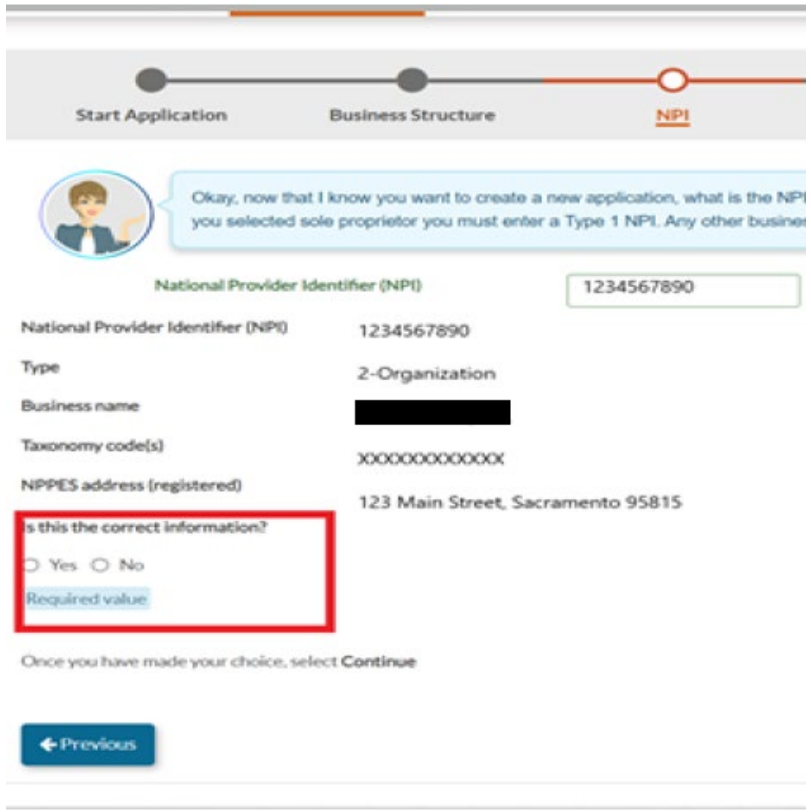


- Be sure to go to the bottom of this section and mark "Group Practice."

National Provider Identifier (NPI)

- Here you will add your NPI and then click, “Verify.”

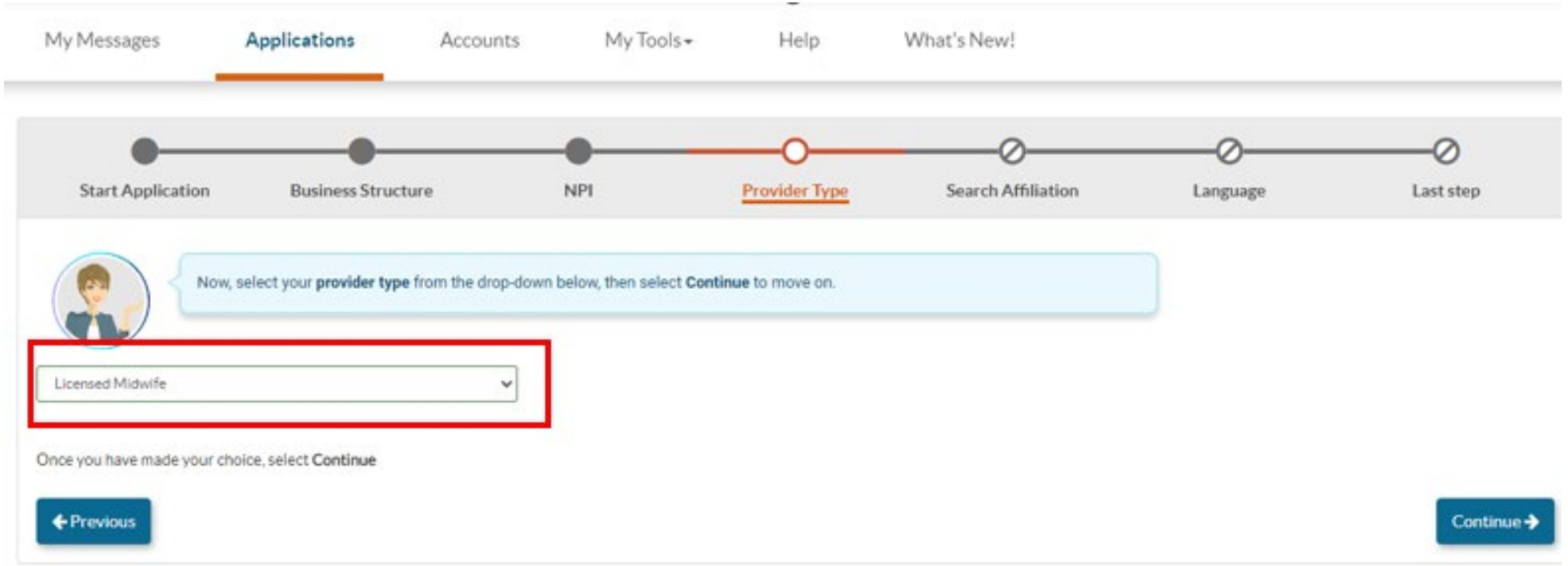
NPI/Taxonomy



- Check to ensure this information matches your business structure and taxonomy.
- To find your taxonomy code, please visit the NPPES NPI Registry.

