



NEW HAMPSHIRE DEPARTMENT OF HEALTH AND HUMAN SERVICES

MEDICAID TO SCHOOLS INFORMATIONAL BULLETIN

Reference Number	SFY 2021-01
Authorized by	Henry Lipman, Medicaid Director and Meredith Telus, Director of Program Planning and Integrity
Division/Office/Bureau	Division of Medicaid Services and Program Integrity
Issue Date	July 2020
Effective Date	Immediately
Subject	Medicaid Provider Enrollment and NPI numbers
Description	Responses to questions received from billing agents and school districts

OVERVIEW

The Department receives questions via the Medicaid to Schools (MTS) dedicated email address (MTS@dhhs.nh.gov), and this informational bulletin provides the Department's response to those questions. Previous guidance documents are posted on the DHHS website at <https://www.dhhs.nh.gov/ombp/medicaid/mts/index.htm> under the Communication and Guidance link.

Question: Some staff have started the process of enrolling in NH Medicaid and have been asked to complete a Provider Participation Agreement. Is this necessary and if not, how can it be reversed so that the process is done correctly?

Response: Yes, any provider enrolling with NH Medicaid is required to sign a Provider Participation Agreement.

Question: Is there some way for staff to confirm if they were previously enrolled as a NH Medicaid provider?

Response: Go to the nhmmis.nh.gov portal and open the quick link labeled "Find a Healthcare Provider." This will open a search page where you can search for a provider. If a provider is actively enrolled, the page will display name, address, and phone number. Providers that have enrolled as ordering only providers, or inactive providers, will not be displayed. You will need to contact Conduent for those providers. The Provider Relations Call Center is available to you Monday through Friday, from 8:00AM to 5:00PM at 1-866-291-1674.

Question: If a provider is already a billable NH Medicaid enrolled provider, do they also need to be a “non-billable ordering, rendering prescribing (ORP) provider (ORP)” for the purpose of Medicaid to Schools?

Response: No. If the provider is already actively enrolled in NH Medicaid as a billing provider, then they do not need to enroll as an ORP provider.

Question: Would an occupational therapist (OT) that will be providing consults with a student present 51% of the time and OT evaluations be required to be NH Medicaid enrolled? Would it be considered the same as an order, but only for the services their scope of practice allows for?

Response: As noted in OPLC guidance, while consultation and evaluation do not require an order, initiation of OT services to individuals with medically-related conditions must be ordered by a physician, physician assistant, APRN, chiropractor, optometrist, or any other qualified health care professional. At present, NH Medicaid does not require rendering providers or providers directly providing the service to be enrolled with NH Medicaid or to be noted on the claim form. In the future, should NH Medicaid require the rendering provider be identified on the claim form, then all individual providers giving services, or their supervising provider, will be required to submit their NPI on claims. NH Medicaid will inform the school districts of any billing changes in the future along with a transition period if that should happen.

Question: Some school districts contract with vendors to provide professional staff who can order services during the annual IEP meetings. Would these qualified Medicaid providers obtain their own NH Medicaid enrolled provider number or would they use the number of the Contractor? (i.e. CareerStaff or Pediatric PT, etc.)

Response: A group provider (i.e. Pediatric PT) cannot be an ordering provider. At this time, NH Medicaid does not require ordering providers to be enrolled or be identified on claim form. NH Medicaid is in the process however of implementing this requirement, as it is required under Federal regulation. An order must be obtained from an individual capable of ordering the services under their license. If the ordering provider is already enrolled with NH Medicaid, then the school can rely on NH Medicaid for the proper monthly screenings of that provider. If the provider is not enrolled with NH Medicaid, then the school is responsible for ensuring the provider has been properly screened, even if that provider is employed by a separate vendor. The vendor can be responsible for the monthly screenings, but the school must have a process to ensure those screenings are being done before services are rendered. Proof of screening must be available upon request and during audits. If the screenings cannot be proven, then funds may be recovered.

Question: Please confirm that for the NPI and NH Medicaid application, the location of service would be the district office rather than each individual school location and the contact person would be the Medicaid Coordinator or the Superintendent.

Response: An NPI application does not require “service location” or “contact person.” A NH Medicaid non-billing or individual application does require these fields. On the NH Medicaid application, you can enter either the school district office or the school that the provider spends the majority of their time. The NPI application states: “If you have more than one practice location, select one as the “primary” location.” The service location on the NH Medicaid application should coincide with the primary practice location submitted on your NPI application. There is a section in the NH Medicaid application where you can affiliate all “groups,” i.e. schools, the provider works with. The contact person should be a person associated with the primary practice. The applicant should consult with the schools to determine which Medicaid Coordinator or other staff member will be their contact.

Question: For a Speech-Language Pathologist-CFY with a provisional license through the State of NH, would they obtain their own NPI # or use the number of the SLP providing the “under the direction of”?

