

## Linking Rendering Providers to a Medi-Cal Enrolled Facility-Based Group that is Reporting Additional Facility Locations in a Supplemental Application

**Step 1:** Create a Supplemental application adding 1 or more Facility-Based locations. All locations being added must be entered before completing any rendering applications.

The rendering name and NPI are asked for when you create each location. However, this does not replace or fulfill the affiliation requirement. At least 2 new rendering or RS applications must be submitted separately for each facility-based group location after this Supplemental application has been completed, and the steps for how to do that follow in this document. Failure to submit two new rendering applications or RS affiliations for each facility-based group location will result in denial of your supplemental application.

**CA .GOV PAVE PORTAL**

My Home Applications

Account ID: 800690953

Provider Name M  
M  
Provider Type P  
Application ID 2  
Creation Date 0  
Package Type S  
B

Content Expand All

Getting Started

Account Information

Type of Change

Business Information

Facility Based locations

Signature

Submit Application

**Add a Facility Based Location**

Please make sure that the service address listed here is an actively enrolled license health care facility in Medi-Cal, and that your group **MARRIOTT, ROBERT MEDICAL CORP** is not already enrolled at this service location.

Facility's Legal Name: LOW SPRINGS WELLNESS ✓

Provider Type: Physician/Surgeon Gro ✓

View Address

Street: 1545 Willow Ln ✓

Ste. / Apt. #: STE 200 ✓

City: Adelanto ✓

State/Province: California, CA ✓

County: San Bernardino ✓

ZIP Code/Postal Code: 92301-0000 ✓

The address you entered is not recognized by USPS. Using a non-USPS address could result in your application being returned.

Please enter the rendering provider(s) that you will affiliate to the location above, at least one rendering is required.

Note: This does not replace the affiliation process, you will need to create/submit Rendering applications for each rendering disclosed here.

Rendering's NPI: 1115544332 ✓

Rendering's Legal Name: APRIL SHOWERS ✓

Save Rendering

+ Save × Cancel

This section does not meet the new rendering or RS requirement

**Step 2:** After the locations have been created and saved, then the rendering affiliations can be linked to the Supplemental application. Go to the “Applications” tab. Select the “Create Affiliation Application” icon (it looks like a person with a “+” sign).

The screenshot shows the PAVE PORTAL interface. The 'Applications' tab is selected and highlighted with a red box. Below the navigation bar, there is a 'My Applications' section with a 'New Application' button. A table lists several applications with columns for Application ID, Status, Name, Type, NPI, Application, Complete, Last Update, Owner, and Actions. A red arrow points to the 'Create Affiliation Application' icon (a person with a plus sign) in the Actions column of the third row.

Application ID	Status	Name	Type	NPI	Application	Complete	Last Update	Owner	Actions
2024TSRM	In Progress		Physician/Surgeon		Rendering Provider	6%	02/27/2020		[Icons]
202753C3	In Progress		Physician/Surgeon	1115544332	Rendering Provider	9%	02/27/2020		[Icons]
	In Progress		Physician/Surgeon Group		Supplemental	14%	02/26/2020		[Icons]
	In Progress		Physician/Surgeon		Rendering Provider	6%	02/25/2020		[Icons]
	In Progress		Physician/Surgeon Group		Supplemental	29%	02/25/2020		[Icons]

**Step 3:** Enter the NPI of the rendering provider. A new rendering application will be generated if the rendering is not enrolled. If the rendering is currently enrolled, a Rendering-S application will generate.

The first screenshot shows the 'Create Affiliation Application' form. It prompts the user to 'Enter the provider's NPI you would like to affiliate with:' and includes a text input field for 'National Provider Identification (NPI)' with a 'Verify' button. A message below the field states 'value is required'. The second screenshot shows a confirmation dialog titled 'An Affiliation application will be created'. It asks the user to select 'Create Affiliation Application' to generate the application between 'Rendering NPI' and 'MEDICAL CORP', or 'Cancel' to return to the main options. It also notes that counter e-signatures are required and that 'MEDICAL CORP' will need to sign the application. Buttons for 'Create Affiliation Application' and 'Cancel' are at the bottom.

**Step 4:** Go to the “Group Info – Service Address” subtab. This will display each location that was created in the Supplemental and any locations that are already enrolled for the group. Select all locations where the rendering provider needs to be affiliated.

The screenshot shows the 'PAVE PORTAL' interface. At the top, there's a header with the CA.gov logo and 'PAVE PORTAL' text. Below the header, there's a navigation bar with 'Group Info' and 'Service Address' tabs. The 'Service Address' tab is active. A red arrow points to the 'Service Address' link in the left-hand navigation menu. The main content area shows a table of service addresses with checkboxes for selection.

Application ID	NPI	Provider Type	Service Address
202MCFU4	1083883938	Physician/Surgeon Group	<input checked="" type="checkbox"/> STE 100 1321 Pavilion Way Turlock Stanislaus California, CA 95380-0000
		Physician/Surgeon Group	<input checked="" type="checkbox"/> STE 200 1432 Harper Ln Ana Riverside California, CA 92539-0000
		Physician/Surgeon Group	<input checked="" type="checkbox"/> STE 200 1545 Willow Ln Adelanto San Bernardino California, CA 92301-0000

The screenshot shows the 'Additional Service Addresses' section. It features a list of service addresses with checkboxes for selection. The 'Select All' button is highlighted. The text above the list reads: 'Below are additional service addresses associated with the NPI. Please indicate if [Rendering Applicant name Goes Here] will also provide services to Medi-Cal beneficiaries at any of these locations.'

Account ID	Service Address	Provider Type
<input checked="" type="checkbox"/> 8001	1111 WILLOW WOODS WAY, SAN DIEGO-CA San Diego 55555	Physician/Surgeon Group
<input checked="" type="checkbox"/> 8001	2222 OLD ROAD, ALAMEDA-CA Alameda 44444	Physician/Surgeon Group
<input type="checkbox"/> 8001	3333 RIVER RD, OAKLAND-CA Alameda 22222	Physician/Surgeon Group
<input type="checkbox"/> 8001	4444 BELL TOWER LN, OAKLAND-CA Alameda 66666	Physician/Surgeon Group
<input type="checkbox"/> 8001	6666 TALLY WAY, ALAMEDA-CA Alameda 77777	Physician/Surgeon Group
<input type="checkbox"/> 8001	7777 FLOWER LN. ALAMEDA-CA Alameda 77777	Physician/Surgeon Group

**Step 5:** Once everything in the rendering or RS application is completed including required e-signatures, submit the application(s) to DHCS Provider Enrollment Division.

**Note:** Complete steps 2-5 for each additional rendering provider.