



Fee-For-Service Enrollment for Doula Group providers

Provider Enrollment Division
December 2022

Topics Covered

1. Getting Set Up in the PAVE Enrollment System
 - » National Provider Identifier (NPI)
 - » PAVE User
 - » PAVE Profile
2. PAVE Questionnaire to Start a Doula Group Application
3. Some Medi-Cal Enrollment Requirements
 - » List of Required Documents to Attach
 - » Who is Authorized to Sign Medi-Cal Applications
4. Doula Group Application Sections
5. DHCS Application Review
6. Additional Resources

National Provider Identifier (NPI)

- » Before getting started in PAVE you must obtain an NPI
 - » **Type-1 NPI's** 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 NPI's** 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 at <https://nppes.cms.hhs.gov/#/>

Getting Set Up in PAVE for First Time Users

» PAVE101 Training Slides

<https://www.dhcs.ca.gov/provgovpart/Pages/PAVE-101-Training-Slides.aspx>


Access PAVE



← → ↻ pave.dhcs.ca.gov/sso/login.do? ☆

CA.GOV **PAVE PORTAL** DHCS

Bulletins Contact Us Sign Up **Login**

 **Welcome to PAVE!**
Login to continue your Medi-Cal enrollment journey! If you don't have a PAVE user profile, select *Sign-up*.

Log in to your profile

Username

E-mail address

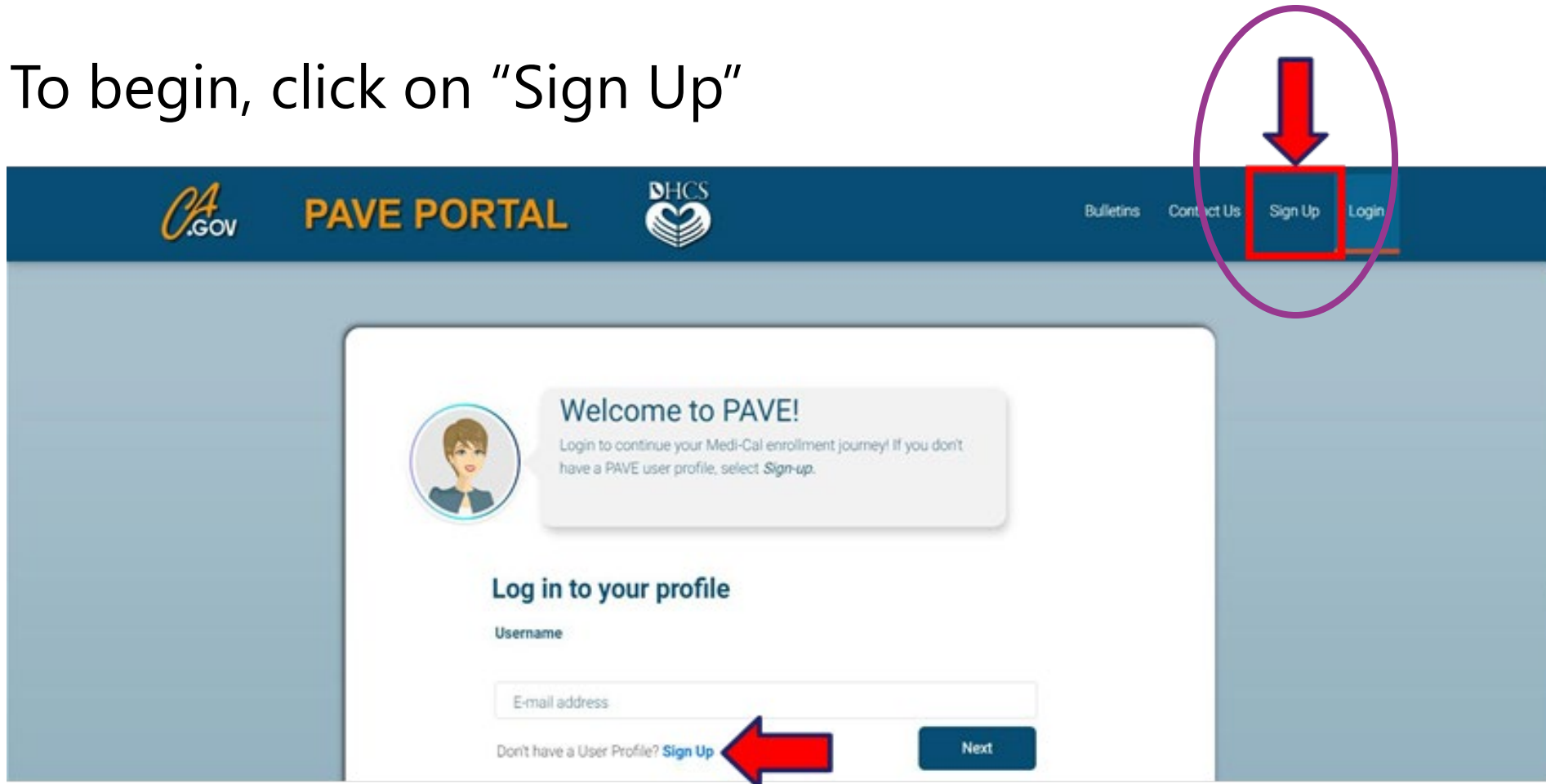
Don't have a User Profile? [Sign Up](#) **Next**

New to PAVE? Here are the [Provider Types](#) supported in PAVE

PAVE Portal SSO Version: 5.0.0.0 - Build Number 226
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PAVE User Sign-Up Process

