

**ALABAMA MEDICAID PRIMARY CARE PHYSICIAN GROUP
APPLICATION CHECK LIST
UPDATED: MAY 2021**

- If applicable, have you contacted Managed Care Operations (MCO):** If you are completing this agreement for a new enrollment that resulted in being issued a new Medicaid Billing Group ID, you must contact the MCO Division at Medicaid for additional processing. Failure to contact MCO may result in omitted attribution for the new Medicaid Billing Group ID. You may contact MCO at ACHN@medicaid.alabama.gov.

- Ensure that you are using the most current application that is listed on the Medicaid Agency's website. ALL pages must be from the current application on the website. There will be a revised date at the bottom right hand corner of the application (as shown below).**

Alabama Medicaid Primary Care Physician Group Enrollment Agreement

**Alabama Medicaid
Primary Care Physician Group
Enrollment Agreement**



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Forms should be mailed to:
Gainwell Provider Enrollment Department
301 Technacenter Drive, Montgomery, AL 36117
OR
P. O. Box 241685, Montgomery, AL 36124

NOTE: The enrollment effective date for this agreement will be the first day of the following month, if the agreement is received and contains no errors prior to the 15th of the month. Otherwise, the effective date of the agreement will be the month following the next month.

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- Ensure that you have selected "YES" for intent to participate in the Alabama Coordinated Health Network (ACHN) Program.** You must select at least one ACHN Entity from the listing (i.e. *My Care Alabama Northwest, North Alabama Community Care, Alabama Care Network-Midstate, My Care Alabama Central, My Care Alabama East, Alabama Care Network Southeast, or Gulf Coast Total Care*).

- Ensure that you have answered question, "Has this practice or anyone associated with this practice been terminated or sanctioned by Medicare or Medicaid?"**

- Ensure that you have answered question, "Are you associated with an academic teaching facility?"**

- Ensure that you have selected the appropriate SPECIALTY type for your GROUP:** You will need to select the specialty that your group is **currently** enrolled as with Alabama Medicaid. You may select "Other" and enter a non-listed provider type (non-listed provider type enrollments must meet ACHN criteria and be approved by Medicaid). Please contact Provider Enrollment if assistance is needed with determining your specialty type.

- Ensure that you have indicated your GROUP/CLINIC NAME:** You will need to indicate the same name that your group is **currently** enrolled as with Alabama Medicaid.

- Ensure that you have indicated your MEDICAID GROUP ID:** Your Medicaid Group ID is different from your NPI number and is unique for Alabama Medicaid Providers. The Medicaid Group Billing ID can be found on your Alabama Medicaid Financial Remittance Advice (RA) or your Alabama Medicaid Welcome Letter. If further assistance is needed with determining your Medicaid Group Billing ID, please contact Provider Enrollment at 1-888-223-3630.

- Ensure that you have indicated your GROUP NPI:** Your NPI is different from your Medicaid Group ID. Your Group NPI is issued by CMS.

- Ensure that you have indicated your GROUP TAX ID:** Your Group TAX ID is issued by the IRS.

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- Ensure that you have indicated your **PHYSICAL ADDRESS** (PRIMARY LOCATION): You will need to indicate the same physical address that your group is **currently** enrolled as with Alabama Medicaid.
- Ensure that you have indicated your **MAILING ADDRESS**: This address will be used for all mail correspondence for the group. If this area is not complete, we will use the physical address listed for the mailing address.
***NOTE:** The mailing address indicated above will be applied to the file of the provider for which this application is completed.*
- Ensure that you have indicated your **CREDENTIALING CONTACT NAME/TELEPHONE NUMBER/EMAIL ADDRESS**: This will be the person that will be contacted if there are issues with enrollment.

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- Ensure that you have indicated **ALL Primary Care Physician’s that intend to participate with the ACHN and are enrolled under your group.**
Note: *The provider must be currently enrolled **AND** active with Alabama Medicaid. Pending enrollments should **NOT** be listed on the application.*
 - The participating PCPs **must** be listed under the *physician* section on page 3 (see highlighted area below).

Alabama Medicaid Primary Care Physician Group Enrollment Agreement

List the Physicians and Physician Collaborators that are associated with this Agreement. Physician Collaborators must be linked to the same Group Enrollment NPI as the oversight physician. A Physician Collaborator is a Physician Assistant or Nurse Practitioner that practices under the collaboration of a licensed physician.