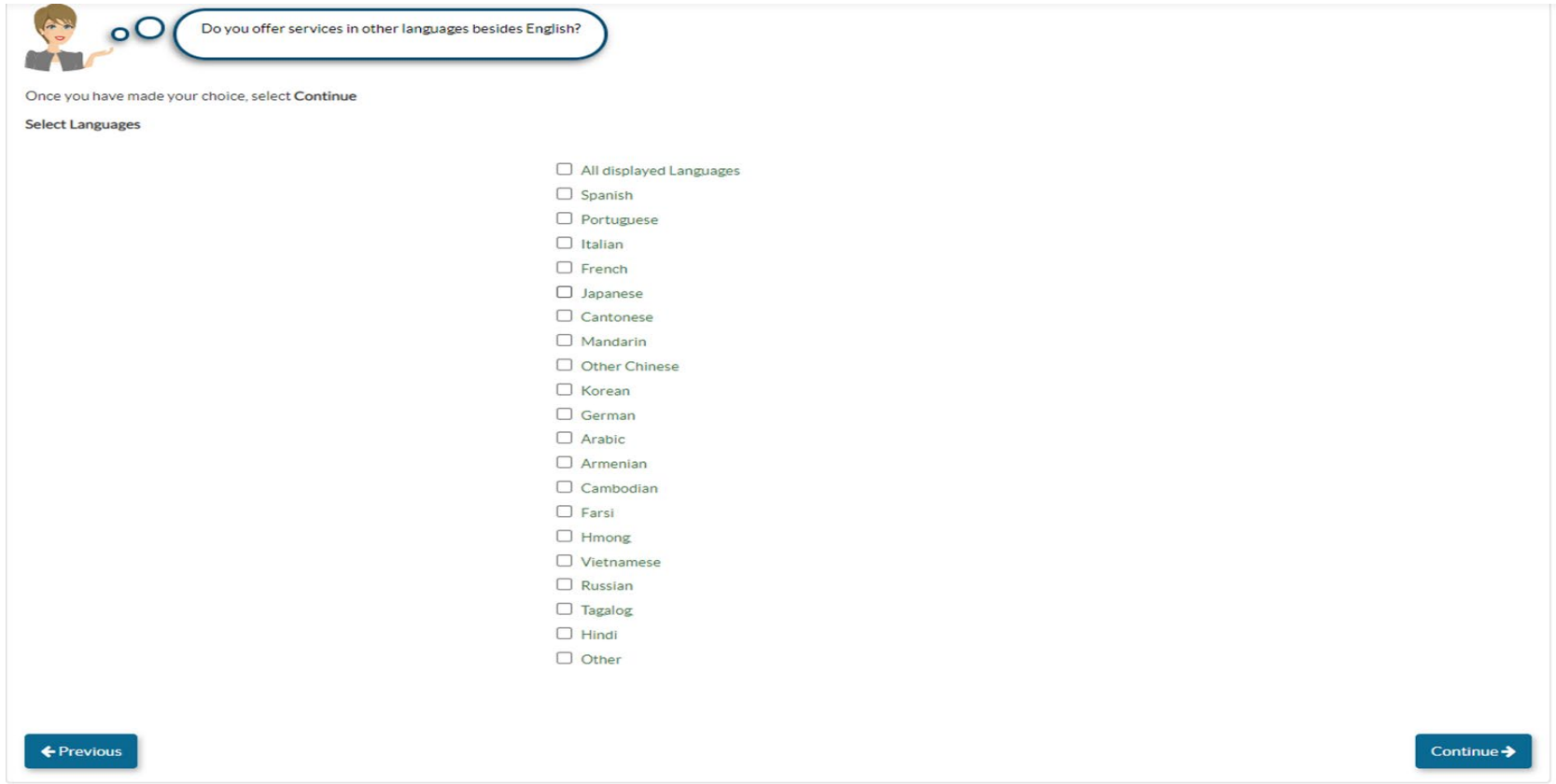
Provider Type

- Select your provider type as “Licensed Midwife.”

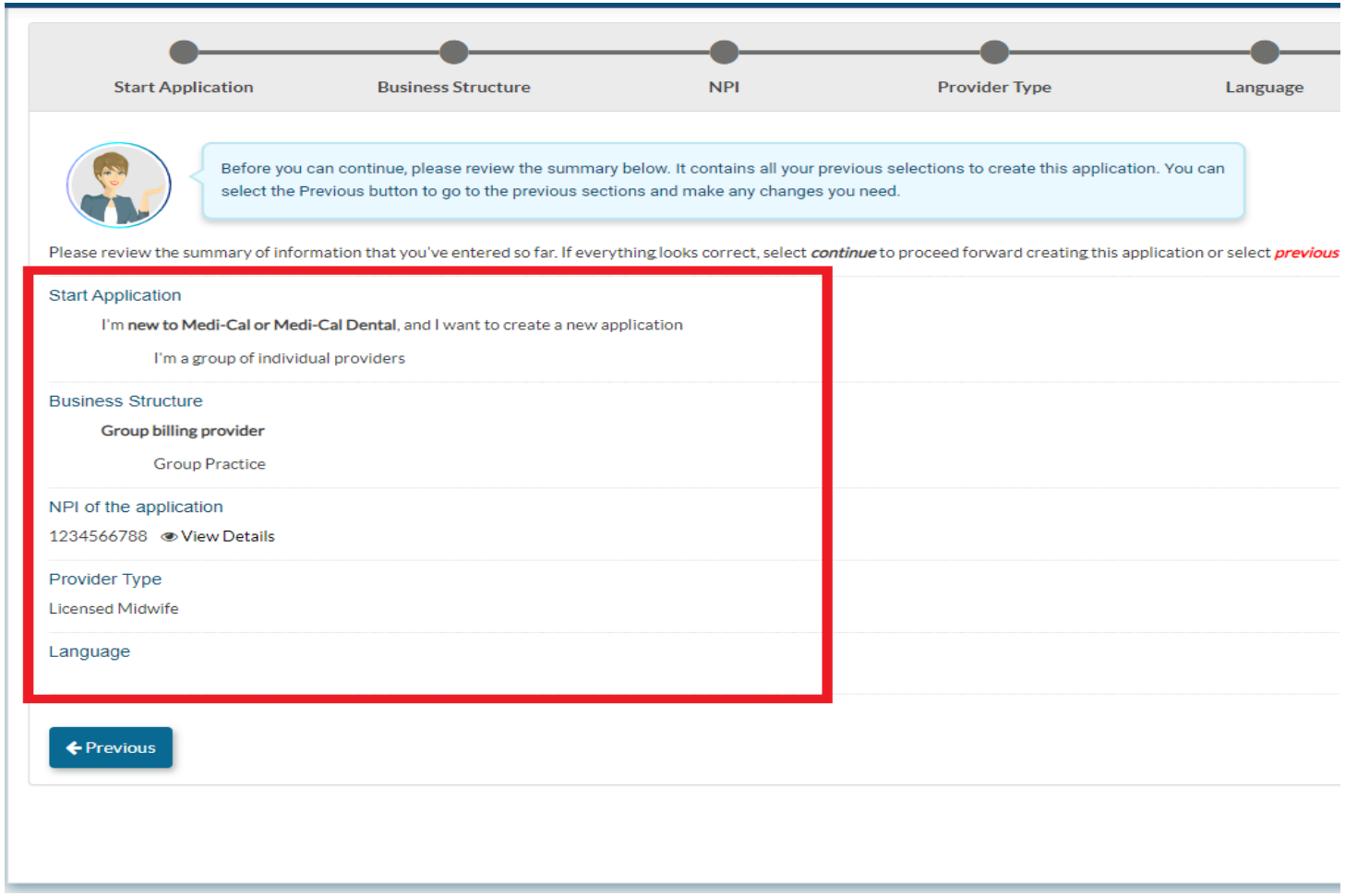


Languages

- Select your preferred language.



Verify Information



- Verify you have selected the correct business structure prior to launching the application.