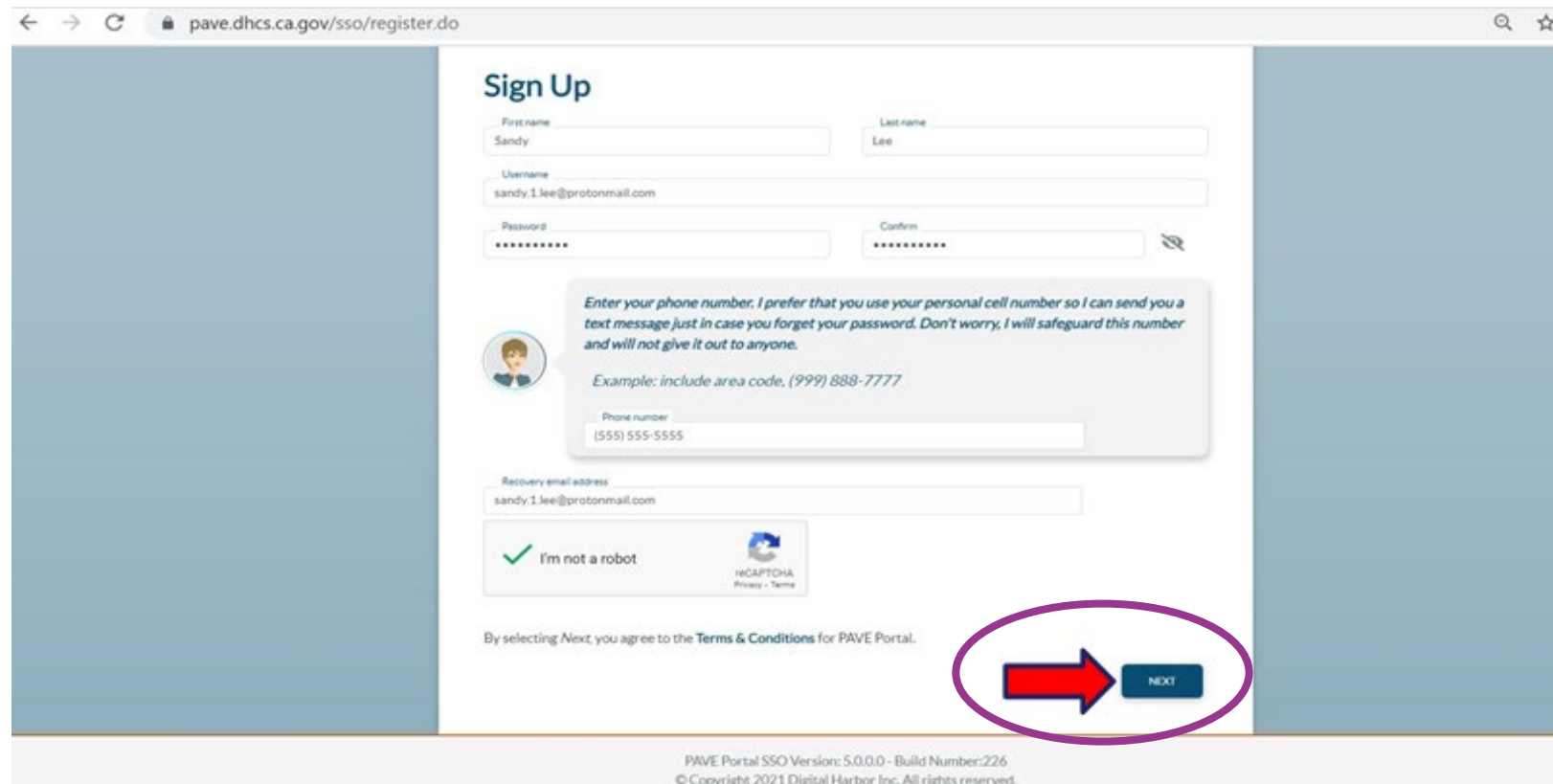
» To begin, click on "Sign Up"



The screenshot displays the PAVE Portal website interface. At the top, there is a dark blue navigation bar containing the CA.GOV logo, the text "PAVE PORTAL", the DHCS logo, and links for "Bulletins", "Contact Us", "Sign Up", and "Login". The "Sign Up" link is highlighted with a red square, and a red arrow points down to it from above. Below the navigation bar, a white content area features a "Welcome to PAVE!" message with a user profile icon and instructions to login or sign up. Underneath, there is a "Log in to your profile" section with input fields for "Username" and "E-mail address". At the bottom of this section, there is a link for "Don't have a User Profile? Sign Up" with a red arrow pointing to it, and a "Next" button.

PAVE User Sign-Up Process

» Complete the required information and click "NEXT"



The screenshot shows a web browser window with the URL `pave.dhcs.ca.gov/sso/register.do`. The page title is "Sign Up". The form contains the following fields and elements:

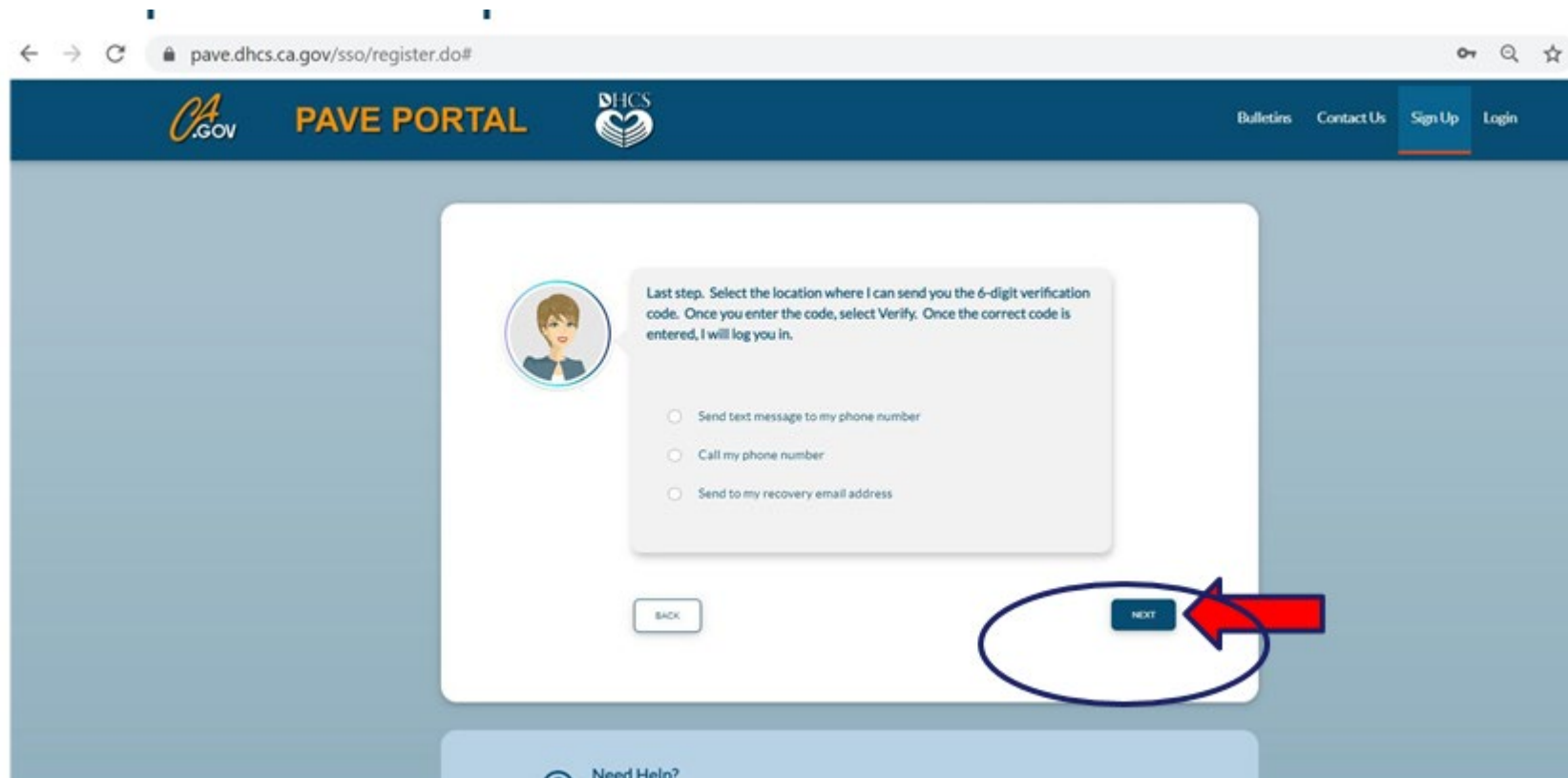
- First name: Sandy
- Last name: Lee
- Username: sandy.1.lee@protonmail.com
- Password: [masked]
- Confirm: [masked]
- Phone number: (555) 555-5555
- Recovery email address: sandy.1.lee@protonmail.com
- A green checkmark and the text "I'm not a robot" next to a reCAPTCHA logo.
- A blue "NEXT" button, which is circled in purple and has a red arrow pointing to it.