Physician Name	Medicaid Provider ID
Physician Collaborator	Medicaid Provider ID

A change in the Medicaid Provider ID will require an additional Medicaid application. If you have questions, please call Gainwell Provider Enrollment Department at 1-888-223-3630.

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- **Provide ALL the PHYSICIAN’S NAMES & the MEDICAID PROVIDER IDs (not NPI)** that were issued by the Alabama Medicaid Agency.
 - The provider must be enrolled with the Group that is applying for ACHN enrollment. The provider must be enrolled under the same TAX ID and NPI as the Group that is applying for ACHN enrollment.
-
- Ensure that you have listed all mid-levels (nurse practitioners & physician assistants) under the section titled “physician collaborators.” A Physician Collaborator is a Physician Assistant or Nurse Practitioner that practices under the collaboration of a licensed physician. **Also list their MEDICAID PROVIDER IDs (not NPI)** that were issued by the Alabama Medicaid Agency.
NOTE: *The physician collaborator must be currently enrolled **AND** active with Alabama Medicaid. Pending enrollments should **NOT** be listed on the application.*
 - The physician collaborators **must** be listed under the *physician collaborator* section on page 3 (see highlighted area below).

ALABAMA MEDICAID PRIMARY CARE PHYSICIAN GROUP APPLICATION CHECK LIST **UPDATED: MAY 2021**

Alabama Medicaid Primary Care Physician Group Enrollment Agreement

Attachment B

HOSPITAL ADMITTING AGREEMENT

Primary Care Physician Group (Group) is required to establish and maintain hospital admitting privileges or have a formal arrangement with a hospitalist group or another physician or group for the management of inpatient hospital admissions that addresses the needs of all recipients. If a Group does not admit patients, then the Hospital Admitting Agreement must be submitted to the Agency to address this requirement for participation. If the Group has entered a formal arrangement for inpatient services, the Hospital Admitting Agreement must be completed by both parties, and the applicant must submit the original form with the Application for enrollment or within ten (10) days of when a change occurs regarding the Group's management of inpatient hospital admissions.

A formal arrangement is defined as a voluntary agreement between the Group and the agreeable physician/group. The agreeable party is committing, in writing, to admit and coordinate medical care for the recipient throughout the inpatient stay. Admitting privileges or the formal arrangement for inpatient hospital care must be maintained at a hospital that is within a forty-five (45) minute drive time from the Group's practice. If there is no hospital that meets the above geographical criteria, the hospital geographically closest to the Group's practice will be accepted.

Exception may be granted in cases where it is determined the benefits of a Group's participation outweigh the Group's inability to comply with this requirement.

To ensure a complete understanding between the Group and the agreeable physician/group, the Agency and the Alabama Coordinated Health Network (ACHN) Program have adopted the Hospital Admitting Agreement. This Agreement serves as a formal written agreement established between all parties and the required conditions are as follows:

1. The Group is privileged to refer recipient for hospital admission. The below named provider is agreeing to treat and administer the medical needs of these recipients while they are hospitalized.
2. The below named provider will arrange coverage for recipient's admissions during their vacations.
3. Either party may terminate this Agreement at any time by giving written thirty (30) days advance notice to the other party or by mutual agreement.
4. The Group will notify the ACHN Program (Medicaid), in writing, of any changes to or terminations of this Agreement.
5. The Group will provide the below named provider with the appropriate payment authorization number.

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THIS PAGE MUST BE COMPLETED BY THE GROUP/PHYSICIAN THAT WILL BE ADMITTING PATIENTS ON YOUR BEHALF.

Alabama Medicaid Primary Care Physician Group Enrollment Agreement

Group Agreeing to Cover Hospital Admissions

Group Name: _____
 Group Medicaid ID: _____
 Mailing Address: _____

 Specialty: _____ Ages Admitted: _____
 Hospital Affiliation(s) and Location(s): _____

 Contact Person: _____ Telephone Number: (____) _____
 Authorized Signature: _____ Date: _____

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EPSDT

Ensure that you have answered and completed the **EPSDT** section.

Note: If you only see adult patients (ages 21 and older), EPSDT enrollment is not required. You will need to submit a signed letter on your company's letterhead informing the Alabama Medicaid Agency that you only accept adult patients and would not like to enroll in EPSDT.