Response: A Speech-Language Pathologist-CFY, during their fellowship, cannot order services and therefore is not required to have an NPI for NH Medicaid purposes. Speech-Language Pathologist-CFY cannot enroll with NH Medicaid. Again, any provider providing services in a school setting must be screened monthly to ensure the provider is in good standing and able to provide services. This is the responsibility of the school if the provider is not actively enrolled with NH Medicaid.

Question: Do all providers need to be enrolled with Medicaid as "non-billing" individuals?

Response: At present, NH Medicaid does not require rendering providers or providers directly providing the service to be enrolled with NH Medicaid or to be noted on the claim form. In the future, should NH Medicaid require the rendering provider be identified on the claim form, then all individual providers giving services or their supervising provider will be required to submit their NPI on claims. NH Medicaid will inform the school districts of any billing requirement changes in the future along with transition period if that should happen.

NH Medicaid does not require ordering providers to be enrolled or be identified on claim form. NH Medicaid is in the process however of implementing this requirement, as it is required under Federal regulation. An order must be obtained from an individual capable of ordering the services under their license. If the ordering provider is already enrolled with NH Medicaid, then the school can rely on NH Medicaid for the proper monthly screenings of that provider. If the provider is not enrolled with NH Medicaid, then the school is responsible for ensuring the provider has been properly screened. Schools must ensure a rendering or ordering provider has an active proper license and is screened monthly through LEIE website to ensure the provider is in good standings to provide or order services. This is accomplished by going to https://oig.hhs.gov/exclusions/exclusions_list.asp. The website allows for individual searches or a downloadable list that can be compared to a school list of providers. The search should be done by name and NPI. Not all providers listed have NPIs.

Question: We are an out of district provider. We have obtained physician orders for all of our related and medical (nursing) services. All of our providers have NPI numbers. Do they need to be Medicaid Enrolled providers as well?

Response: No, if the provider is not enrolled with NH Medicaid, then the school is responsible for ensuring the provider has been properly licensed and screened. If the provider is enrolled with another State Medicaid program, then the school is still responsible for ensuring the provider meets licensure and screening criteria and the school must provide supporting documentation of this upon request and audit.

Question: I believe I heard a comment about a waiver if the doctor was from out of state and not an NH Medicaid provider? Do you know the rule on this? I know we had doctors who did not sign because of this.

Response: There is no waiver of the licensing and screening requirements.

Question: For our group of providers that technically do not need an order (i.e. PT and Speech) does this mean they do not need the NPI number?

Response: NH Medicaid cannot require any provider to obtain an NPI. For those providers in which an order is not required, NH Medicaid does not require rendering providers or providers directly providing the service to be enrolled with NH Medicaid or to be noted on claim form with an NPI. In the future, should NH Medicaid require the rendering provider be identified on the claim form, then all individual providers giving services, or their supervising provider, will be required to submit their NPI on claims. NH Medicaid will inform the school districts of any billing changes in the future along with a transition period if that should happen.

Question: Are non-ordering providers required to enroll in NH Medicaid, or is it just suggested for the benefit of LEIE checks? If not, will they be required to do so in the future, and if so, within what timeframe? If so, will their information also be added to claims, or will only the ordering provider's NPI, etc. be necessary?

Response: At present, NH Medicaid does not require rendering providers or providers directly providing the service to be enrolled with NH Medicaid or to be noted on claim form. In the future, should NH Medicaid require the rendering provider be identified on the claim form, then all individual providers giving services or their supervising provider will be required to submit their NPI on claims. NH Medicaid will inform the school districts of any billing changes in the future along with transition period if that should happen. If a provider is not enrolled with NH Medicaid, then the schools must ensure a rendering or ordering provider has an active proper license and is screened monthly through LEIE website to ensure the provider is in good standings to provide or order services.

Question: Is there a way to send Conduent a list of providers to have validated as active NH Medicaid in one form, rather than having to look up each provider individually in the provider search? Some schools have several physicians they need to verify are enrolled to make sure they can order school services.

Response: Yes, the schools can send a list to Conduent and Conduent will send the list back indicating if the provider is active or not with NH Medicaid. Conduent cannot give Medicaid provider IDs or any other provider information. The list must be in excel, and must include provider name and NPI. If you have a NH Medicaid ID, then please add that to the excel list. NH Medicaid ID is not required for the look up. Please e-mail the spreadsheet to NHproviderrelations@conduent.com. Ensure you state that this is for a Medicaid to School provider. Conduent will return the list noting if the person is currently active with NH Medicaid.

Questions about this informational bulletin can be sent to: MTS@dhhs.nh.gov

Please reference informational bulletin SFY 2020-08 in the subject line.

Revision History

Activity Date	Version	Description of Activity	Author	Approved By
7/20/2020	Final	Questions and Responses	TBlanchard	HLipman