Below the form, there is a note: "By selecting Next, you agree to the [Terms & Conditions](#) for PAVE Portal."

At the bottom of the page, the footer text reads: "PAVE Portal SSO Version: 5.0.0.0 - Build Number:226 © Copyright 2021 Digital Harbor Inc. All rights reserved."

PAVE User Sign-Up Process

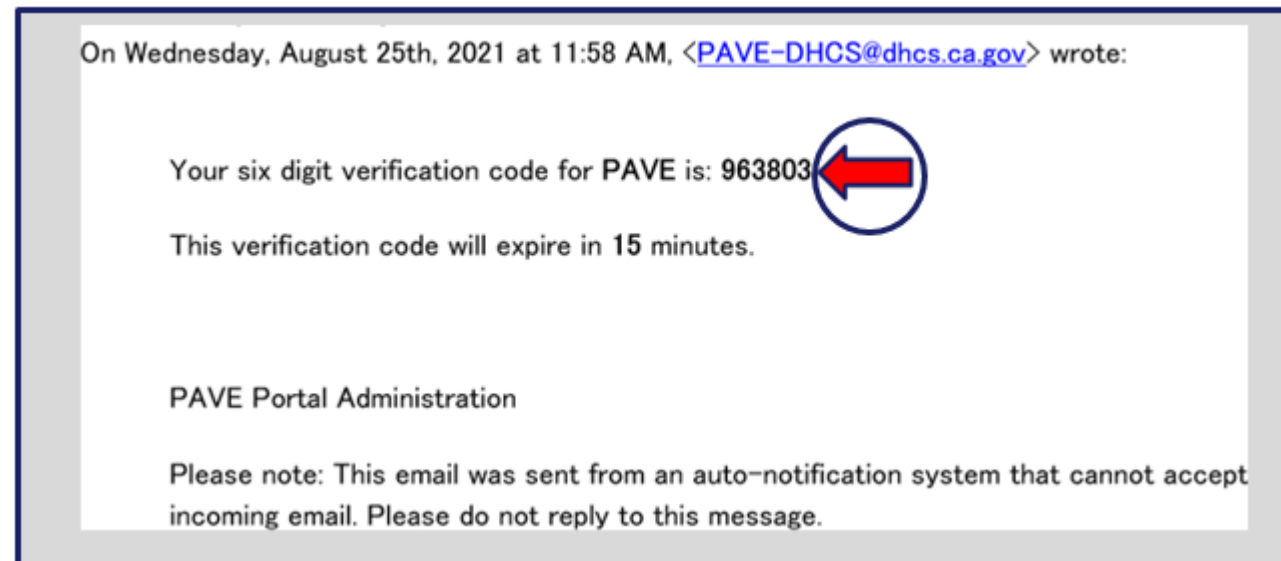
- » You will be prompted to select how you wish to receive the six digit verification code, after selecting the preferred option click "NEXT"



The screenshot shows a web browser window with the URL `pave.dhcs.ca.gov/sso/register.do#`. The page header includes the `CA.GOV` logo, `PAVE PORTAL`, and the `DHCS` logo. Navigation links for `Bulletins`, `Contact Us`, `Sign Up`, and `Login` are visible. The main content area features a white card with a female avatar icon and the following text: "Last step. Select the location where I can send you the 6-digit verification code. Once you enter the code, select Verify. Once the correct code is entered, I will log you in." Below this text are three radio button options: "Send text message to my phone number", "Call my phone number", and "Send to my recovery email address". At the bottom of the card are two buttons: "BACK" and "NEXT". A blue oval highlights the "NEXT" button, and a red arrow points to it from the right. A "Need Help?" link is partially visible at the bottom of the page.

