

### How to Access Your Enrollment Account in PAVE and Create PAVE Applications if You Are Actively Enrolled in Medi-Cal Fee-for-Service



0.Gov

### The Business Profile

#### PAVE PORTAL

#### WELCOME TO PAVE PORTAL

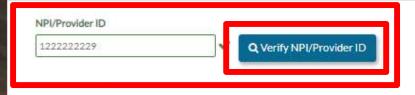
DHCS

Just one more enjoying PAVE new Business Business Profit the NPI of Individual's Bu join...

Just one more step to go. Before you start enjoying PAVE Portal, you'll need to set up a new Business Profile or join an existing Business Profile. All you'll need is your NPI, or the NPI of the Group/Organization or Individual's Business Profile you would like to join...

#### Let's set up your Business Profile ()

- Sandy



Do not have an NPI



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**PAVE PORTAL** 

### The Business Profile

#### WELCOME TO PAVE PORTAL

DHCS



Just one more step to go. Before you start enjoying PAVE Portal, you'll need to set up a new Business Profile or join an existing Business Profile. All you'll need is your NPI, or the NPI of the Group/Organization or Individual's Business Profile you would like to ioin

#### Let's set up your Business Profile ()

- Sandy





### Linking Your Account

#### Car PAVE PORTAL

#### WELCOME TO PAVE PORTAL

Just one more step to go. Before you start enjoying PAVE Portal, you'll need to set up a new Business Profile or join an existing Business Profile. All you'll need is your NPI, or the NPI of the Group/Organization or Individual's Business Profile you would like to join



#### 🔄 🌲 🛛 🦣 - Sandy

#### Let's set up your Business Profile ()

#### Let's link your account(s) to your Business Profile

To continue the linking process, you need to answer three proofing questions below.

You need to select the question and answer, if you complete the 3 questions your account(s) will be link with your Business Profile.

Let's complete the 3 questions. You have 3 ettempt each time

#### First Question

What is your SRP +

Correct Answer

#### Second Question

What is the year when you were enrolled with Medi-Cal?

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#### Third Question

What is your Professional License number?

\*\*\*\*\*\*\*

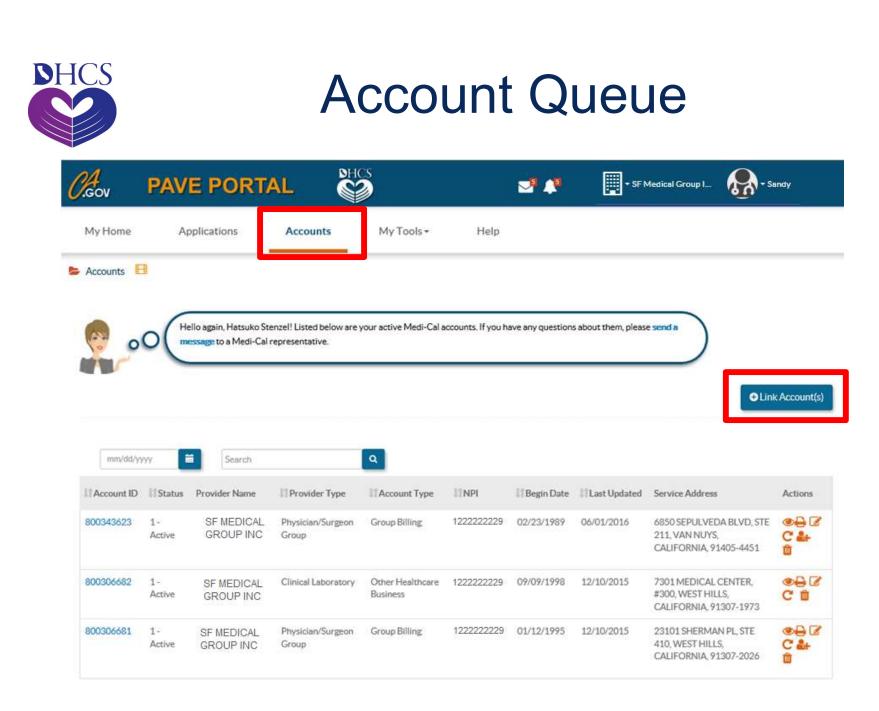
Correct Annwer

#### Congratulations!!

You have successfully linked your account(s) to your Business Profile. To see your account(s) now click here or select Continue to go to your Business Profile's Home page.