Who May Apply and Sign Applications

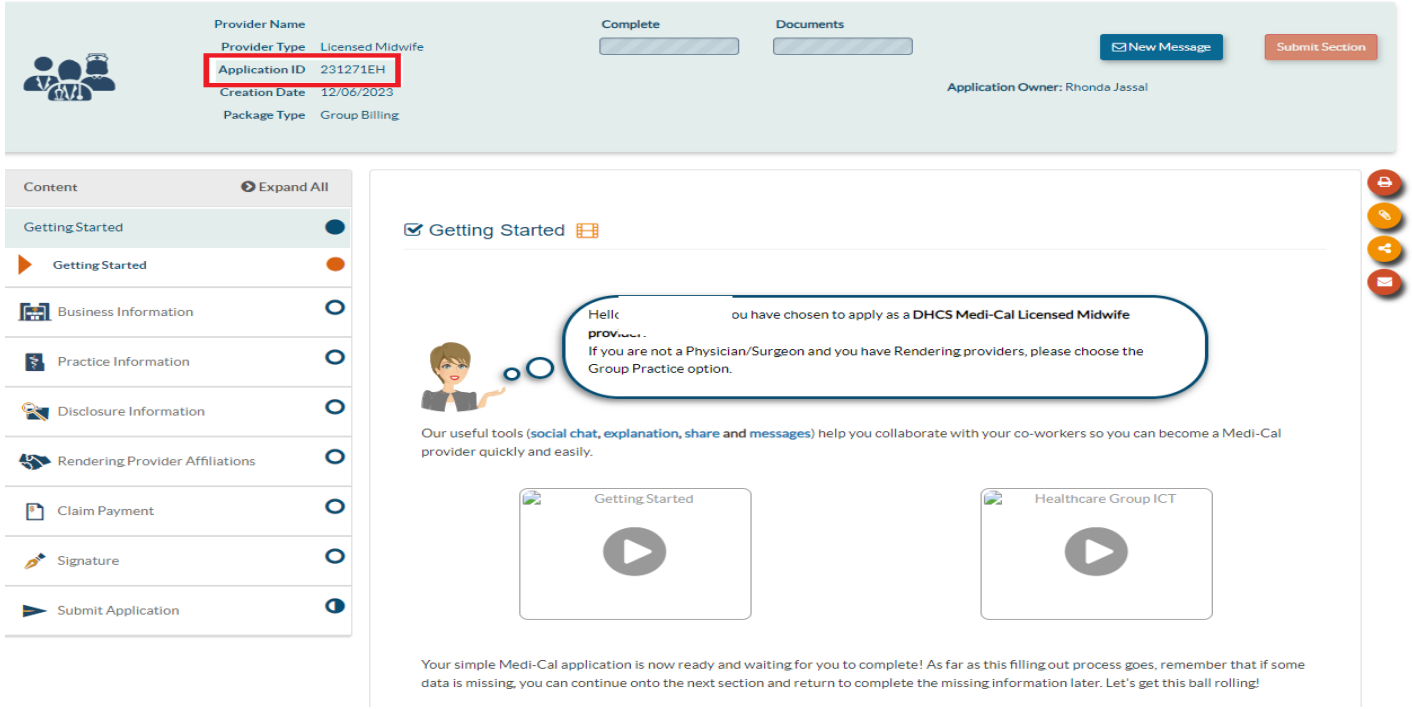
- DHCS will enroll Licensed Midwives who are sole proprietors or professional corporations.
- Limited Liability Company (LLC), non-profit corporations, or general corporations with lay ownership are not eligible for enrollment as individuals or groups.
- Rendering applications and individual billing (sole proprietor) applications must be signed by the provider themselves.
- Professional corporation applications must be signed by a corporate officer.

Signatures on Your Application

Signatures cannot be delegated. CCR, Title 22, Section 51000.30(a)(2)(B) states:

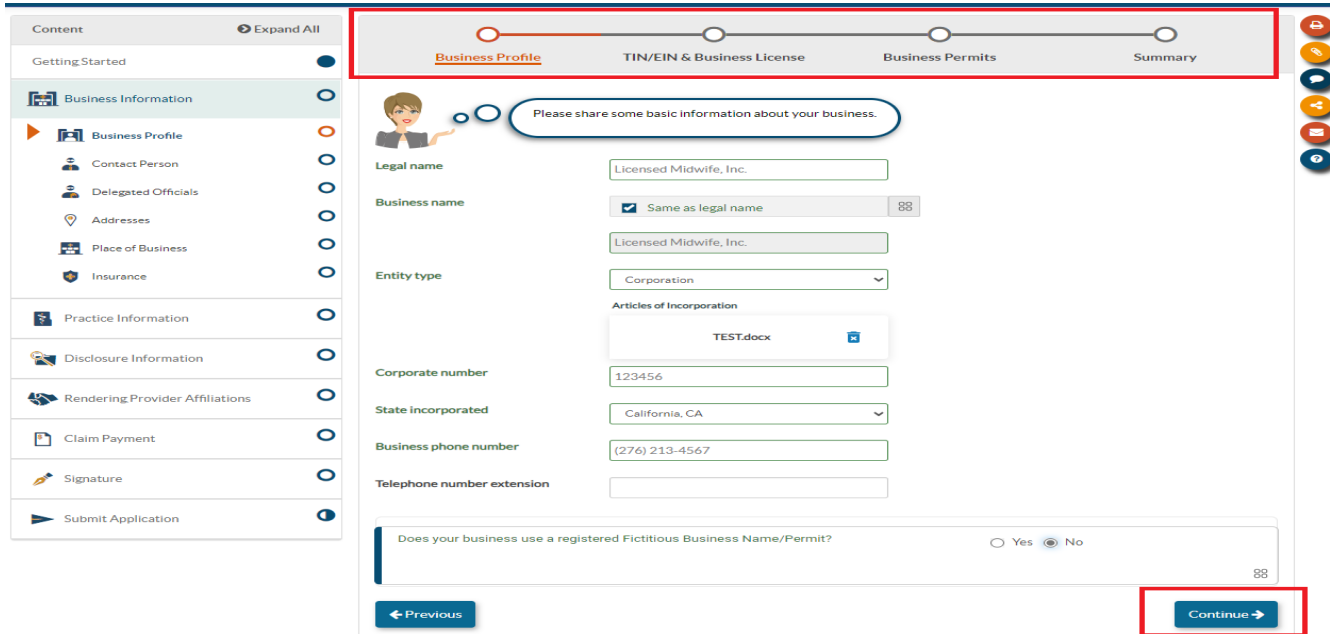
- Applications shall… “Be signed under penalty of perjury by an individual who is the sole proprietor, partner, corporate officer, or by an official representative of a governmental entity or non-profit organization, who has the authority to legally bind the applicant seeking enrollment, or the provider seeking continued enrollment, or the provider seeking enrollment at a new, additional, or change in location, as a Medi-Cal provider.”

Licensed Midwife Group Application



- When the application is created, your Application ID will be generated and displayed at the top of screen.