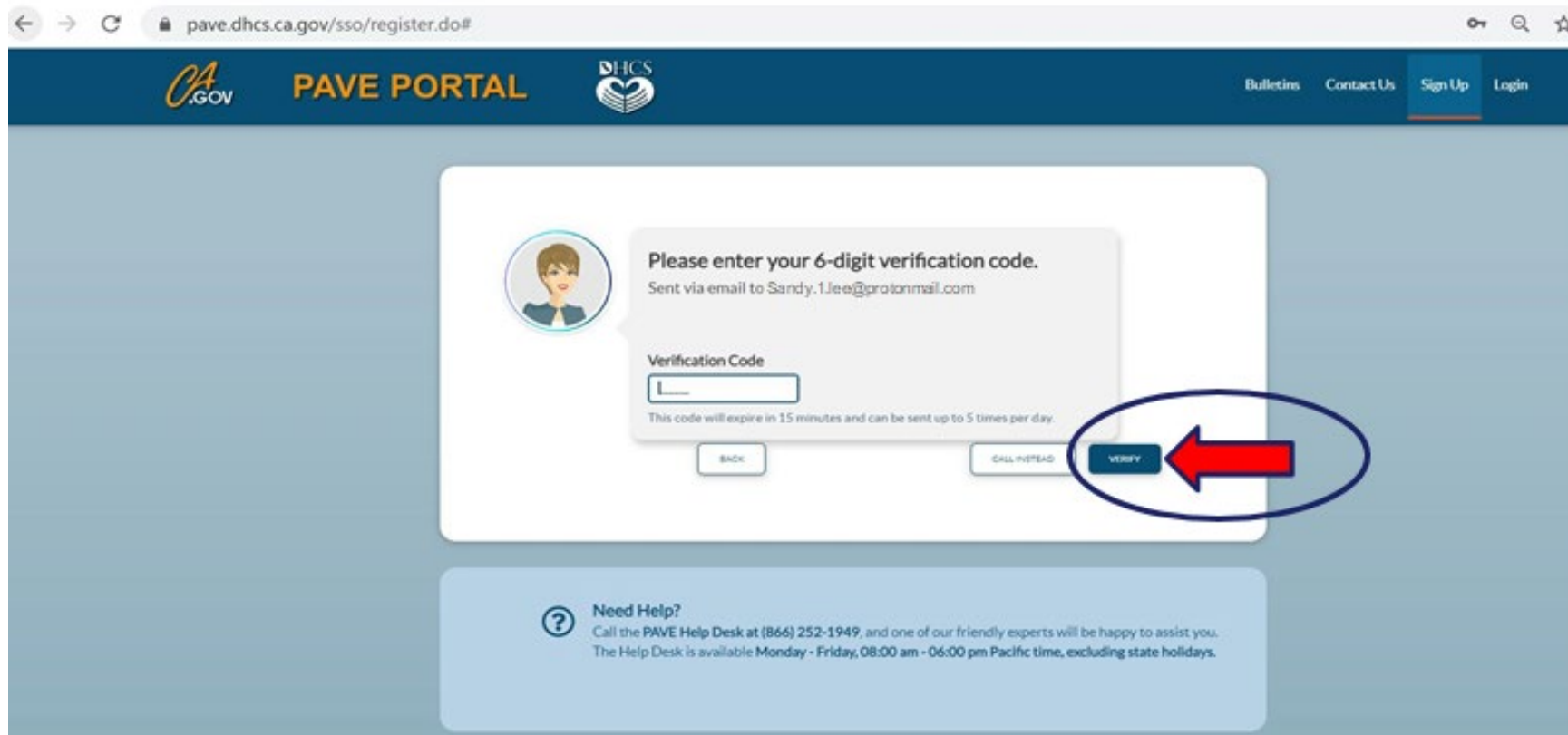
PAVE User Sign Up Process

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



PAVE User Sign-Up Process

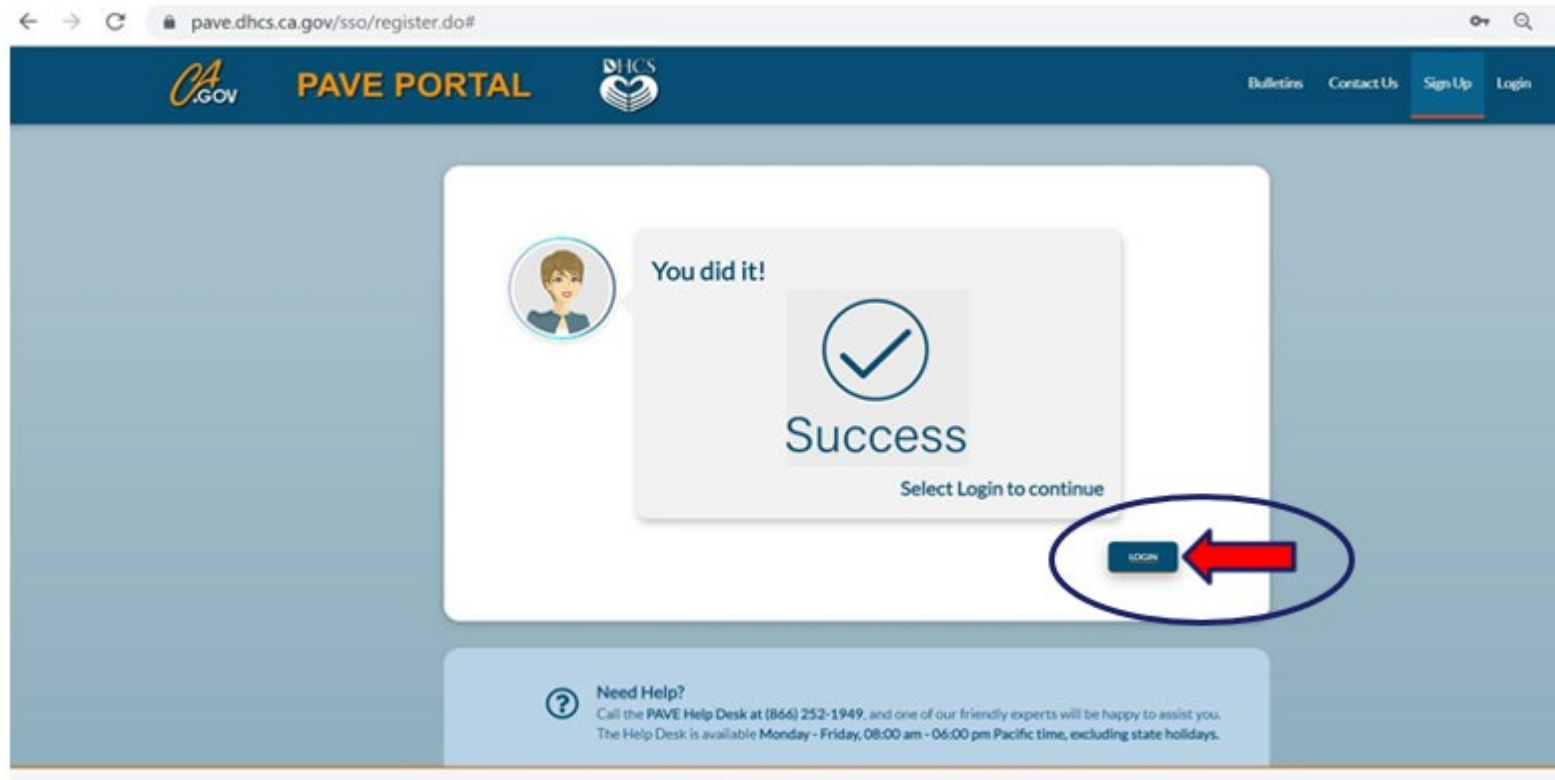
» Enter the six-digit verification code and click "VERIFY"



The screenshot shows a web browser window with the URL `pave.dhcs.ca.gov/sso/register.do#`. The page header includes the CA.GOV logo, the text "PAVE PORTAL", the DHCS logo, and navigation links for "Bulletins", "Contact Us", "Sign Up", and "Login". The main content area features a white card with a user profile icon on the left. The card contains the following text: "Please enter your 6-digit verification code." followed by "Sent via email to Sandy.1Jee@protonmail.com". Below this is a "Verification Code" input field with a cursor. Underneath the input field is the text: "This code will expire in 15 minutes and can be sent up to 5 times per day." At the bottom of the card are three buttons: "BACK", "CALL INSTEAD", and "VERIFY". A red arrow points to the "VERIFY" button, which is also circled in blue. At the bottom of the page, there is a "Need Help?" section with a question mark icon and the text: "Call the PAVE Help Desk at (866) 252-1949, and one of our friendly experts will be happy to assist you. The Help Desk is available Monday - Friday, 08:00 am - 06:00 pm Pacific time, excluding state holidays."