#### **Account Details**

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My Home	Applications	Accounts My To	ools• Help	
C Update A	C Disent	silment 🔡		
	he term "No Data," this indicat n Application	es that the information is not found in	the State's database. You will t	be able to correct this information once you complete a
A Provide	t ID: 800343623 r Name: SF Medical Group I r Type: Physician/Surgeon G	roup 🔒 Account Sta	ne: No Data	<ul> <li>Approval Date: 12/07/1989</li> <li>Last Update Date: 06/01/2016</li> <li>Service Address: 6850 SEPULVEDA BLVD, STE 211, VAN NUYS, CALIFORNIA, 91405-4451</li> </ul>
Content	Expand All	Business Profile		
E	Business Profile	S Business Profile		C) Update
-	Contact Person Delegated Officials	Legal name	SF Medical Group Inc	
⊘ 	Addresses Place of Business	Business name	SF Medical Group Inc	
٩	Insurance	Entity type		
Pract	ice Information	Business phone number	(555) 555-5555	
Discle	osure Information	Telephone number extension		



# Updates made through the Accounts Queue

0.Gov	Make Supplemental Ch	DHCS anges To Your Ac	count	9 .9	[]	×	- Sandy
My Home	What would you like to update in yo	our account?					
	Licenses-Certificates Permits	Business Information	Disclosure Information	Other Change C	ptions		
C Update /	Taxonomy Codes		No				
If you find t	Speciality(ies)		No				
Revalidatio	Prof. Licenses, Certificates & Lab	Services	No				
& Account	CLIA Certificate		No				
🎄 Provide & Provide	value is required						LVD, STE -4451
	For other changes, please choose fr	om the different tabs. Once	you have completed your sele	ection, click on App	<i>ly Changes</i> to continue	L	
Content			Apply Char	Got	o Account Viewer 👁	Cancel ×	
Busin			Apply Site				
闾	Business Profile	Susiness Profile					🗘 Update



# Updates made through the Accounts Queue

0.Gov	Make Supplemental Ch		scount		×	- Sandy
My Home	What would you like to update in yo					
🕑 Update /	Licenses-Certificates Permits	Business Information	Disclosure Information	Other Change Options		
If you find t	Speciality(ies)		No			
Revalidatio	Prof. Licenses, Certificates & Lab CLIA Certificate	Services	Yes			
🎄 Provide	For other changes, please choose fr	om the different tabs. Once	e you have completed your sele	ection, click on Apply Changes to cont	tinue.	LVD, STE -4451
Content			Apply Char	nges ✔ Go to Account Viewer	Cancel 🗙	
Busin		_				
P	Business Profile	Business Profile				<table-cell> Update</table-cell>



### **Application Queue**

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My Home	Applications	Accounts	My Tools <del>-</del>	Help			
My Applications	E						
		eted the enrollment proc		o modify your Medi-C	al Account. Listed b	elow are the provider	2
00	applications you have	or are currently enrollin	gin Medi-Cal.				
							New Application
- Filter by -	- Please se	lect a filter -	Search		٩		
Application ID	.]∥ Status	.]†Name	e	] Application	Complete	Last Update	Owner Actions
No applications are	listed						

#### Creating a DHCS **Supplemental Application**

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	0					(
Start	Application	Business Structure	NPI	Provider Type	Language	Last step
<b>≗</b> + ○ ○ ○	I'm enrolled in Medi- I'm enrolled in Medi- I'm new to Medi-Cal, a		you can watch the Question on ther provider	and the second	applicatión.	
Once you ha	ve made your choice,	select Continue				
← Previor	us					Continue 🗲
2/15/2	2019					11