Business Profile



- In this section, you will be required to provide the following information:
  - Business/Legal Name
  - Entity Type
  - Fictitious Business Name Permit (if required)
  - Tax Identification Number
  - Business License/Permits

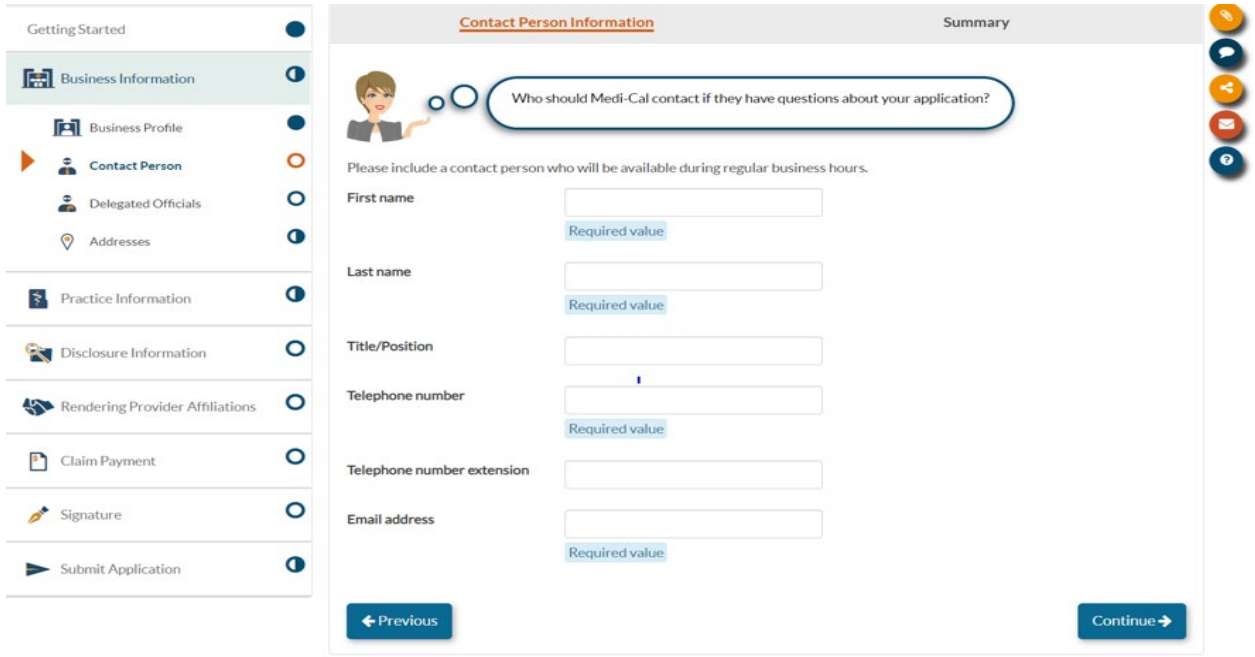
Business License Requirements

- Business licenses are sometimes called business registration certificates or business tax registration certificates.
- Issued by cities and counties.
- Most cities require licenses from all businesses, including:
  - Sole proprietor businesses.
  - Businesses with no employees.
  - Home-based businesses.
- Please check with your city (or with your county if an unincorporated area) to confirm their requirements.
- **Applications submitted without required business licenses will be returned.**

Fictitious Business Name Statement (FBNS)

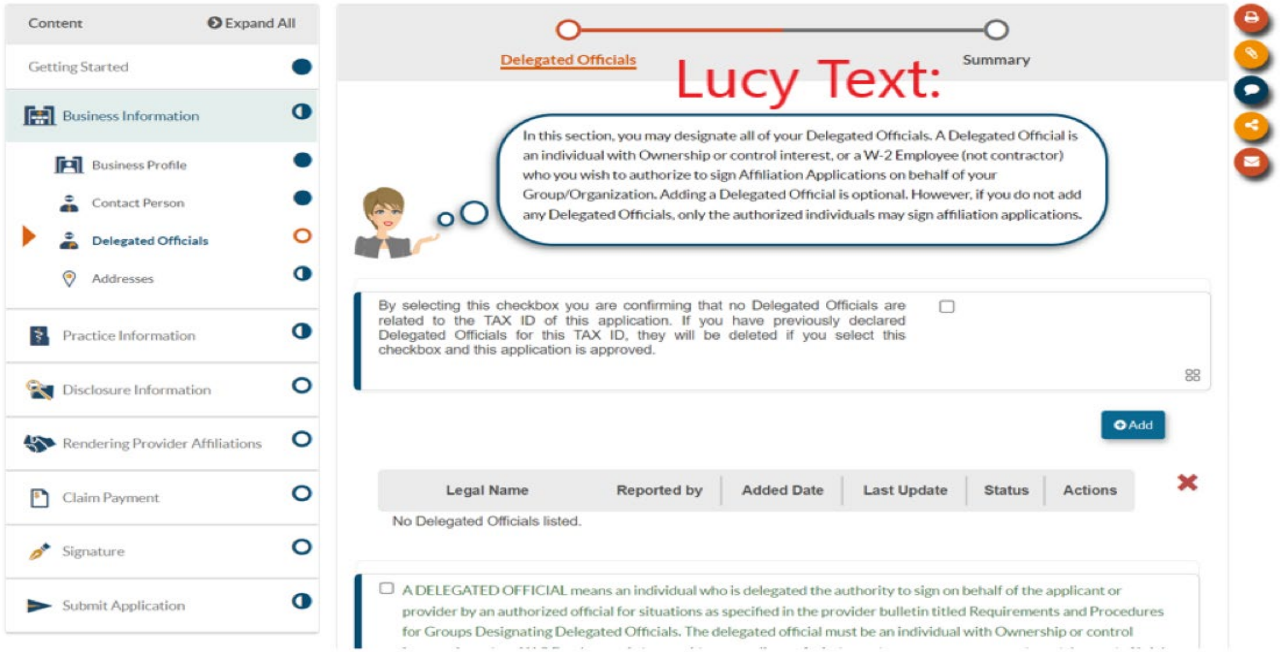
- Also known as a “doing business as” or “DBA” name.
- Only counties issue FBNS.
- For an individual, a FBNS is required when the name of the business (dba) does not include the last name (surname) of the owner OR the dba implies additional owners. (Such as "Company" or "Associates”).
- For a corporation or limited partnership, a FBNS is required when the DBA does not match exactly what is registered with Secretary or State.
- **Applications submitted without required FBNS will be returned.**