- Are you currently enrolled in the EPSDT program?
 - If you select **YES**, no other action is required. The Alabama Medicaid Agency will verify that you are currently enrolled with EPSDT.
 - If you select **NO**, you **must** answer the following question on the application:

If you are not currently enrolled, will you be doing your own EPSDT screenings?

 - If you select **YES to the question above**, you must complete and sign an EPSDT agreement and submit a copy of your current CLIA certificate. The EPSDT agreement can be accessed from the Medicaid Agency's website with the following link: [https://www.medicaid.alabama.gov/content/9.0 Resources/9.4 Forms Library/9.4.5 EPSDT Forms.aspx](https://www.medicaid.alabama.gov/content/9.0%20Resources/9.4%20Forms%20Library/9.4.5%20EPSDT%20Forms.aspx)
 (Please note the EPSDT Agreement is different from the Attachment C form in this application. You must access the EPSDT Agreement from the website if you would like to enroll as an EPSDT provider. See below).

EPSDT Form Agreement Rev: 09/26/16

Select purpose of form below:

Initial Enrollment ATN # _____
 Reenrollment NPI # _____
 Update NPI # _____
 MCD # _____ MCD # _____

EPSDT AGREEMENT

I, the undersigned participating physician/provider, agree to carry out the key components of a thorough medical well-child examination. The examination/screen must, at a minimum, include:

- a comprehensive health and developmental history (including assessment of both physical and mental health development),
- a comprehensive unclothed physical exam,
- appropriate immunizations according to age and health history,
- laboratory tests (including blood lead level assessment appropriate for age and risk factors),
- health education (including anticipatory guidance), and
- treatment and/or referral, if indicated.

In addition, I understand that the performance of these services must be documented, as all medical records pertaining to the EPSDT Program are subject to audit by federal and state agency representatives. Also, I agree to follow up on all referred cases and to document whether or not the initial referral visit was kept by the recipient.

Provider's Printed Name _____

Physical Street Address _____

City, State and Zip Code+4 _____

Telephone Number _____

Provider NPI Number _____

CLIA Number _____

Provider's Signature _____
(Original signature of the enrollee is required.)

Do you wish to be listed in the EPSDT published list? Yes No

The Alabama Medicaid Agency does not enroll providers in the VFC Program. To enroll in the VFC Program, contact the Alabama Department of Public Health, Immunization Division at (800) 469-4599.

EPSDT Form
September 2016

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- If you select **NO** to the question above, you must designate an EPSDT enrolled provider to conduct your screenings for you. The provider you designate to conduct your EPSDT screenings **must** complete and sign Attachment C of the application. Attachment C can be found on pages 21-22 of the application (see below).

Alabama Medicaid Primary Care Physician Group Enrollment Agreement
Alabama Medicaid Primary Care Physician Group Enrollment Agreement

Attachment C

EPSDT AGREEMENT

For recipients of Medicaid, birth to age twenty-one (21), the Early, Periodic Screening, Diagnosis and Treatment (EPSDT) examination is a comprehensive preventive service at an age appropriate recommended schedule. There are numerous components of the EPSDT and are listed and described in Appendix A of the Alabama Medicaid Provider Manual.

If the Group cannot or chooses not to perform the comprehensive EPSDT screenings, this Agreement allows the Group to contract with another Medicaid Screener (hereinafter known as Screener) serving the Group's area to perform the screenings for recipients in the birth to twenty-one (21) year age group.

The Agreement requires the Group to:

1. Refer recipient for EPSDT Screenings. If the recipient is in the office, the physician/office staff will assist the recipient in making a screening appointment with the Screener within ten (10) days.
2. Maintain, in the office, a copy of the EPSDT physical examination and immunization records as a part of the recipient's permanent record.
3. Monitor the information provided by the Screener to assure that children are receiving immunizations as scheduled and counsel recipients appropriately if found in non-compliance with well child visits or immunizations.
4. Review information provided by the Screener to coordinate any necessary treatment and/or follow up care with recipient as determined by the screening.
5. Immediately notify the Agency and the Agency's Fiscal Agent of any changes to this Agreement.