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🖻 © 1	'm enrolled	in Medi-Cal, and Is	want to create an app	lication					
<b>4</b> 0	l'm enrolle	d in Medi-Cal, and I	want to affiliate with	another provider					
0 0 1	'm new to M	Medi-Cal, and I wan	t to create a new appl	ication					
0	need to re	port Supplemental	changes						
mm/dd/y	m (	Search		٩					
Account ID	11 Status	Provider Name	11 Provider Type	IT Account Type	TINPI	Begin Date	Il Last Updated	Service Address	Actions
800343623	1 · Active	SF MEDICAL GROUP INC	Physician/Surgeon Group	Group Billing	122222229	02/23/1989	06/01/2016	6850 SEPULVEDA BLVD, STE 211, VAN NUYS, CALIFORNIA, 91405-4451	2
800306682	1- Active	SF MEDICAL GROUP INC	Clinical Laboratory	Other Healthcare Business	1222222229	09/09/1998	12/10/2015	7301 MEDICAL CENTER, #300, WEST HILLS, CALIFORNIA, 91307-1973	*
800306681	1 - Active	SF MEDICAL GROUP INC	Physician/Surgeon Group	Group Billing	1222222229	01/12/1995	12/10/2015	23101 SHERMAN PL, STE 410, WEST HILLS, CALIFORNIA, 91307-2026	2

If you want help with any of these options, select The Questionnaire's in-context tutorial provides an overview on how to create a new application. 📄

Once you have made your choice, select Continue

Previous

Continue >

2/15/2019

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1	0					(
Start	t Application	Business Structure	NPI	Provider Type	Language	Last step
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Once you ha	ave made your choice,	select Continue				
← Previo	us					Continue 🗲
2/15/2	2019					13

### Adding a Location Application

ov P	AVE POR	Accounts	HCS My Tools -	Help	▼ SF Medical Group I	Sandy
0-		-0	-0			Ø
Start Applica	ation Busine	ess Structure	NPI	Provider Type	Language	Last step
• • • • • • • • • • • • • • • • • • •	If you need help wi Let's get started!		ou can watch the Questionr	rrect type of application for you. naire in-context tutorial.		
O My busir	ness is expanding to an a	dditional location				
		e to an existing service loc	ation			
	report a change of servi					
		ant to affiliate with anoth	er provider			
O I'm new	to Medi-Cal, and I want	to create a new applicatio	n			
🕼 🔿 l need to	o report <b>Supplemental c</b>	hanges				
ou want help with	any of these options, sel	ect The Questionnaire's i	n-context tutorial provides	an overview on how to create a nev	vapplication.	
e you have made	your choice, select Cont	tinue				
Previous						Contine

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#### DHCS Adding a Location Application

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My Home	Applications	Accounts	My Tools -	Help		
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Start Applicatio	on Busines	s Structure	NPI	Provider Type	Language	Last step
	the next page. e business structure? Il licensed/certified heal	th care practitioner	ness an entity that uses a l	Fype 2 NPI?. Once you select an o	pption, select continue to go to	
<ul> <li>I'm a group of lic</li> <li>I'm a health care</li> </ul>	censed/certified health	care practitioners				
CERCI.	Crossover-only provide					
Once you have made yo	our choice, select Contin	ue				
← Previous						Continue 🗲
2/15/2019						15



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My Home	Applications	Accounts	My Tools <del>-</del>	Help		
Start Applic	ation Busines	s Structure	O NPI	Provider Type	Language	Last step
		w you want to add a new	service location, please gi	ve me the NPI that will be associa	ated with this additional	
Which NPI will you t	service location	ervice location?				
National Provider I	e e service	value is required	Verify 🗲			
← Previous						Continue 🗲

### Adding a Location Application

CA PA	VE PORTA		No.	2 🧳	▼ SF Medical Group I	Sandy			
My Home	Applications	Accounts My Tools -	Help						
Start Application	on Business Stru	Icture NPI	Provider	Туре	Language	Last step			
Okay, now that I know you want to add a new service location, please give me the NPI that will be associated with this additional service location Which NPI will you be using for this additional service location?									
National Provider Ident	1 I	222222229			1				
Select Account ID	Provider Name	to prepopulate this application. This w Provider Type		to complete your	application.				
800306681	SF Medical Group Inc	Physician/Surgeon Group	122222229 23	101 SHERMAN I	PL, STE 410, WEST HILLS, CALI	FORNIA, 91307-2026			
800306682	SF Medical Group Inc	Physician/Surgeon Group	122222229 7301	MEDICAL CEN	TER, STE 300, WEST HILLS,	CALIFORNIA, 91307-1973			

