

Provider Enrollment Training

Independent Provider Quick Reference Guide

Document Overview

Congratulations on your decision to become a Medicaid provider! This guide provides an overview of the independent provider types, enrollment process and application requirements. Helpful tips related to the application process are also included.

Independent Provider Enrollment Steps



Step 1: Choose Provider Type

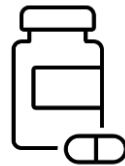
Consider the types of services that you would like to provide and the training or licensure you are able to complete.



PERSONAL CARE AIDE

Personal care aides assist with activities of daily living and instrumental activities of daily living.

Some examples of services performed include bathing, dressing, grooming, general homemaking activities, accompanying, or transporting to appointments/errands and assisting with correspondence, etc.



HOME CARE ATTENDANT

Home care attendants provide services under the supervision of an RN. They assist with self-administration of medications and skilled nursing tasks, such as tube feeding and ventilator care.

This provider type may also provide personal care aide services, such as bathing, dressing, grooming, general homemaking activities, accompanying, or transporting to appointments/errands and assisting with correspondence, etc.



NURSE

Nurses include RNs and LPNs performing nursing tasks and activities, including administering medication.

Nurses may also provide personal care aide and home care attendant services.

Step 2: Complete Application Documents

The following documents are required to complete your application. To ensure a smooth application process, make sure that you have the required information before beginning your application. A training video is also available [here](#).

Documents Required for All Applications



PHOTO ID

A valid, unexpired, government issued photo ID, such as a driver's license or passport.



SOCIAL SECURITY CARD



W-9

Your W-9 should be filled out completely, signed, and dated within the last 12 months. A blank W-9 form can be found at this [link](#).



NATIONAL PROVIDER IDENTIFIER (NPI)

This number is required to complete your application and bill for services.

- If you do not have an NPI, you can request one [here](#).



ELECTRONIC VISIT VERIFICATION (EVV) AGENCY TRAINING CERTIFICATE

EVV training is required to complete your application and bill for services.

- You can find instructions to register for and complete EVV training [here](#).



BACKGROUND CHECK

All applications require the submission of a background check.

- **Do not** complete background checks before submitting your application
- Find a Webcheck location to be fingerprinted for your background check [here](#).



OHIO RESIDENCY VERIFICATION

You must verify your Ohio residency as a part of your application. If you have not lived in Ohio for at least five years, you will need to complete an FBI background check in addition to the standard background check.

You can confirm the duration of your Ohio residency through any of the options below:

- Send an email to ohprovidermaintenance@pcgus.com.
- Upload a letter to your application confirming how long you have been an Ohio resident.
- Fax a letter stating how long you have lived in Ohio to (614) 386-1344.
- Contact us to provide verbal confirmation of how many years you have lived in Ohio at (877) 908-1746.

Provider Type-Specific Application Documents

Each application requires additional provider-specific documentation. Use the checklist below that corresponds with the application you are submitting.

Personal Care Aide

In addition to the required documents listed on page 2, your personal care aide application also requires:



TRAINING DOCUMENT

Your training document verifies you are trained to provide personal care services, understand basic home safety procedures, and are trained in universal precautions for the prevention of disease transmission.

- Your training document must include a date confirming that it was completed in the last 24 months.
- For details on what must be covered in your training, refer to the [Ohio Administrative Code \(OAC\) 5160-46-04, paragraph A\(8\)\(a\)\(i\)](#) or the training video.



FIRST AID CERTIFICATION

Your first aid training can be completed online or in-person.

- Check your local EMT/Fire Department, American Red Cross, American Heart Association and any other local organizations that offer first aid certification. You can also search online.

Home Care Attendant

In addition to the required documents listed on page 2, your home care attendant application also requires:



TRAINING DOCUMENT

Your training document verifies you have been trained in the required skills to be a home care attendant. Required training topics include personal care services, basic home safety, universal precautions and additional required training topics listed in the Ohio Administrative Code.

- Your training document must include a date confirming that it was completed in the last 24 months.
- For more details on what must be covered in your training, refer to the [Ohio Administrative Code \(OAC\) 5160-44-27, paragraph G\(1\)\(b\)\(i-iv\)](#) or the training video.



FIRST AID CERTIFICATION

Your first aid training can be completed online or in-person through a program that provides first aid certification.

- Check your local EMT/Fire Department, American Red Cross, American Heart Association and other local organizations that offer first aid certification. You can also search online.



CPR CERTIFICATION

Your CPR training can be completed online or in-person through a program that provides certification. You do not need to teach back to the instructor.



HOME CARE ATTENDANT FORMS

A completed Home Care Attendant Medication Authorization and Home Care Attendant Skilled Task Authorization are required to complete a home care attendant application. You can find these forms [here](#).

- Work with the individual you will be providing services and the supervising RN to complete these forms. Check them carefully for completion. Note that there are several fields at the bottom of the forms for the Authorizing Healthcare Professional and individual to initial.

Nurse

In addition to the required documents listed on page 2, your nurse application also requires:



NURSING LICENSE

Submit a copy of your current and unrestricted RN or LPN License with the Ohio Board of Nursing.

Step 3: Submit Your Application

Submit your application online through Provider Network Management (PNM), formerly the MITS system.

- Click [here](#) to access the application.
- Your documents can be uploaded to your application, faxed to (614) 386-1344, or emailed to ohprovidermaintenance@pcgus.com.

Application Tips

BE CLEAR

Ensure the copies of your documents are clear and easy to read. Copies, photocopies, photos, and/or scanned images are all acceptable.

BE CONSISTENT

Make sure that your company name, address, Social Security Number, and other information are entered on your application exactly as they appear on your submitted documents. Double check that everything is entered correctly!

BE CAREFUL

Forgetting to sign and date your documents can cause unnecessary delays. Check all your forms for places to sign, date, and initial. Incomplete documents will be returned to you and will cause delays in processing your application.

Step 4: Check Your Status

You should receive an application status update in the PNM Dashboard 2-5 business days after submission. This update will indicate if your application needs additional information or documentation is needed. To keep your application moving forward, submit any requested information by the due date indicated. Delays could result in having to reapply.

Step 5: Receive Provider Number

CONGRATULATIONS! Once your enrollment application has been processed, you are ready to begin a rewarding and fulfilling career in Medicaid home and community-based services.

You will receive an email with your enrollment welcome letter that includes your provider number and instructions for completing your new provider training, which is designed to help you understand your role and responsibilities as a provider. New providers are required to complete this training within 90 days of the date listed on the letter.

Step 6: Support Your Journey

Our team is excited to support you and provide resources to ensure your success. Visit our [website](#) to view resources available to independent providers, including:

- Live training to meet annual continuing education (CE) requirements.
- A Provider Toolkit containing necessary forms.
- An online tool to help you locate individuals in need of services in your area, called PCG Match.
- Monthly email informational bulletins that highlight continuing education (CE) courses, other training and mentorship opportunities, PCG Match system capabilities, and OAC rule updates.
- A mentorship program to connect new providers with experienced peers who can provide support and education.

CONGRATULATIONS ON YOUR ENROLLMENT AS A MEDICAID PROVIDER!

Still have questions about enrollment? Interested in learning more about available resources? Contact us to speak with an enrollment specialist or visit our website for additional enrollment information and materials!



(877) 908-1746
Monday – Friday, 7:30-5:30 PM ET



<https://ohiohcbcs.pcgus.com>