Contact Person



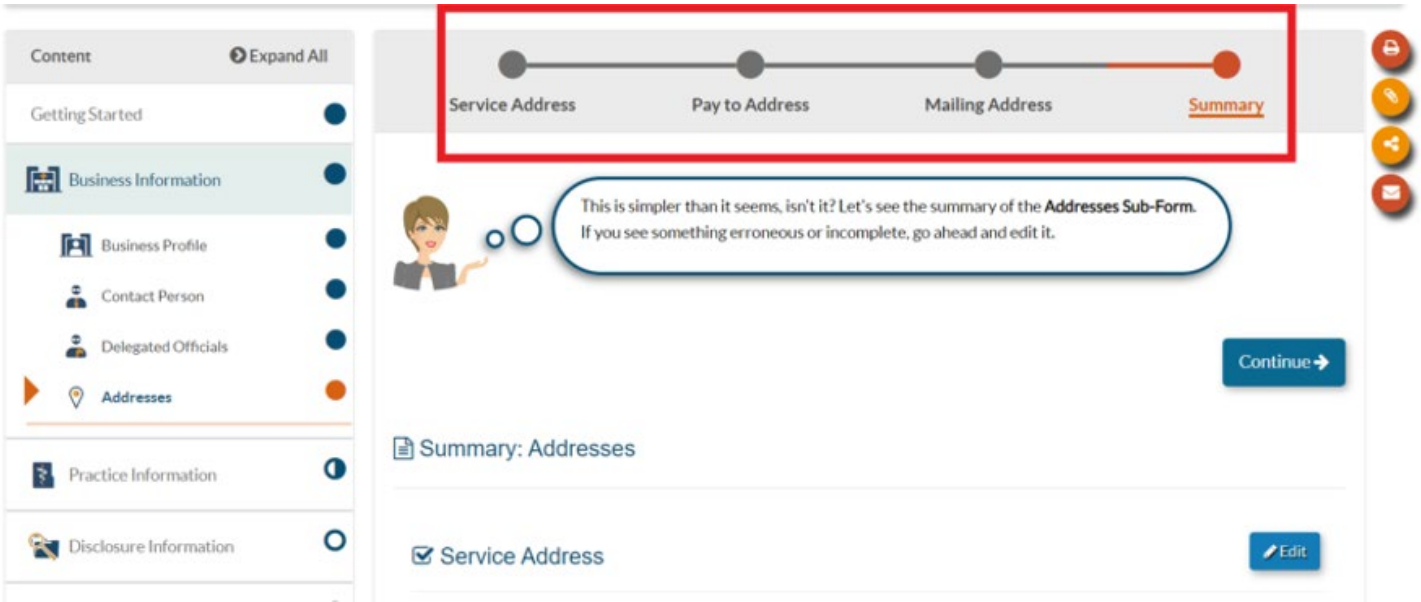
- Please ensure the Contact Person information is accurate.
- This is the name, email address and phone number that will be used to contact you during the application process if needed.

Delegated Officials



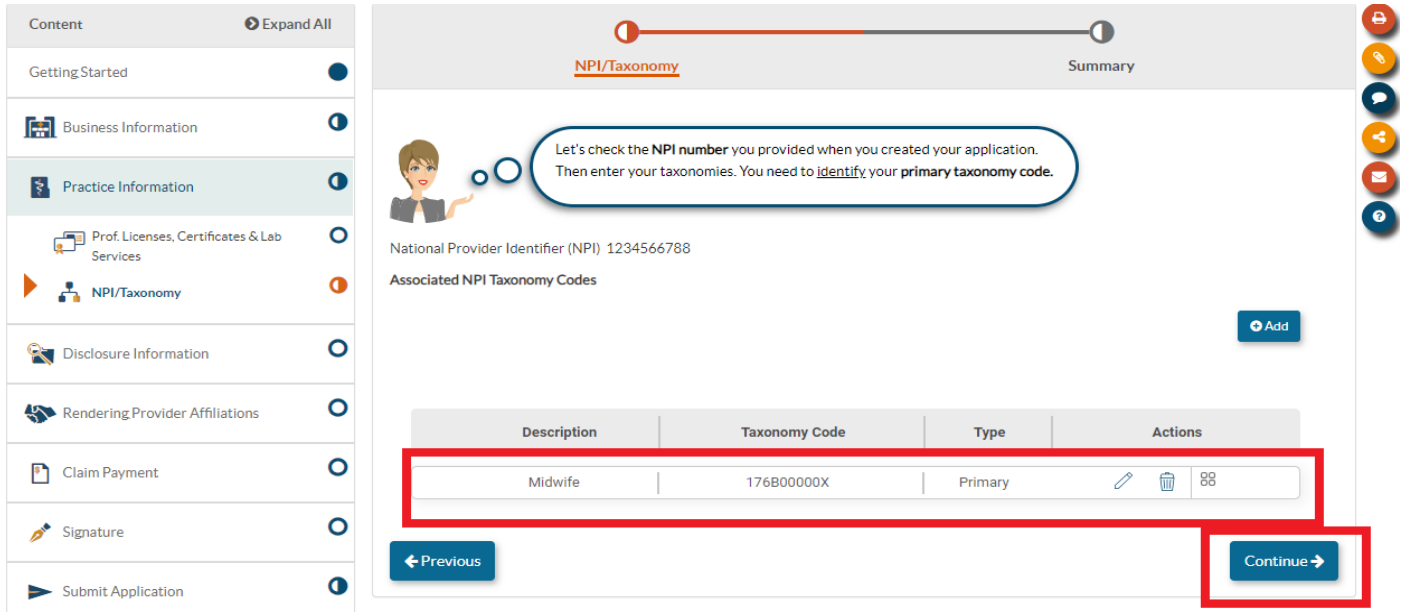
- Review Lucy text for information on delegated officials.
- You can choose to report one or indicate on the application that you do not have any.

Report Addresses



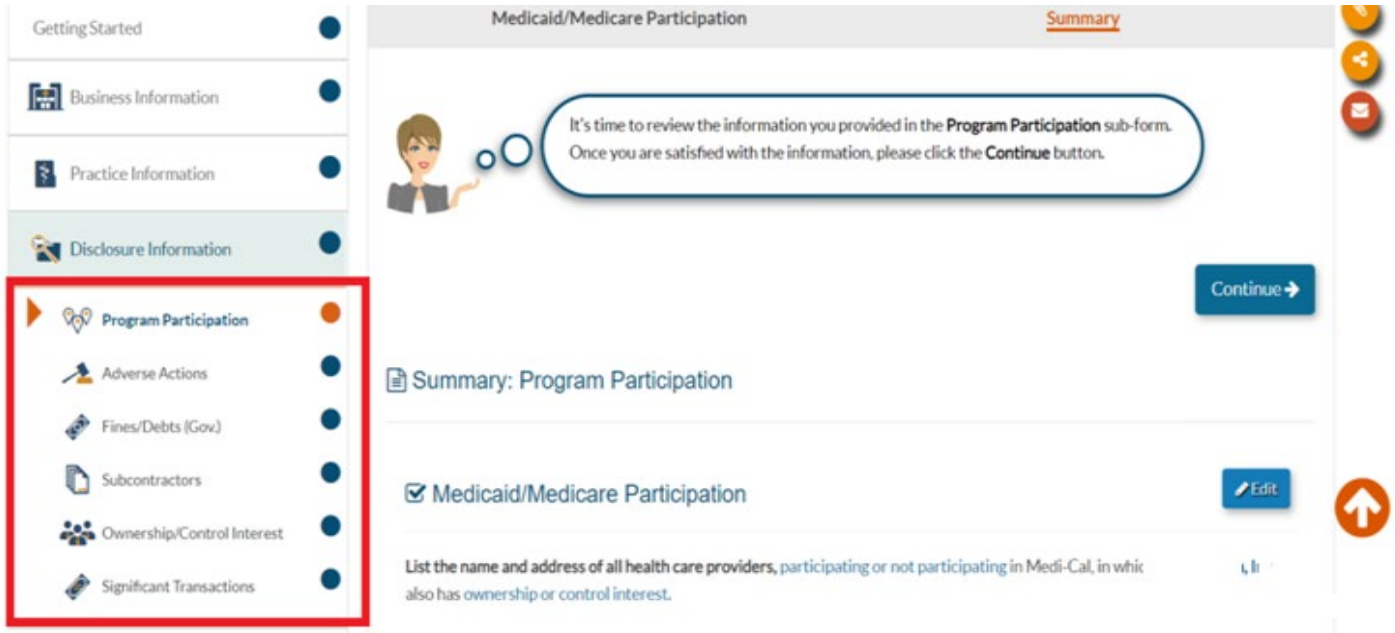
- In the address section, you must report your service address, pay-to address and mailing address.
- The service address cannot be a PO Box, virtual office or mailbox, or any other address that is used for mail delivery only and will be reported to the Open Data Portal.