Once you have made your choice, select Continue

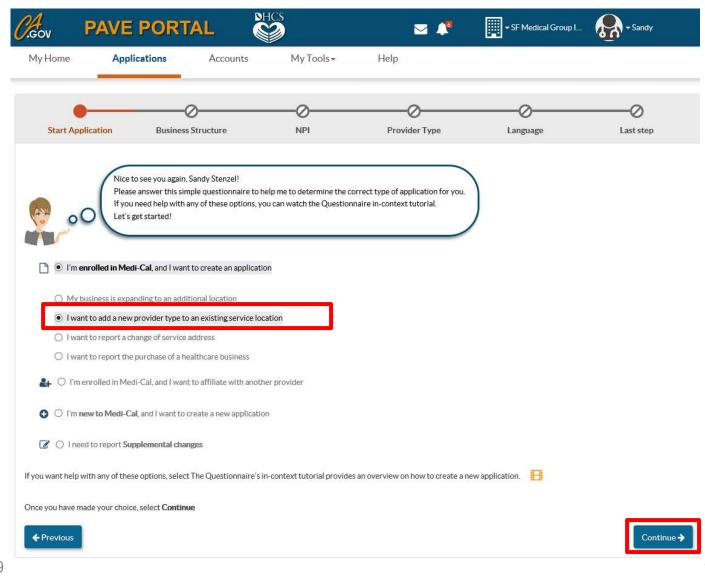
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### **New Provider Type Application**



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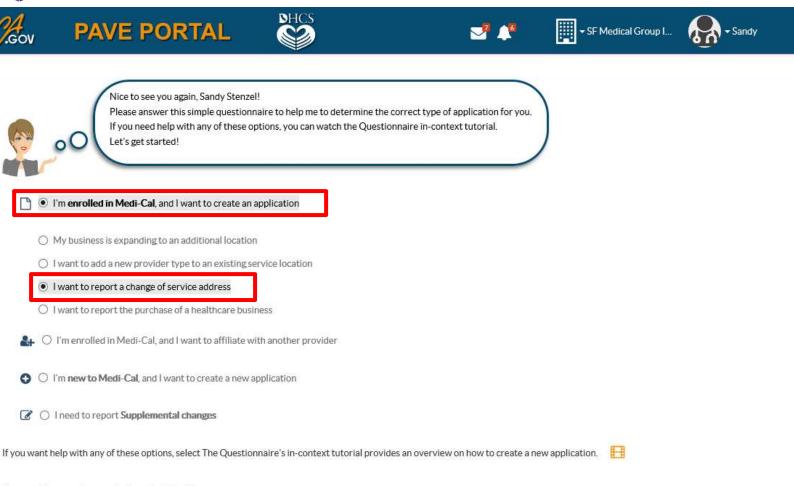
## New Provider Type Application

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My Home	Applications	Accounts	My Tools+	Help		
•		0				Ø
Start Applic	ation Business	s Structure	NPI	Provider Type	Language	Last step
O I'm an indivi	the next page. care business structure? dual licensed/certified health of licensed/certified health of	th care practitioner	ness an entity that uses a T	Type 2 NPI?. Once you select an o	ption, select continue to go to	
Once you have made	e your choice, select <b>Contin</b>	ue				Continue 🗲

#### DHCS **New Provider Type Application**

My Ho		Applications	Accounts My Tools+	Helj	P	SF Medical Group I	- Sandy
St	art Application	Business Struct	Ure NPI	Pi	ovider Type	Language	Last step
	00	Okay, now that I know you wa service location	ant to add a new service location, ple	ase give me the N	PI that will be associat	ed with this additional	
	~		wider tune to				
		ddress that you are adding a pro					
elect	Account ID 800306681	Provider Name SF Medical Group	Provider Type Physician/Surgeon Group	NPI 122222229	Service Address	NPL, STE 410, WEST HILLS, CALI	FORNIA, 91307-2026
elect	Account ID	Provider Name SF Medical Group	Provider Type	11011007	23101 SHERMAN	NPL, STE 410, WEST HILLS, CALI NTER, STE 300, WEST HILLS, 1	
elect	Account ID 800306681 800306682 ex NPI for this ne	Provider Name SF Medical Group Inc SF Medical Group Inc wapplication?	Provider Type Physician/Surgeon Group Physician/Surgeon Group	122222229	23101 SHERMAN		
Select	Account ID 800306681 800306682 e NPI for this ne al Provider Iden	Provider Name SF Medical Group Inc SF Medical Group Inc wapplication?	Provider Type Physician/Surgeon Group	122222229	23101 SHERMAN		