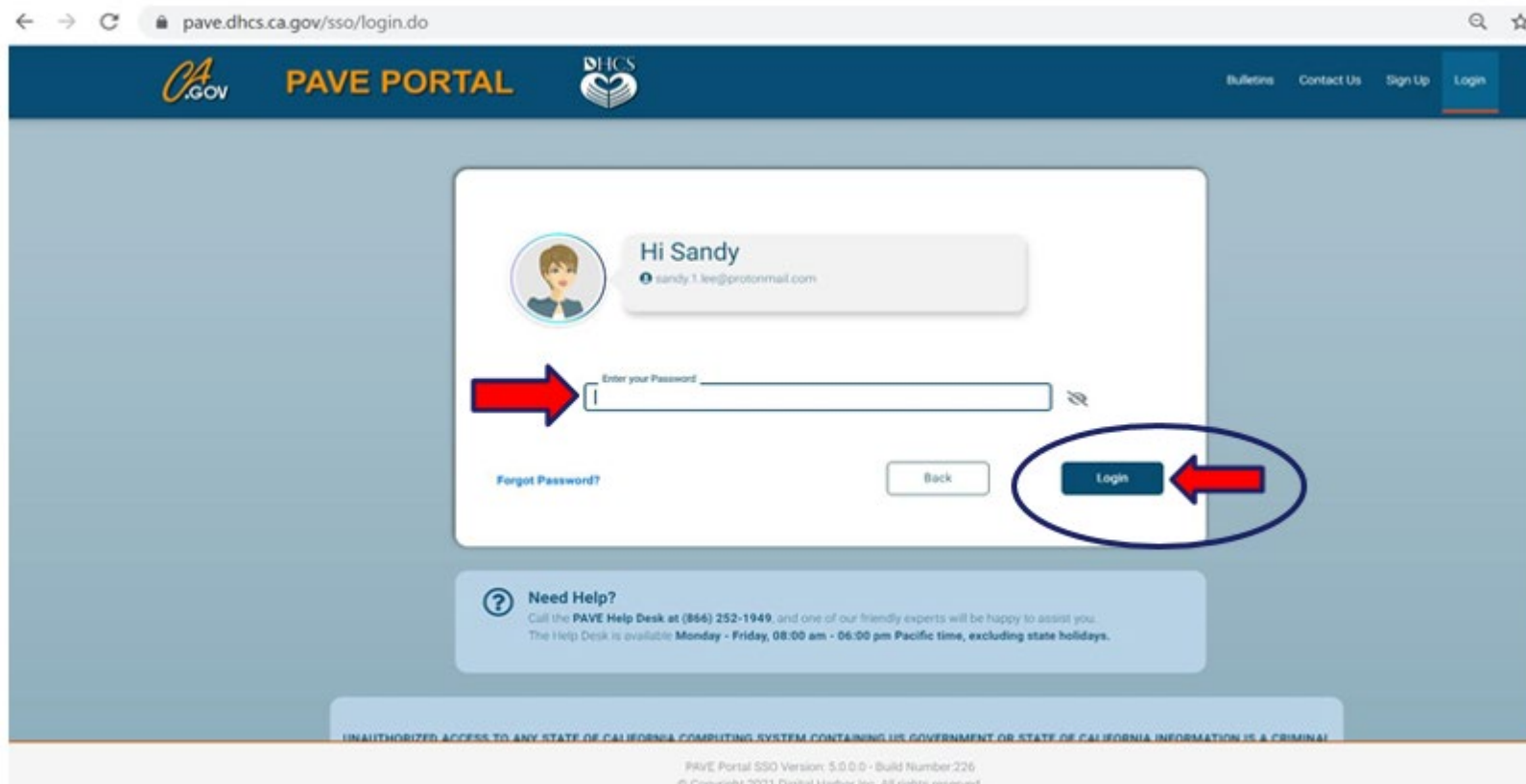
PAVE User Sign Up Process

» Once PAVE confirms successful verification, click "LOGIN".



PAVE User Sign Up Process

» Now enter your email and your password and click “LOGIN”



The screenshot shows the PAVE Portal login page. The browser address bar displays `pave.dhcs.ca.gov/sso/login.do`. The page header includes the CA.GOV logo, the text "PAVE PORTAL", the DHCS logo, and navigation links for "Bulletins", "Contact Us", "Sign Up", and "Login". The main content area features a user profile card for "Hi Sandy" with the email `sandy.1.lee@protonmail.com`. Below the profile is a password input field labeled "Enter your Password" with a red arrow pointing to it. To the right of the password field is a "Login" button, which is circled in blue and has a red arrow pointing to it. Other buttons include "Forgot Password?", "Back", and "Login". A "Need Help?" section provides contact information for the PAVE Help Desk. At the bottom, there is a disclaimer: "UNAUTHORIZED ACCESS TO ANY STATE OF CALIFORNIA COMPUTING SYSTEM CONTAINING US GOVERNMENT OR STATE OF CALIFORNIA INFORMATION IS A CRIMINAL OFFENSE." and footer text: "PAVE Portal SSO Version: 5.0.0.0 - Build Number 226 © Copyright 2021 Digital Harbor Inc. All rights reserved."

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

The image shows the PAVE Portal interface. At the top, there is a dark blue header with the CA.GOV logo, the text "PAVE PORTAL", and the HCS logo. To the right of the header are icons for messages, notifications, a shopping cart labeled "My Business ADC", and a user profile labeled "Sandy". Below the header is a white navigation bar with links for "My Messages", "Applications", "Accounts", "My Tools", "Help", and "What's New!". The "Applications", "Accounts", and "My Tools" links are highlighted with red boxes. A red arrow points to the "What's New!" link.

Below the navigation bar is a light blue area with a welcome message in a speech bubble:

Hello! I will be guiding you on your journey in the PAVE Portal. Click on the building titles below to be taken to the corresponding section.

If you need technical support, call the PAVE Help Desk at (866) 252-1949, for assistance, Monday - Friday, 8:00am - 6:00pm PST, excluding state holidays.

You can also get technical assistance by using our chat feature at the bottom right of this page, Monday - Friday from 8am - 4pm PST.

Below the message is a cartoon illustration of a woman's head in a thought bubble. In the center is an isometric cityscape with several buildings. The buildings are labeled "MY TOOLS", "MY APPLICATIONS", "MY ACCOUNTS", "LEARNING CENTER", and "MESSAGE CENTER". The "LEARNING CENTER" and "MESSAGE CENTER" buildings are highlighted with red boxes.

Starting a Doula 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 Doula Group application.

Select New Application

The screenshot shows a web application interface for managing applications. At the top, there is a navigation bar with links for 'My Messages', 'Applications' (which is the active tab), 'Accounts', 'My Tools', 'Help', and 'What's New!'. Below the navigation bar, the main content area is titled 'My Applications'. A callout box with a person icon contains the text: 'Listed below are the provider applications you are currently working on. Once enrolled, you can modify your Medi-Cal accounts at any time.' To the right of this callout, there is a link for 'Owners/Personal information' and a prominent blue button labeled 'New Application' which is highlighted with a red rectangular border. Below the callout, there is a summary section with a dark blue button showing 'Total Apps 0' and several white buttons for application status: 'In Progress', 'Return to Provider', 'Resubmitted', 'Approved', and 'Denied'. A link for 'Applications Dashboard' is also present. At the bottom of the dashboard, there are filter controls including a '- Filter by -' dropdown, a '- Please select a filter -' dropdown, and a search bar. Below these controls is a table header with columns: 'Provider Name', 'Provider Type', 'NPI', 'Application', 'Status', 'Complete', 'Last Update', 'Owner', and 'App ID'. The table content area currently displays 'No applications are listed'. At the very bottom of the page, there is a footer with contact information for the PAVE Help Desk and a 'Page' indicator.

First Questionnaire Page

Start Application Business Structure NPI Provider Type Language Last step

 The following questionnaire will help determine the correct type of application for you. Hovering over the options will provide additional help!


COVID-19 Special Announcement


I'm enrolled in Medi-Cal or Medi-Cal Dental, and I want to create an application


I'm enrolled in Medi-Cal or Medi-Cal Dental, and I want to affiliate with another provider

I'm new to Medi-Cal or Medi-Cal Dental, and I want to create a new application


What type of provider are you?

