

# PROVIDER CONTRACT SOLUTIONS

Rebecca Wroblewski, SoonerCare Education Specialist  
Kaitlyn Wood, Provider Enrollment  
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# DISCLAIMER

- SoonerCare policy is subject to change.
- The information included in this presentation is current as of February 2019.

# AGENDA

- Service location.
- Disclosure of ownership.
- Identifying your contract type.
- Payment and tax reporting.
- Enrollment guidelines.
- Resources.

SERVICE LOCATION

# SERVICE LOCATION

- OHCA contracts are site specific
  - Service location address must match at least one address listed under payment and tax reporting.
  - Attach individual providers to the correct group location so the service location address matches.
  - Service location cannot be a post office box.
  - A new contract is required for additional group service locations because they are site specific.
    - Individuals with multiple service locations reporting to FEIN/SSN also require a contract for each new location.

# DISCLOSURE OF OWNERSHIP

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- Corporations must disclose individual or corporate owners in the enrollment application.
  - When you select “yes” for ownership on the enrollment application, the enrollment application automatically populates space for you to input ownership with a selection to add additional owners.
  - Any individual, or corporate owner, with five percent or more interest must be disclosed on enrollment application.
- If enrolled with Medicare, the disclosure of ownership must match exactly what is reported to Medicare.
  - If you are not sure what you have reported to Medicare log into the CMS portal to verify.
  - If the CMS portal has not been updated, Provider Enrollment will accept a printout showing where you have submitted changes in the CMS portal.

# IDENTIFYING YOUR CONTRACT TYPE

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- Identify type of contract:
  - Facility/Group
    - Corporations organized such as: INC, PLLC, LLC, partnership, etc.
  - Individual
    - Sole proprietors will report to your personal FEIN or SSN.
    - Individual contracts can be attached to group.
- Group contracts should be created prior to individual contracts.

# OHCA'S ENROLLMENT PROCESSES



[Provider Type Selection](#) > Forms and Agreements

### Forms and Agreements

**Steps to follow**

1. Complete the forms listed in the **Enrollment Forms** section to the right.
2. Read the SoonerCare Provider Agreement, the Special Provisions, and any applicable addendums listed in the **Provider Agreement** section, also located to the right.
3. Electronically sign your application and upload or fax copies of all requested documentation to OHCA.

**Note:** Some responses to questions may require additional documentation be upload or faxed to OHCA. If other information is required, it will appear in the **Documents to be Submitted** section. It will also be listed on your personal fax cover sheet.

**Getting Started**

You do not have to complete your enrollment in one session. You may save your responses and return to complete your enrollment at a later time.

Before continuing with the application, make sure you selected the correct provider type. The information you will be asked to provide is dependent upon your provider type. You have selected provider type: **Dentist**. If this is not what you want to do, [select a new provider type](#) now.

To navigate through the web application, use the **'Previous'** and **'Save & Next'** buttons that are located at the bottom of each screen. Do not use the **'Back'** button in the browser, and do not do a screen refresh.

If you have any questions regarding this application, please contact Provider Enrollment at either:

- (800) 522-0114
- (405) 522-6205

Select **"Continue"** to begin the enrollment process.

[CONTINUE](#)

Enrollment Forms	
Actions	Status
<a href="#">Enrollment Application</a>	● Not Started
<a href="#">EFT/ERA Enrollment Data</a>	● Not Started

**Provider Agreement**

- [DENTIST SPECIAL PROVISIONS](#)
- [GENERAL AGREEMENT](#)

**Documents to be Submitted**

- DDSD Approval Letter
- Copy of current license
- Proof of malpractice insurance

**I want to:**

- [Sign Agreement](#)

Did you select the wrong contract type?

# PAYMENT AND TAX REPORTING

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Tax Reporting Selection	Payment
Personal SSN	EFT Banking
Personal FEIN	EFT Banking
Group/ Corporate FEIN	Group ID

- If you are set up to have corporate payment and tax reporting, but want to provide services outside of your employer, the provider needs a separate contract that reports to the SSN/FEIN.
- Behavioral Health: If provider is a contractor for an agency, the provider will still select group corporate FEIN for billing and attach themselves to the agency.

# ENROLLMENT GUIDELINES

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- Four to six weeks is the time frame given to process a new contract once it is submitted.
- Ten business days to process an update to an existing contract.
- All contracts have an expiration date and the renewal period begins 75 days prior to expiration date. Emails are sent to the official contact.

# ENROLLMENT GUIDELINES

## CONTRACT SENT BACK FOR CORRECTIONS?

- Email will be sent to the **enrollment contact**.
  - Initial email—first notification corrections are needed.
  - 2<sup>nd</sup> notice—sent 15 days after initial email as a reminder.
  - Expiration email—sent thirty days after initial email and as a notification the contract is expired and a new contract will be required.

# RESOURCES

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**Provider Enrollment Email Address:**

[ProviderEnrollment@okhca.org](mailto:ProviderEnrollment@okhca.org).

**OHCA Toll Free Number:**

800-522-0114 option 5.

[www.okhca.org/enrollment](http://www.okhca.org/enrollment)