## Change of Location Application



Once you have made your choice, select Continue



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Continue -

# Change of Location Application

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My Home	Applications	Accounts	My Tools -	Help		
Start Ap	plication Business	0 Structure	O NPI	Provider Type	Language	Last step
<b>P</b> •	$\sim$	y you want to report a cha nange of service address	nge of service address, p	lease give me the NPI that is asso	ociated to the location you	
	associated to the service locatio er Identifier (NPI)	n that you need to report	a change of service addr	ress?		
+ Previous						Continue 🗲

## Change of Location Application

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My Ho	me	Applications	Accounts My	Tools <b>-</b> He	elp		
Sta	art Application	n Business St	ructure NP		Provider Type	Language	Last step
	ne NPI associate	want to submit this chan	hat you need to report a change		e me the NPI that is as	sociated to the location you	
			122222229	Verify >			
Select	Account ID	Provider Name	Provider Type	NPI	Service Addres	ïs	
۲	800306681	SF Medical Group Inc	Physician/Surgeon	Group 1222222229	23101 SHERM	AN PL, STE 410, WEST HILLS, CALIF	ORNIA, 91307-2026
0	800306682	SF Medical Group Inc	Physician/Surgeon	Group 122222229	7301 MEDICAL (	ENTER, STE 300, WEST HILLS, C	ALIFORNIA, 91307-1973

Once you have made your choice, select Continue

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0.Gov	PAVE PORT	AL		<b>Z</b>	SF Medical Group I	Sandy
My Home	Applications	Accounts	My Tools+	Help		
Start App	nlication Business	Structure	NPI	O Provider Type	Language	Last step
			2000 C		~	
0	O Now that your NPI has	s been verified, please o	onfirm the additional pro	vider type for this service location		
[Select a Provid	ler Type]	×				
value is require	d	5 C				
	find the provider type in this list ted by PAVE Portal. To see a cor				rect option. It could also be that the	e provider type you are looking
Once you have n	nade your choice, select Continu	10				
← Previous						Continue 🗲



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	If n Aft Kee	you offer your services in a lan ot, just select <b>Continue</b> . er this last question, a new spp ep it up! Remember, I will be wi of a message to one of our frien	lication will be ready for yo ith you every step of the wa	ou to complete.		te of our online tutorials or	