I'm an individual provider 


I'm a group of individual providers 

I'm a healthcare business 

I need to report Supplemental changes

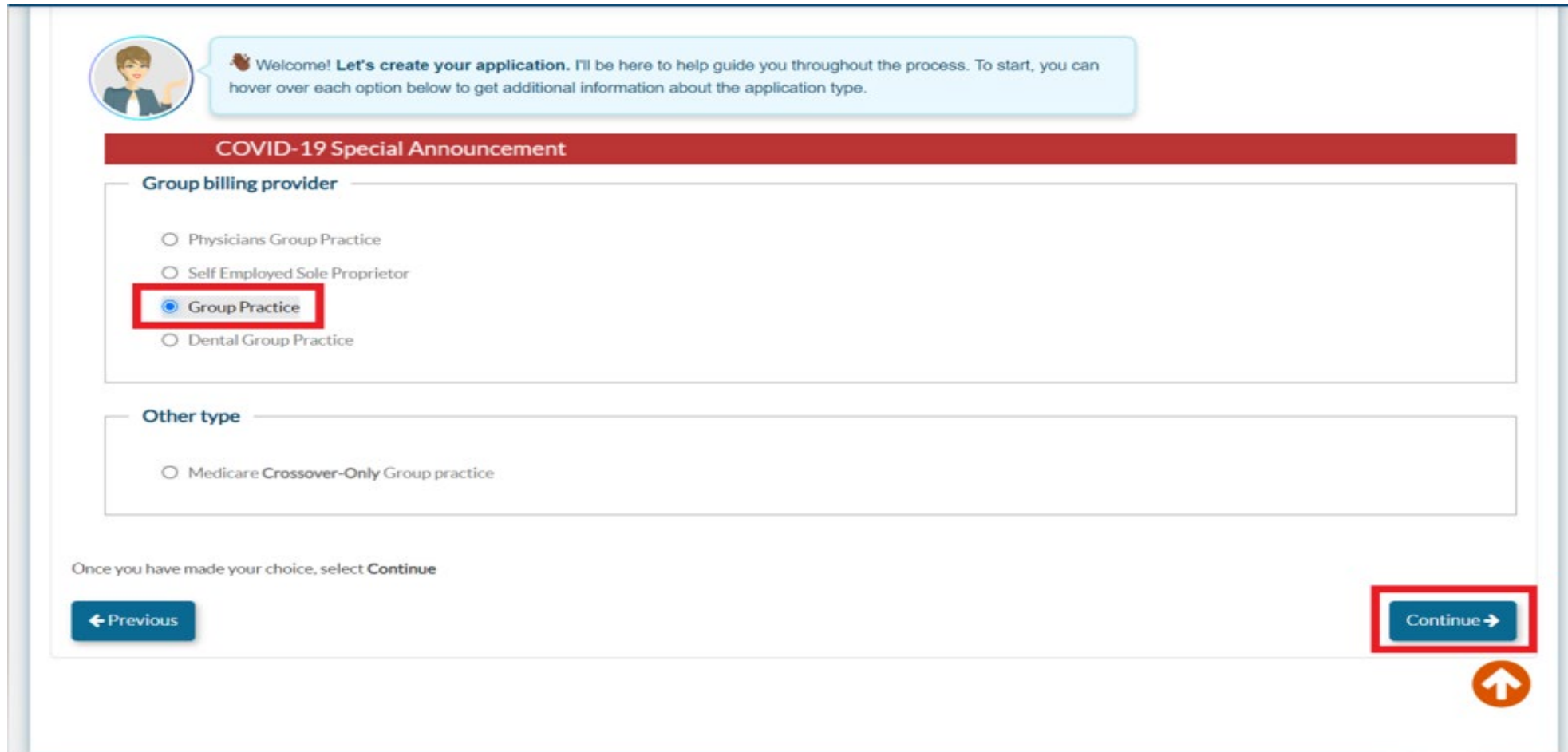
If you want help with any of these options, select the in-context tutorial video icons for assistance. 


Once you have made your choice, select **Continue**

[← Previous](#) [Continue](#) 

Second Questionnaire Page

Select Your Type of Group Practice



 Welcome! **Let's create your application.** I'll be here to help guide you throughout the process. To start, you can hover over each option below to get additional information about the application type.

COVID-19 Special Announcement

Group billing provider


- Physicians Group Practice
- Self Employed Sole Proprietor
- Group Practice**
- Dental Group Practice

Other type

- Medicare **Crossover-Only** Group practice

Once you have made your choice, select **Continue**

[← Previous](#) [Continue →](#)



Correct NPI Type depends on your Business Structure

1. Type 1 NPI

- » **Sole Proprietors** must use a Type 1 NPI. 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.

2. Type 2 NPI

- » **Business entities** such as a corporations, LLCs, and Partnerships must use a Type 2 NPI, **even if you are the only owner of the entity.**

Third Questionnaire Page

Enter Your NPI and click Verify

The screenshot displays a multi-step questionnaire interface. At the top, a progress bar shows six steps: 'Start Application', 'Business Structure', 'NPI', 'Provider Type', 'Language', and 'Last step'. The 'NPI' step is currently active, indicated by a red circle and a red line segment. Below the progress bar, a light blue speech bubble contains a message from a female avatar: 'Okay, now that I know you want to create a new application, what is the NPI for this new application? Remember, if you selected sole proprietor you must enter a Type 1 NPI. Any other business entity type requires a Type 2 NPI.' Below the message, the text 'National Provider Identifier (NPI)' is followed by a text input field containing the number '1234567890'. To the right of the input field is a blue button with the text 'Verify' and a right-pointing arrow, which is highlighted with a red rectangular border.

Fourth Questionnaire Page

PAVE Verifies NPI with NPPES

The screenshot shows a multi-step questionnaire interface. At the top, a progress bar indicates the current step is 'NPI', with other steps being 'Start Application', 'Business Structure', 'Provider Type', 'Language', and 'Last step'. A blue callout box with a female avatar icon contains the text: 'Okay, now that I know you want to create a new application, what is the NPI for this new application? Remember, if you selected sole proprietor you must enter a Type 1 NPI. Any other business entity type requires a Type 2 NPI.' Below this, there is a form with a text input field containing '1234567890' and a 'Verify' button with a right-pointing arrow. A table of business information follows: National Provider Identifier (NPI) 1234567890, Type 2-Organization, Business name Diana Doula, Inc., Taxonomy code(s) XXXXXXXXXXXX, and NPPES address (registered) 123 Main Street, Sacramento 95815. A red-bordered box highlights a question 'Is this the correct information?' with radio buttons for 'Yes' and 'No', and a 'Required value' label. At the bottom left is a 'Previous' button with a left-pointing arrow, and at the bottom right is a 'Continue' button with a right-pointing arrow, also highlighted with a red-bordered box and a red 'T' icon above it. A large red text overlay on the right side of the page reads: 'Check to ensure this information matches your business.'

Start Application Business Structure **NPI** Provider Type Language Last step

Okay, now that I know you want to create a new application, what is the NPI for this new application? Remember, if you selected sole proprietor you must enter a Type 1 NPI. Any other business entity type requires a Type 2 NPI.

National Provider Identifier (NPI) 1234567890 Verify →

National Provider Identifier (NPI)	1234567890
Type	2-Organization
Business name	Diana Doula, Inc.
Taxonomy code(s)	XXXXXXXXXXXX
NPPES address (registered)	123 Main Street, Sacramento 95815

Is this the correct information?
 Yes No
Required value

Once you have made your choice, select **Continue**


← Previous Continue →

Check to ensure this information matches your business.

Fifth Questionnaire Page

Select Provider Type – Doula Group

Start Application Business Structure NPI Provider Type Language Last step


 Now, select your **provider type** from the drop-down below, then select **Continue** to move on.

Doula Group

i If you can not find the provider type in this list, please review the business structure page to make sure you have selected the correct option. It could also be that the provider type you are looking for is not supported by PAVE Portal. To see a complete list of provider types by business structure, click [here](#)


Once you have made your choice, select **Continue**

[← Previous](#) [Continue →](#)



Sixth Questionnaire Page

Languages Offered

 Do you offer services in other languages besides English?

