

MEDI-CAL DOULA PROVIDER ENROLLMENT CHECKLIST

Prior to enrolling as a doula provider in the Medi-Cal Provider Application and Validation for Enrollment (PAVE) system, have the documents, certificates and licenses in the checklist below available. The checklist includes local or state business requirements in addition to qualifications established by the Department of Health Care Services (DHCS) to enroll as a doula.

The checklist will help you determine what documents you will need to upload as part of your application, depending on how you are enrolling and what counties you will provide services in.

Section A – Mandatory Documentation

This section includes all documents that you are required to submit as part of your PAVE application when enrolling as a doula in Medi-Cal.

- ☐ Copy of applicant's current Driver's License or state-issued ID
- ☐ A document identifying how you operate your business, which includes a sole-proprietorship, corporation, Limited Liability Company (LLC) or partnership (See definitions in [Appendix A: Definitions](#))
- ☐ National Provider Identification Number (NPI)
 - » All doulas must apply for an NPI.
 - » To apply and receive an NPI online, visit the [National Plan & Provider Enumeration System](#) website.
 - » If you have formed an LLC or corporation, you must obtain and use a Type 2 NPI for the LLC or corporation, even if you are the sole owner.
- ☐ Doulas must complete basic Health Insurance Portability and Accountability Act of 1996 (HIPAA) training and attest to its completion in their PAVE application.
- ☐ A copy of your cardiopulmonary resuscitation (CPR) certificate or CPR card
 - » You must provide proof of possessing a current adult and infant CPR certification from the American Red Cross (ARC) or American Heart Association (AHA).
 - » The certification program that you complete must include an in-person skills session. A certification from a fully online program will not be accepted.
 - » The certification or card must have the ARC or AHA approved stamp. You may upload a PDF, JPEG, or other type image file.

- Documentation that you meet one of the following two qualification pathways:
 - » **Training Pathway:** If you are enrolling under the training pathway, have a copy of your training certificate(s) that includes course hours completed. If you do not have a certificate that includes the course hours completed, you may upload a syllabus that demonstrates the following areas and complete an attestation that is part of the PAVE application. You will need to include the name of the training program.
 - ❖ Certificate(s) showing a minimum of 16 hours of training in the following areas:
 - Lactation support
 - Childbirth education
 - Foundations on anatomy or pregnancy and childbirth
 - Nonmedical comfort measures, prenatal support, and labor support techniques
 - Developing a community resource list
 - ❖ Attest in the PAVE application that you have provided support at a minimum of three births as a doula.
 - » **Experience Pathway:** If you are enrolling under the experience pathway, you will need to attest in the PAVE application to the following:
 - ❖ At least five years of active doula experience in either a paid or volunteer capacity within the previous seven years.
 - ❖ Having skills in prenatal, labor and postpartum care. To demonstrate, upload three written client testimonial letters or professional letters of recommendation from any of the following: a physician, licensed behavioral health provider, nurse practitioner, licensed midwife, enrolled doula or community-based organization using the templates provided with the regulatory bulletin, "[Medi-Cal Enrollment Requirements and Procedures for Doulas](#)."
 - Letters must be written within the last seven years. One letter must be from either a licensed provider, a community-based organization or an enrolled doula.
 - Letters from licensed providers or community-based organizations need to be on letterhead.
 - All letters need the signature and printed name of the signer.
 - Letters from licensed providers need to include the license number and state of licensure.
 - Testimonial letters need to include the doula's name and some reference to recommendation that the doula has the skills and experience in prenatal, labor and postpartum care as a doula.

Section B – Potential Additional Documentation

This section includes all documentation that may be required based upon additional city, county and/or state requirements to operate a business in California. Note that all of these additional documents may not apply to your application, so review each item carefully to determine if you need to submit additional documentation.

- Workers' Compensation Insurance (Source: State law)
 - » Workers' Compensation Insurance is required for some businesses. If California state law requires your business to have Workers' Compensation Insurance, then you must attach proof of coverage with your application.
 - » If you are not otherwise required to have Workers' Compensation insurance, you do not have to obtain insurance to enroll as a Medi-Cal provider.
 - » For more information on Workers' Compensation Insurance, visit the [Workers' Compensation Insurance](#) website.
- Business License/Permit (Source: City/county regulations)
 - » Most cities require all businesses to obtain a business license. This is true even if the business is operated by one person or if the business is home-based.
 - » In some cities, the business license may be called a business tax certificate or business registration certificate.
 - » If you do not already have a business license, review the website for your city and obtain a business license before submitting your application.
 - » If your city does not require a business license, you may note this on your application, but note that most cities require these for all business types.
 - » If you do not live within the limits of an incorporated city, your county may require a business license. Check the website for your county to verify requirements.

Note: The name and address on the business license must match the name and service address reported on the application.
- Fictitious Business Name Statement (FBNS) (Source: State law)
 - » The requirement to obtain an FBNS is in state law. However, the process to obtain an FBNS is through the county. If a person lives within a city and needs both a business license and an FBNS, they need to obtain the business license from the city and the FBNS from the county.
 - » You must obtain an FBNS when:
 - ❖ You are operating as a sole proprietor and using a name for your business that does not include your last name.
 - ❖ You are operating as an LLC or corporation and using a business name that does not exactly match the name stated in the Articles of Incorporation or Articles of Organization filed with the California Secretary of State.
 - ❖ You are operating as a partnership and using a business name that does not include the last name of each partner.
 - » Visit the website for your county for more information and instructions on obtaining an FBNS.