Once you have made your choice, select Continue

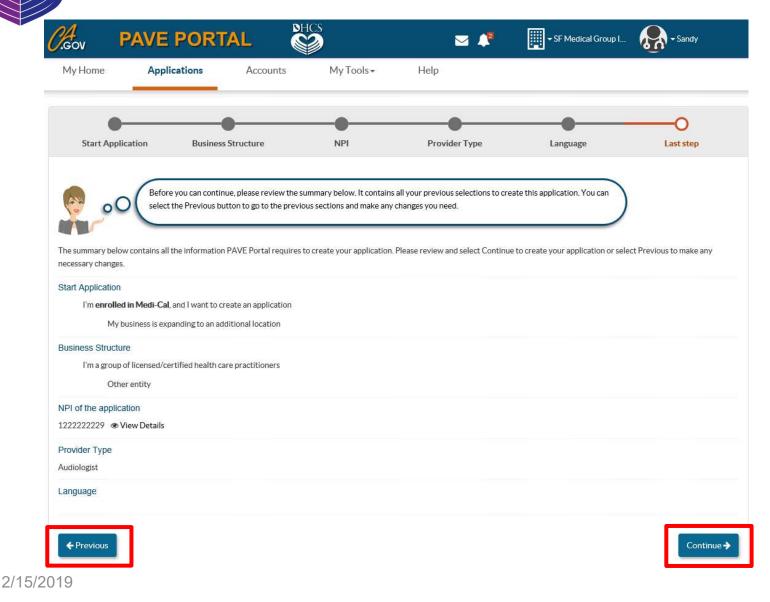
Select Languages

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





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DHCS	TI	he Ap	plica	tion		
ov PAVE PO			✓ <sup>2</sup>	▼ SF Medical Group I	Sandy	
Provider Type Application I Creation Date	ne SF Medical Group Inc pe Audiologist ID 1927US3B ne 02/13/2019 pe Group Billing	5% Complete	0% Documents	New Met	ssage Submit Sect	tion
Content OExpand Getting Started	d All ● Getting Star	rted 🖽				
Getting Started  Getting Started  Business Information  Practice Information	•	Audiologist provider.	cian/Surgeon and you hav	e as a <b>DHCS Medi-Cal</b> re Rendering providers, please	)	2
Disclosure Information	O Our useful tools (s			collaborate with your co-worker	rs so you can	
Claim Payment	0					
2/15/2019					2	27

DHCS		Tł	ne Applic	ation	
4 P/	AVE PORT	AL C		SF Medical Group I	Sandy
	Provider NameSF MProvider TypeAudiApplication ID1927Creation Date02/1Package TypeGrout	ologist /US3B 3/2019	5% Complete 0% Documents වැය	⊠ New M	essage Submit Section
<b>Content</b> Getting Started	Expand All	<b>D</b> Business Profile	<b>O</b> TIN/EIN & Business License	<b>O</b> Business Permits	O Summary
Business In	formation	<b>0</b> 00	lease share some basic information about you	r business.	Summary
👗 Contac	tt Person	Legal name	SF Medical Group Inc		(
	ted Officials	Business name	Same as legal name		
Addres			SF Medical Group Inc		
Place o		Entity type	<select one=""></select>		
😻 Insurar	nce 🚺		value is required		
Practice Inf	formation	Business phone number	(555) 555-5555		

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### The Application: Explanations

CA PAVE PO		cs		SF Medical Group I	Sandy
My Home Applications	Accounts	My Tools <del>-</del>	Help		
Provider Ty Application Creation Da	e SF Medical Group Inc Audiologist D 1927US3B te 02/13/2019 Group Billing	5% Complete 资源	0% Documents	) 🛛 New Me	ssage Submit Section
Content O Expand GettingStarted	All O Service A	ddress Pa	-O	O Mailing Address	O (B) Summary
Business Information         Business Profile         Contact Person         Delegated Officials		provided. As you type, a sug you.		n where health care services will be nat can auto-fill the rest of the form fo ervice address.	, , , , , , , , , , , , , , , , , , ,
<ul> <li>Addresses</li> <li>Place of Business</li> <li>Insurance</li> </ul>	<ul> <li>Q<u>View Address</u></li> <li>Street</li> <li>Ste. / Apt. #</li> </ul>	123 Mai	t	Enter the applicant's business street name and number, city, office or commercial box is no an autocomplete dropdown w select the address to auto-fill	county, and state A post t acceptable. As you type, ill appear to allow you to
Practice Information	City	<select value is r</select 			
Disclosure Information	State/Province	Californ	iia, CA		
Rendering Provider Affiliations	County	<select value is n</select 	a County>	2	



### <sup>5</sup> The Application: Explanations

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WADD-	Explanations			*
SHIVIN				
				~
	Adding an explanation			`
ontent				
	21 Characters   1579 Characters Left   3 Words			
etting Star			+4	dd 🕜 🗶 Cancel
Busine		WIND SPRODUCTIC		

Who should I contact if I have questions about your application?

Please choose a contact person who will be available during regular business hours.