Once you have made your choice, select **Continue**

Select Languages

- All displayed Languages
- Spanish
- Portuguese
- Italian
- French
- Japanese
- Cantonese
- Mandarin
- Other Chinese
- Korean
- German
- Arabic
- Armenian
- Cambodian
- Farsi
- Hmong
- Vietnamese
- Russian
- Tagalog
- Hindi
- Other

[← Previous](#) [Continue →](#)

Seventh Questionnaire Page Summary Page – Double Check!

The screenshot shows a questionnaire summary page with a progress bar at the top. The progress bar has six steps: Start Application, Business Structure, NPI, Provider Type, Language, and Last step. The 'Last step' is highlighted with a red circle. Below the progress bar, there is a message box with a person icon and text: "Before you can continue, please review the summary below. It contains all your previous selections to create this application. You can select the Previous button to go to the previous sections and make any changes you need." Below the message box, there is a paragraph: "Please review the summary of information that you've entered so far. If everything looks correct, select *continue* to proceed forward creating this application or select *previous* to make any necessary changes." Below the paragraph, there is a summary table with a red border. The summary table has the following content:

Start Application I'm new to Medi-Cal or Medi-Cal Dental , and I want to create a new application I'm a group of individual providers
Business Structure Group billing provider Group Practice
NPI of the application 1234567890 View Details
Provider Type Doula Group
Language

At the bottom of the page, there are two buttons: "Previous" on the left and "Continue" on the right. Both buttons are highlighted with a red box.

Medi-Cal Requirements

- » The Medi-Cal Program requirements are woven into the application process.
- » The next few slides show:
 - » List of Required Documents to Attach
 - » Who is Authorized to Sign Medi-Cal applications

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)

Who Can Sign Applications

- » CCR, Title 22, Section 51000.30(a)(2)(B)
 - » 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.”
 - » Signatures cannot be delegated.

Doula Group Application

The screenshot displays the 'Applications' section of a web portal. At the top, navigation links include 'My Messages', 'Applications' (highlighted), 'Accounts', 'My Tools', 'Help', and 'What's New!'. Below the navigation, a summary card shows application details: 'Provider Name' (redacted), 'Provider Type' 'Doula Group', 'Application ID' '22129KAF' (highlighted in red), 'Creation Date' '12/19/2022', and 'Package Type' 'Group Billing'. Progress indicators show '3% Complete' and '0% Documents'. Action buttons for 'New Message' and 'Submit Section' are present. The main content area features a 'Getting Started' section with a message: 'Hello [redacted] Doula! You have chosen to apply as a DHCS Medi-Cal Doula Group provider. If you are not a Physician/Surgeon and you have Rendering providers, please choose the Group Practice option.' Below this are two video thumbnails: 'Getting Started' and 'Physician/Surgeon Group'. A sidebar on the left lists application steps: 'Getting Started', 'Business Information', 'Practice Information', 'Disclosure Information', 'Rendering Provider Affiliations', 'Claim Payment', 'Signature', and 'Submit Application'.

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

Business Profile

The screenshot shows a web-based form for creating a business profile. On the left is a navigation menu with categories like 'Business Information', 'Practice Information', and 'Disclosure Information'. The 'Business Profile' sub-section is active. At the top, a progress bar shows four steps: 'Business Profile' (highlighted with a red box), 'TIN/EIN & Business License', 'Business Permits', and 'Summary'. The main form area contains the following fields:

- Legal name:** Doula, Inc.
- Business name:** Same as legal name (checked)
- Entity type:** Corporation
- Articles of Incorporation:** TEST.docx
- Corporate number:** 123456
- State incorporated:** California, CA
- Business phone number:** (276) 213-4567
- Telephone number extension:** (empty)

At the bottom, there is a question: "Does your business use a registered Fictitious Business Name/Permit?" with radio buttons for "Yes" and "No". A "Continue" button at the bottom right is highlighted with a red box.

In this section you will be required to provide the following information:

- Business/Legal Name
- Entity Type
- Fictitious Business Name Permit (if required)
- TIN
- Business License/Permits

Contact Person

The screenshot shows a web application interface for entering contact person information. On the left is a navigation menu with items: Getting Started, Business Information (selected), Business Profile, Contact Person, Delegated Officials, Addresses, Practice Information, Disclosure Information, Rendering Provider Affiliations, Claim Payment, Signature, and Submit Application. The main content area is titled 'Contact Person Information' and includes a 'Summary' link. A cartoon character asks, 'Who should Medi-Cal contact if they have questions about your application?'. Below this is the instruction: 'Please include a contact person who will be available during regular business hours.' The form contains the following fields: First name (Required value), Last name (Required value), Title/Position, Telephone number (Required value), Telephone number extension, and Email address (Required value). Navigation buttons for 'Previous' and 'Continue' are at the bottom.

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

Delegated Officials

The screenshot shows a web application interface for managing 'Delegated Officials'. On the left is a navigation menu with categories like 'Business Information', 'Practice Information', and 'Disclosure Information'. The 'Delegated Officials' item is highlighted. The main content area has a breadcrumb trail 'Delegated Officials > Summary'. A large red heading 'Lucy Text:' is followed by a callout box containing explanatory text. Below this is a checkbox with a warning message. At the bottom, there is a table header with columns: 'Legal Name', 'Reported by', 'Added Date', 'Last Update', 'Status', and 'Actions'. The table currently shows 'No Delegated Officials listed.' and a red 'X' icon. A second checkbox at the bottom provides a definition for 'A DELEGATED OFFICIAL'.

Content Expand All

Getting Started

Business Information

- Business Profile
- Contact Person
- Delegated Officials**
- Addresses

Practice Information

Disclosure Information

Rendering Provider Affiliations

Claim Payment

Signature

Submit Application

Delegated Officials Summary

Lucy Text:

In this section, you may designate all of your Delegated Officials. A Delegated Official is an individual with Ownership or control interest, or a W-2 Employee (not contractor) who you wish to authorize to sign Affiliation Applications on behalf of your Group/Organization. Adding a Delegated Official is optional. However, if you do not add any Delegated Officials, only the authorized individuals may sign affiliation applications.

By selecting this checkbox you are confirming that no Delegated Officials are related to the TAX ID of this application. If you have previously declared Delegated Officials for this TAX ID, they will be deleted if you select this checkbox and this application is approved.

A DELEGATED OFFICIAL means an individual who is delegated the authority to sign on behalf of the applicant or provider by an authorized official for situations as specified in the provider bulletin titled Requirements and Procedures for Groups Designating Delegated Officials. The delegated official must be an individual with Ownership or control

Legal Name	Reported by	Added Date	Last Update	Status	Actions
No Delegated Officials listed.					

- 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

Content Expand All

Getting Started

Business Information

Business Profile

Contact Person

Delegated Officials

Addresses

Practice Information

Disclosure Information

Rendering Provider Affiliations

Claim Payment

Service Address Pay to Address Mailing Address Summary

This is simpler than it seems, isn't it? Let's see the summary of the **Addresses Sub-Form**. If you see something erroneous or incomplete, go ahead and edit it.