NPI/Taxonomy



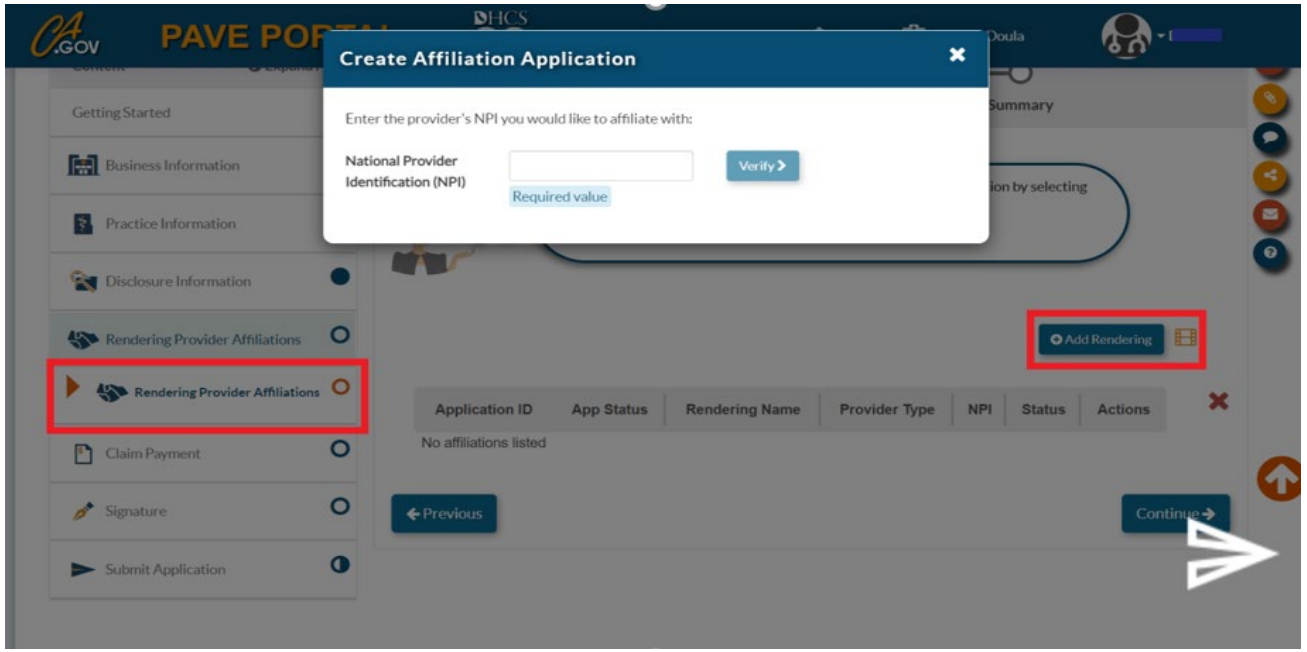
- The Taxonomy Code associated with your NPI will generally pre-populate.
- However, you can add or remove any Taxonomy Codes that are associated with your NPI.

Disclosure Section



- The Disclosure Section is where you will report all federally required information including past participation in Medicare and/or Medicaid, any past license discipline, and ownership control.

Rendering Providers



- You must have two rendering providers to meet the requirement to enroll as a Medi-Cal provider group.
- You must click, “Add Rendering” and enter the NPI of each individual rendering provider.

