

**TO:** Local Education Agencies (LEA) participating in the School-Based ACCESS Program

**DATE:** June 2, 2016

**FROM:** Rebekah Ludwick, Director  
School-Based ACCESS Program  
Department of Human Services

**SUBJECT:** Enrollment of Ordering, Referring and Prescribing Providers – Impact on the SBAP

This memorandum serves as a written follow-up to the Department of Human Services' (DHS) Medical Assistance (MA) Bulletin 99-16-07 "Enrollment of Ordering, Referring and Prescribing Providers," issued on April 1, 2016.

### **Federal Requirement**

The federally mandated Affordable Care Act (ACA) requires that all states comply with the provider screening and enrollment regulations found in the Code of Federal Regulations at 42 CFR 455.410.

DHS is responsible for implementing the requirements to ensure compliance with the ACA.

The ACA requires physicians and other practitioners who order or refer items or services for Medical Assistance (MA) beneficiaries to enroll as MA providers.

### **DHS issues MA Bulletin 99-16-07**

On April 1, 2016, DHS issued MA Bulletin 99-16-07, titled "Enrollment of Ordering, Referring and Prescribing Providers." All enrolled MA providers, including LEAs

participating in the School-Based ACCESS Program (SBAP), should carefully review the requirements set forth in the bulletin. A copy of the bulletin can be found on DHS' website [here](#).

### **Impact on the SBAP**

This federal requirement means that ALL physicians and other prescribing practitioners who order/prescribe SBAP services, must be enrolled as MA providers.

Beginning September 25, 2016, DHS will deny claims if the ordering, referring or prescribing provider is not enrolled in the MA Program.

If the physician or other prescribing practitioners signing your LEA's medical authorizations are already enrolled in the MA Program, you simply would need to include their credentials when entering service logs into Public Consulting Group's EasyTrac system.

### **Procedure to Enroll as MA Provider**

If the physician or other prescribing practitioners signing your LEA's medical authorizations are not enrolled in the MA Program, here are the steps you can share with them to help streamline the enrollment process:

**Step #1 – Apply for a National Provider Identifier (NPI) [here](#).**

#### **Step #2 – Apply for MA Enrollment through DHS**

Providers are now able to enroll through the electronic provider enrollment application found [here](#) and should select their appropriate provider type.

For reference, here are the most common provider types qualified to order/prescribe SBAP services:

- PT 09 - Certified Registered Nurse Practitioner
- PT 11 - Licensed Social Worker
- PT 19 - Licensed Psychologist
- PT 31 - Physician

The benefits of using the secure online portal are:

- Allowing documents, that previously had to be mailed or faxed, to be uploaded directly to the portal;
- Permitting providers to see the status of their submission; and
- Decreasing wait time to review applications.

For questions about completing an application, please contact DHS Provider Enrollment at 1-800-537-8862.

For all other questions regarding this notification, please contact me at [rebludwick@pa.gov](mailto:rebludwick@pa.gov) or (717) 787-5512.