Continue →

Summary: Addresses

Service Address Edit

[View Address](#)

Street 123 Main St

Ste. / Apt. #

In the address section you must report your service address, pay-to address and mailing address.

The service address can not be a PO Box address and will be reported to the Open Data Portal.

NPI/Taxonomy

Content Expand All

- Getting Started
- Business Information
- Practice Information
- NPI/Taxonomy**
- Disclosure Information
- Rendering Provider Affiliations
- Claim Payment
- Signature
- Submit Application

NPI/Taxonomy Summary

Let's check the **NPI number** you provided when you created your application. Then enter your taxonomies. You need to identify your **primary taxonomy code**.

National Provider Identifier (NPI) 1234567890

Associated NPI Taxonomy Codes Add

Description	Taxonomy Code	Type	Actions
Doula	374J00000X	Primary	

Previous Continue

- The taxonomy Code associated with your NPI will generally prepopulate. However, you can add or remove any taxonomy codes that should be associated with your NPI.

Disclosure Section

Getting Started

Business Information

Practice Information

Disclosure Information

Program Participation

Adverse Actions

Fines/Debts (Gov.)

Subcontractors

Ownership/Control Interest

Significant Transactions

Rendering Provider Affiliations

Medicaid/Medicare Participation Summary

It's time to review the information you provided in the **Program Participation** sub-form. Once you are satisfied with the information, please click the **Continue** button.

Continue →

Summary: Program Participation

Medicaid/Medicare Participation [Edit](#)

List the name and address of all health care providers, participating or not participating in Medi-Cal, in which Diana Doula, Ir also has ownership or control interest.

List all that apply or select **Not Applicable** if this does not apply to you.

- The Disclosure Section is where you will report all federally required information.

Rendering Providers

CA.GOV PAVE PORTAL DHCS

Getting Started

Business Information

Practice Information

Disclosure Information

Rendering Provider Affiliations

Rendering Provider Affiliations

Claim Payment

Signature

Submit Application

Summary

on by selecting

Enter the provider's NPI you would like to affiliate with:

National Provider Identification (NPI) Verify

Required value

Add Rendering

Application ID	App Status	Rendering Name	Provider Type	NPI	Status	Actions
No affiliations listed						

Previous Continue

- 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-S Affiliation Form to affiliate the enrolled individual with the group.
- » If the Rendering provider is not enrolled in Medi-Cal, then 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 Doula Rendering provider application training.

Claim Payment

Content Expand All

- Getting Started
- Business Information
- Practice Information
- Disclosure Information
- Rendering Provider Affiliations
- Claim Payment
- Claim Payment
- Signature
- Submit Application

Payment Information EFT Agreement Summary

Please select your preferred delivery method for claim payments, either physical check or Electronic Fund Transfer (EFT).

Medi-Cal requires all claim payments to be made using one of the two options below

Physical Check

Electronic Fund Transfer (EFT Direct Deposit)

[← Previous](#) [Continue →](#)

- 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.

Electronic Signature

The screenshot shows a web application interface for the Medi-Cal provider agreement. On the left is a navigation menu with the following items: Getting Started, Business Information, Practice Information, Disclosure Information, Rendering Provider Affiliations, Claim Payment, Signature (highlighted), Electronic Signature (active), and Submit Application. The main content area has a progress bar at the top with three steps: Declarations (active), E-Signature, and Summary. A callout box with a cartoon character says: "You're almost ready to sign your application! Even though you're completing and submitting your application through PAVE Portal and not on paper, your signature is still required. Using the electronic signature feature, you can submit this application just like your handwritten signature. Please read the Medi-Cal Provider Agreement declarations below and then check the boxes to declare that you agree with this process." Below this, there is a note: "Please note that in order to continue with the E-Signature process, you must read the Provider Agreement." and a link for "Medi-Cal Provider Agreement". An "Important Information" warning icon is present. There are four declaration checkboxes, each with a "Required value" label and a "Required" icon: 1. "I, Diana Doula, declare that I have legal authorization to sign this application for and on behalf of Diana Doula, Inc.." 2. "I, Diana Doula, have read, understood and agree to the terms of the Medi-Cal Provider Agreement." 3. "I, Diana Doula, have reviewed my application and believe all information and attachments are correct, to the best of my knowledge." 4. "I, Diana Doula, declare under penalty of perjury under the laws of the State of California that the foregoing information and the information on all attachments is true, accurate and complete, to the best of my knowledge and belief, and that I am authorized to sign this application pursuant to Title 22, California Code of Regulations, Section 51000.30." At the bottom are "Previous" and "Continue" buttons.

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

Electronic Signature

The screenshot shows a web application interface for an electronic signature process. On the left is a navigation menu with the following items: 'Getting Started', 'Business Information', 'Practice Information', 'Disclosure Information', 'Rendering Provider Affiliations', 'Claim Payment', 'Signature', 'Electronic Signature', and 'Submit Application'. The 'Electronic Signature' item is highlighted with an orange circle. The main content area has a progress bar at the top with three steps: 'Declarations', 'E-Signature' (the current step), and 'Summary'. A callout box with a woman icon contains the text: 'I need to verify your personal information before you can electronically sign. After agreeing to the declaration, make sure your Social Security Number and Date of Birth are identical to what you entered in the Personal Information section of the Profile Information form.' Below this is a link to an 'In-Context Tutorial about e-signing an application'. The main form area contains a declaration: 'I, Diana Doula, certify that I intend for my electronic signature on this application to be a legally binding equivalent of my traditional handwritten signature.' with an unchecked checkbox and a 'Required value' label. Below the declaration are four input fields: 'SSN (last 4 digits)' with a mask '###-##-__', 'Year of birth' with a mask '##/##/__', 'Email address' with a blacked-out field, and 'Password' with a 'Required value' label. At the bottom are 'Previous' and 'Continue' buttons.

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

Messages

Untitled - Message

Application ID: 2212HKAE

To... Required value

Subject Required value

Attach Files
Choose Files No file chosen
Drag and drop your files here.

B *I* U

A Formats Font Family Font Sizes

p Words: 0

Required value

Send email notification to recipient

- If you have questions related to enrollment requirements or application requirements, you can submit messages during and after the submission of your application by selecting "New Message."

The Enrollment Process

Initial Review

- » Complete your application in the PAVE portal.
- » Submit your application.
- » DHCS reviews in 'date order received'.
- » The legal allowance for the initial review period is 180 days, but DHCS strives to complete initial reviews much sooner.

The Enrollment Process

Correcting Deficiencies

- » 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.
- » You need to go into the application and make the corrections and then resubmit your application to PED within 60 days.

Common Denial Causes

» **Wrong NPI Type or Number**

- » Provider has formed a corporation, but submits application with Type 1 NPI, OR, 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

The Enrollment Process

Approval and Denial

- » 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.

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 \(PED\) \(ca.gov\)](https://www.cdph.ca.gov/Programs/OPA/Pages/P200001.aspx) and then click on "PED, then "Inquiry Form", or call (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. <https://www.dhcs.ca.gov/provgovpart/Pages/PAVE.aspx>

Thank You

The bottom of the slide features a decorative graphic consisting of several overlapping, wavy lines in various shades of purple, creating a sense of movement and depth.