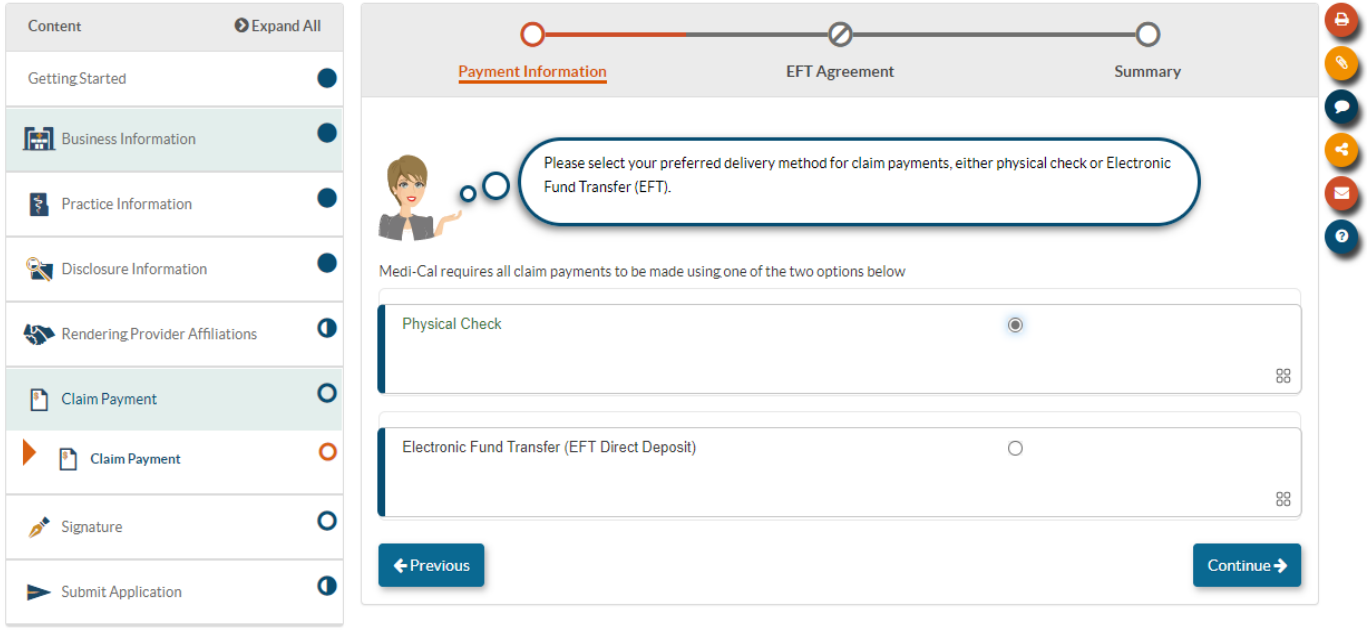
Rendering Providers

- If the rendering provider is already enrolled in Medi-Cal, PAVE will generate a Rendering Affiliation Form to affiliate the enrolled individual with the group.
- If the rendering provider is not enrolled in Medi-Cal, PAVE will generate a rendering provider application. This application must be completed **in addition** to the group application and can only be signed by the individual rendering provider.
- For more information on the Rendering Application please review the Licensed Midwife Rendering Provider Application Training.

New Rendering Application

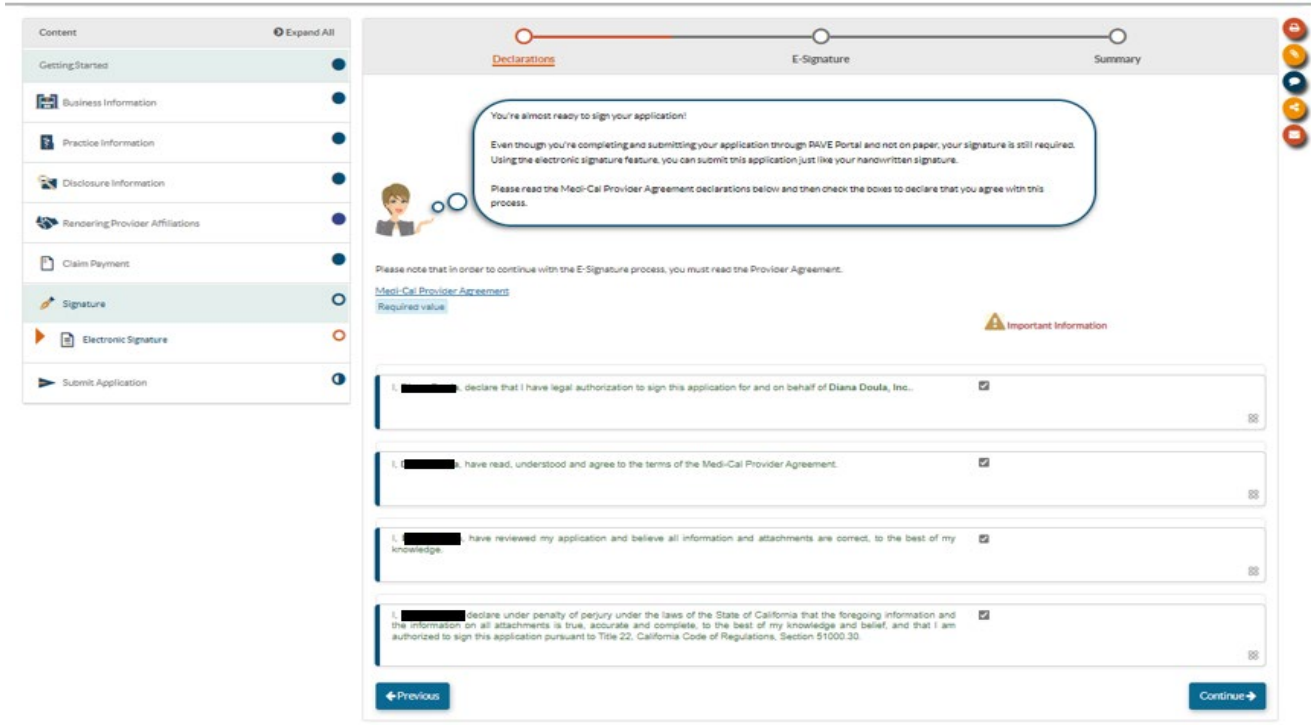
- A rendering provider is the individual whose services are billable through a group.
- Rendering applications can be started in the applications tab by clicking on the “New Application” button.
- Rendering applications can also be started while completing a group application or individual billing application.
- In the **rendering section** of the group Application or individual billing application, you can start a new rendering application.
- The Licensed Midwife Rendering Provider Application Training will demonstrate a rendering provider application started independent of a group or individual billing application.

Claim Payment



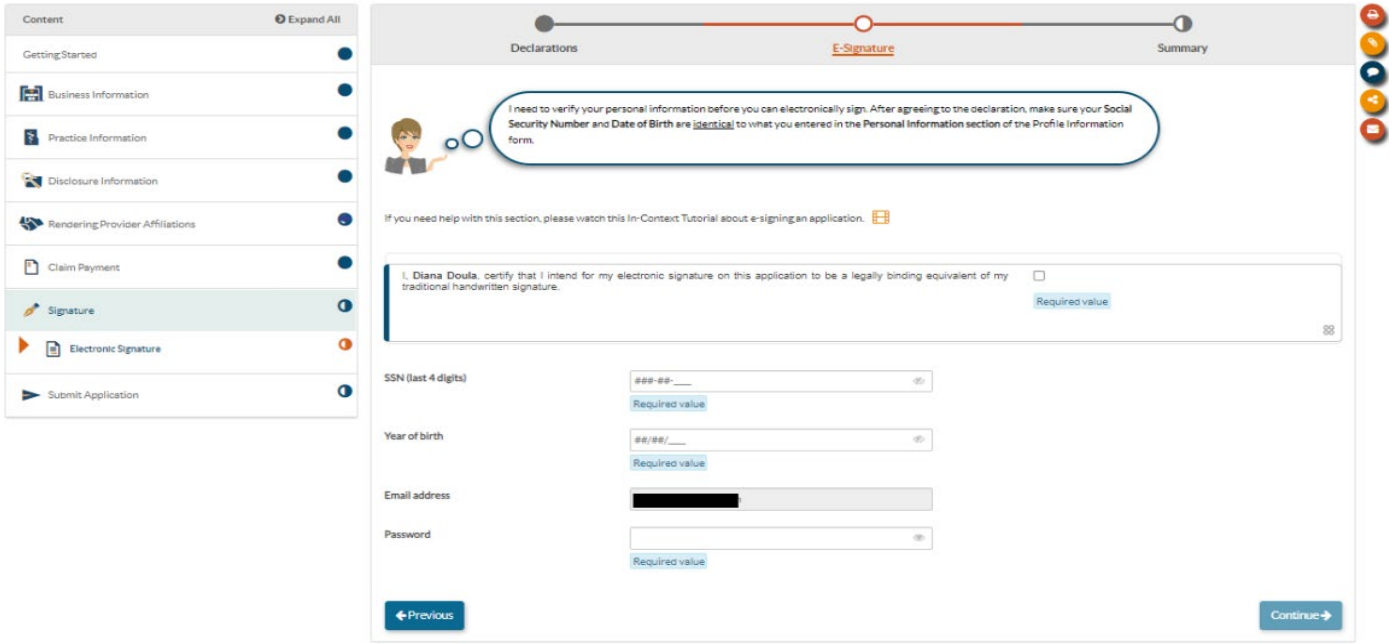
- Here you will indicate how you would like to receive payment for claims submitted.
- If you choose EFT, you will be required to enter your banking information.

