

**TITLE:** FBP New Application

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Hello, Sandy Jones here. Welcome to another training video.

In this training video you will learn how to complete your PAVE Portal application if you are a facility-based provider, including how to complete your affiliation applications for the rendering providers affiliated to your group practice.

Before we start, let's look some important information for providers applying as a Facility Based provider.

In this video, I will be completing an application for **DAYMARK** Group healthcare practice.

DAYMARK is a Physician surgeon group

I had created my application using the PAVE Portal Questionnaire. If you want to see more information on how to create an application using PAVE Portal, you need to review the **PAVE Portal Application Questionnaire** training video.

From the Actions column, select the Edit icon to open and edit your application. Your application is display for editing.

Start completing your application by entering all the required information on each Social forms, sub-forms and sections.

When you get to the **Service Address** sub-form please take note that as a Facility based provider, the service address you disclose must be one of the "Facility's locations" where your group provides services. Do not enter the corporate or management office's address or any other administrative locations as the service address.

The address enter here is the address where you **provide services to Medi-Cal beneficiaries**.

If you have **multiple locations** as a lot of facility-based providers do, do not worry!! just enter one of the locations and you will be able to disclose the other locations **on the Place of Business sub-form**.

On the Place of Business sub-form, if you are a **facility-based provider**, your business does not leases/rent or own the location disclosed on the service address form and you most likely do not own the service address location disclosed in the application.

The third option displayed is for providers applying as a facility based, hospital based, or clinic based.

Since DEYMARK Group is a Facility-based provider I will select the third option.

The next option displayed is the option to apply as a Facility Based Provider.

I will select this option for DAYMARK Group's application

Before you can continue, you need to Verify the selection. This is a quick process to make sure you qualify to apply as a Facility Based provider. Select Verify selection to continue.

In the window displayed, answer the questions related to Applying as a Facility Based provider.

I answer for DAYMARK Group and now I can see a confirmation message saying that I qualify to apply as a facility-based provider. Great!! I select Continue

Now you can see an attachment document required. This is the attestation letter for the location you added on the Service address sub-form.

Some providers need to attach two attestation letters per location. If you need to attach an extra letter, please select the **link provided**. This link will open the Upload Document window where you can attach this additional document.

To add another Facility's location, select the Add button.

The Add Facility Based Location window is displayed, here you will need to enter another Facility location.

Complete the Facility's legal name, the provider type of your group or practice at this location, the facility's address and at least one rendering provider that provide services at this location.

Remember that the rendering provider added here is just a reference. You still need to create an affiliation application, complete it and submit it against the rendering providers disclosed here.

In my application I added Dr. Bayley. You can add as many rendering providers as you need to, by completing the Rendering's NPI and the legal name and select the Add another rendering button.

To complete adding this location I select the Save button

I can see the location added, I also notice that an attachment document is required for this record to be completed. The document required is the attestation letter for the facility location I just added. As with any other document upload, select the paper clip displayed and follow the instructions to attach.

Once I complete disclosing the rest of facility locations, I select Continue.

I will continue completing the application for DAYMARK Group.

In the Rendering provider affiliation form, I must add all the rendering providers that are affiliated with DAYMARK Group.

To add a rendering, I select the Add button

PAVE Portal ask for the NPI of the rendering provider that will be added. Once the NPI is entered select Verify

Once the NPI is verified, PAVE Portal will provide you with the existing enrolled records associated with the NPI you entered so you can start a Rendering-S application

If the NPI entered is enrolled, and you can locate the providers name and provider type in the result's table, select the correct record and select Continue.

If the result's table does not show you the provider type for the rendering, you can start a full new application by answering Yes to the question display below the result's table.

Remember you need to only select one option: An existing record from the result's table or answer Yes to the "Create new application" question.

In my application Dr. Baylei is not enrolled in Medi-Cal, so I selected Yes to the question and create a full Rendering Application.

Once your application has been created, you will be able to see it added in the Application list.

Now I will show you how to complete the Service address form that is on an affiliation application.

I selected the affiliation application for Dr. Baylei and selected Edit. Under Group Info, you will find the Business Information form, select the form and you will be able to see a summary of the Group's main information such as: Application ID, Legal Name, NPI and so for.

Now select the Service address sub-form. This sub-form will allow you to select in which Facility-based location the rendering provides services at.

In my case, Dr. Baylei works at two out of the four facility-based locations of the DAYMARK Group.

I will select the two locations that apply to Dr. Baylei and select continue.

Now I can complete the rest of the affiliation application. This includes the Group Signature and Rendering signature.

Remember that the rendering signature needs to be completed by the rendering provider and that each rendering provider needs to have their own "Individual Business Profile" that is associated with his or her NPI.

Groups can not complete Rendering signature social form.

I hope this training video was helpful! See you next time.