Please include a contact person who will be available during regular business hours

First name	Sandy	~
Last name	Johnson	✓ 2 <sup>0</sup>



### The Application Checklist

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Content OExpand	IAII		•	(	•	
GettingStarted	•	Document	Attachments	Appli	cation	
Business Information Practice Information	0	attack	ent Sandy Lee! This is your final review. All documer ned so this application can be submitted. To manage n column and remember, all uploaded documents sho	your documents	, see the	
Disclosure Information	•		application may be sent back.	35 115		
Rendering Provider Affiliations	•	ment	Form/SubForm/Section	Mandatory		
Claim Payment	O	FEIN	Business Information/Business Profile/TIN/EIN & usiness License	8 Yes		1000
	1.2-20	iess license	Business Information/Business Profile/TIN/EIN & usiness License	8 Yes	×	00
💅 Signature	O Gene	ral Liability Insurance Pol	Business Information/Insurance/General Liability I surance	n Yes	×	00
	O Polic	y of Malpractice Insuranc	Business Information/Insurance/Malpractice Insur nce	a Yes	×	00
<ul> <li>Submit Application</li> </ul>	e					
Submit Application     Checklist	•					



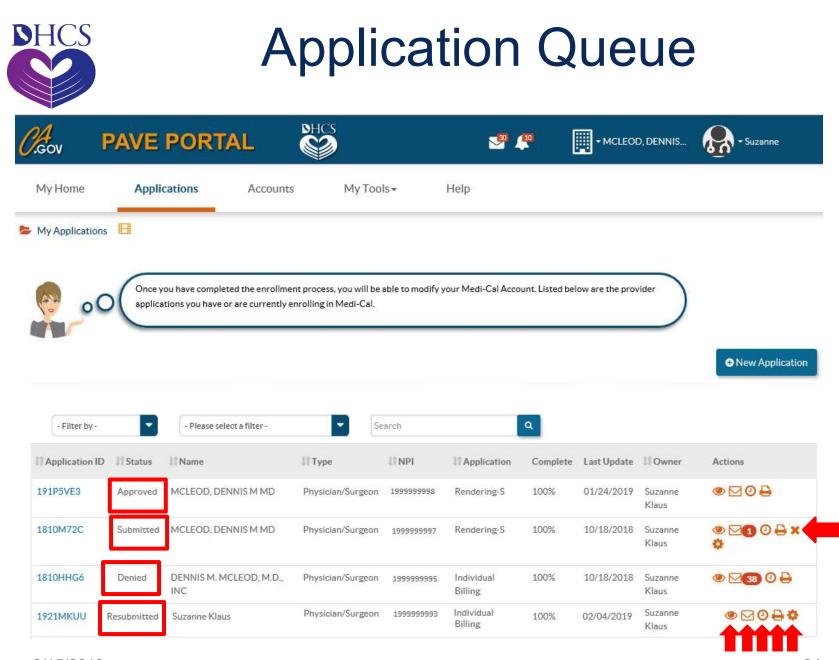
### The Application Checklist

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Business Information	0					
Practice Information	0	everything's correct b	he information you gave me. Please review efore moving on to submit your application tion, select the Edit button.		)	
Disclosure Information	0					
Rendering Provider Affiliations	0	Your application is complete to				
Claim Payment	0	Form/SubForm/Section Documents Social Cl	hat Explanations Messages Sh	ared Complete	% Completed	Actions
	0	😓 GettingStarted			100	ø
🧨 Signature	0	P Getting Started			100	de la
<ul> <li>Submit Application</li> </ul>	0	😓 Business Information		×	0	
		(2) Business Profile		×	25	
Checklist		🕒 Business Profile				
🚽 Submit	0	TIN/EIN & Business NO		×		1
		Business Permits		×		
		Contact Person		×	0	
		Contact Person Information	20	×		
		-				



### **Application Queue**

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My Home	Appli	ications /	Accounts	My Tools -	Help					
b My Application:	s 🖪									
		you have completed th			modify your Medi	i-Cal Account. Lis	ted below are	the provider		
	applic	ations you have or are	currently enrolling in	n Medi-Cal.						
										◆ New Application
- Filter by -	•	- Please select a fi	lter -	Search		٩				
J†Application II	11 Status	II Name	11	Гуре	JI NPI	11 Application	Complete	Last Update	II Owner	Actions
1927US3B	In Progress	SF Medical Group Ir	nc Au	diologist	1222222229	Group Billing	5%	02/13/2019	Sandy STENZEL	∥⊠≺≞© ⊖≎





# PAVE ON!