Provider Agreement



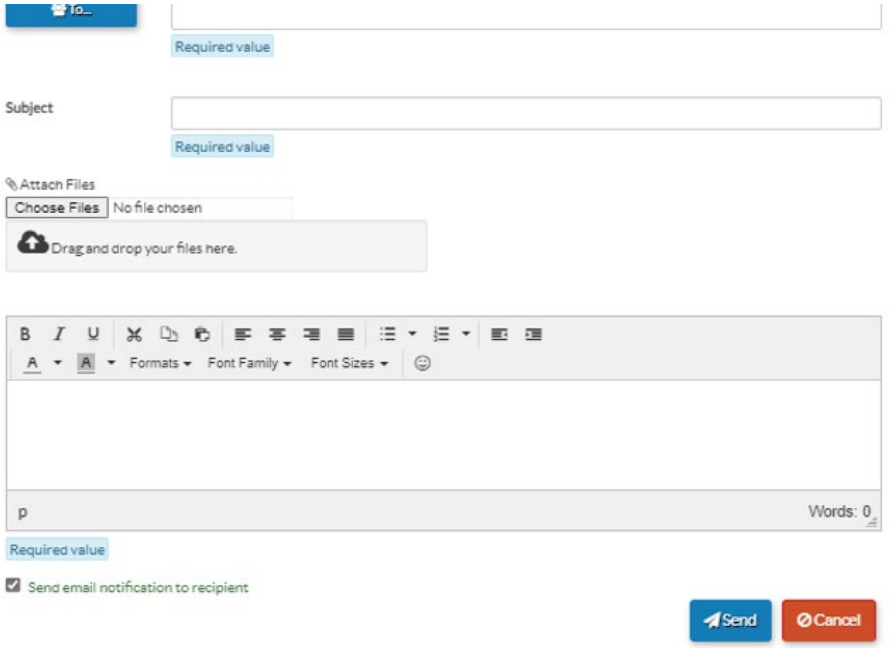
- You must review the Medi-Cal provider agreement and agree with related Declarations prior to electronically signing the Medi-Cal application.

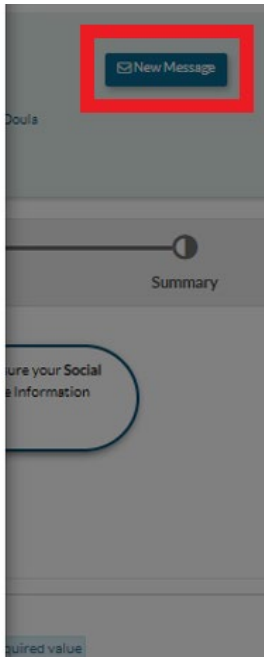
Electronic Signature



- In order to electronically sign, you must verify the last four digits of your SSN, birth year and enter your PAVE profile password.
- Once your application is signed, you can submit it.

Messages





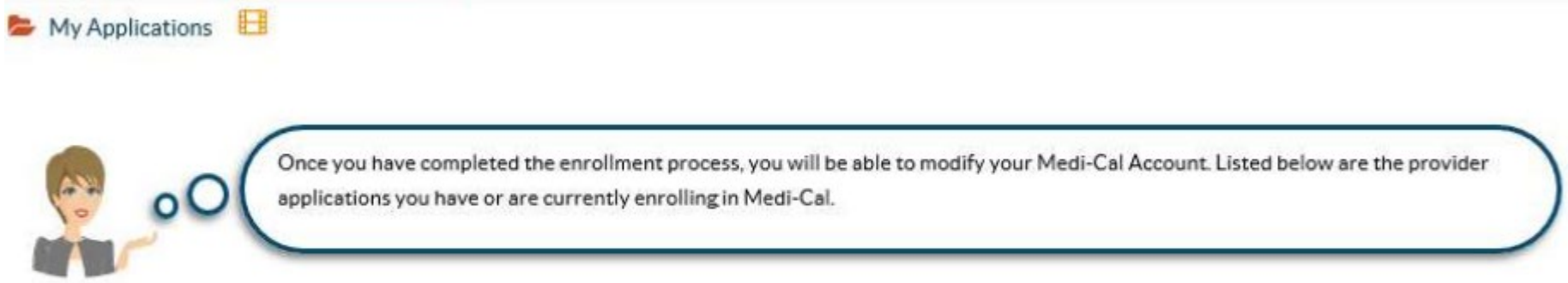
- If you have questions related to enrollment and/or application requirements, you can submit messages before, during and after the application process by selecting, “New Message.”

Incomplete Applications

- If your application is incomplete, PED will return it to you for corrections.
- You will be notified via email to log into the PAVE system to fix the noted deficiencies in your application.
- Please ensure your information is accurate, complete and current.
- Questions related to your application can be submitted by selecting the, “New Message” tab.
- Resubmit your application to PED within 60 days.

The Enrollment Process

- Complete your application in the PAVE portal.
- DHCS reviews in order of date received.
- The legal allowance for the initial review period is 180 days, but DHCS strives to complete initial reviews in a timely manner.



Common Denial Reasons

Wrong NPI Type or Number

- Provider has formed a corporation, but submits application with Type 1 NPI.
- Provider is a sole proprietor and submits application with Type 2 NPI.

Failure to Fix All Deficiencies

- Expired supporting documents.
- Not providing required documentation.
- Application is not signed by an authorized person.

Failure to submit at least two renderings

- “Provider Group” means two or more rendering providers doing business. together under a provider number at the same business location.

Status Notification

- If your application is approved, you will be notified via email to log into the PAVE system to receive your Approval Letter.
- If your application is denied, you will be notified via email to log into the PAVE system to receive your Denial Letter with Appeal Rights.
- For additional help in PAVE, click on the link below to take you to the PAVE homepage where you can access Provider Training videos and other PAVE Training Slides.

Additional Resources

- For technical assistance with the PAVE system, please direct questions to the PAVE Help Desk at (866) 252-1949.
- For Medi-Cal enrollment questions, you can send an email inquiry by following this link Provider Enrollment Division (PED) (ca.gov) and click on “Inquiry Form.”
- Or, you may contact us at (916) 323-1945.
- For additional help in PAVE, click on the link below to take you to the PAVE homepage where you can access Provider Training videos and other tutorials.

Thank You!