The Screener agrees to:

1. Provide age appropriate EPSDT examinations and immunizations within sixty (60) days of the request for recipients who are referred by the Group or are self-referred.
2. Send EPSDT physical examination and immunization records within thirty (30) days of the completed screening to the Group.
3. Notify the Group of significant findings on the EPSDT examination or the need for immediate follow-up care within twenty-four (24) hours of identification. Allow the Group to direct further referrals for specialized testing or treatment.
4. Immediately notify the Agency and the Agency's Fiscal Agent of any changes to this Agreement.
5. Provide to the Agency a copy of the Screener's current CLIA certificate.

If the Group chooses to utilize this Agreement to meet the Agency requirement for participation,

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the Agreement containing the original signatures of the Group or the authorized representative and the screener or an authorized representative must be submitted within the enrollment application. The Group must keep a copy of this Agreement on file. If this Agreement is executed after enrollment, a copy must be submitted to the Agency's Fiscal Agent within ten (10) days of execution.

This Agreement can be entered or terminated at any time by the Group or the Screener. The Agency and the Agency's Fiscal Agent must be notified immediately of any change in the status of the Agreement. Questions regarding this agreement can be addressed to the Agency's Fiscal Agent.

By signing this EPSDT Agreement (Attachment C to the Alabama Medicaid Primary Care Physician Group Agreement), both the Group and the Screener agree to the above provisions.

Signature of Screener	Signature of Group Representative
Printed Name of Screener	Printed Name of Group
Screener Medicaid ID	Date of Group Representative's Signature
Date of Screener Signature	

24 Hours/7 Days Telephone Coverage: Complete Attachment A (pages 17-18)

Ensure that you have answered and completed the *24 Hours/7 Days Telephone Coverage* section.

- Ensure that you have indicated a telephone number where patients can reach you outside of your normal business hours.
- Provide a brief description of how you will satisfy the 24/7 coverage requirement.
- The telephone number can be an answering service or a voicemail. In either situation, the patient must be contacted within one (1) hour. Advising patients to go to the emergency room is **NOT** acceptable.
- Ensure that Attachment A (pages 17-18) is completed and signed. **ATTACHMENT A IS REQUIRED WITH ALL APPLICATIONS (see below).**

Attachment A
Alabama Medicaid Primary Care Physician Group Enrollment Agreement

**ALABAMA MEDICAID AGENCY
PRIMARY CARE PHYSICIAN GROUP
24/7 VOICE-TO-VOICE
COVERAGE AGREEMENT**

Primary Care Physician Group (Group) must provide recipient with after-hours voice to voice coverage. It is essential that recipients and/or other providers are able to contact the Group to receive instructions for care or referrals at all times to ensure that care is provided in the most appropriate manner related to the recipient's condition. To satisfy the after-hours voice-to-voice coverage requirement, the Group must meet one of the following requirements:

1. The after-hours telephone number must connect the recipient to the Group or an authorized medical practitioner.
2. The after-hours telephone number must connect the recipient to a live voice, answering service, or a medical practitioner on-call for the physician or Group. In the event that a recipient must leave a message or their call is handled by an answering service, the recipient must receive a call back, with instructions from the Group or Group's authorized medical practitioner, within one (1) hour of the initial contact.

A Group's office telephone line that is not answered after hours or answered after hours by a recorded message instructing recipients to call back during office hours or to go to the emergency department for care is **not acceptable**.

The after-hours coverage requirement will be monitored regularly. If during the monitoring process a provider is not meeting the requirements as stated above, the following will occur:

1. The Group will be contacted in writing and asked to submit within ten (10) business days of receipt of the letter, a corrective action plan (CAP) describing what steps will be taken to comply with the requirement(s).
2. The Group will receive a follow-up monitoring call within thirty (30) calendar days following submission of a CAP to determine implementation of the CAP and continuing compliance. If after the follow-up monitoring call, the Group is not maintaining compliance with the requirement, the Group will be notified in writing of the non-compliance status and will be placed on suspension from the ACHN until further notice. Suspension from participating with the ACHN will result in not receiving bonus payments and/or ACHN Participation Rates. Notification of the suspension status will be forwarded to the Agency's Chief Medical Officer.
3. If the Group fails to submit a CAP within the allotted time, the Group will be notified in writing of the non-compliance status with the Agreement and will be placed on suspension until further notice. The Group will be asked to submit a CAP within five (5) business days of receipt of the letter.

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a. If the CAP is received in the allotted time and approved, the Group will be reinstated.

b. If the Group fails to submit a CAP within the allotted time, the Group will be notified by certified mail of failure to comply with the after-hours coverage requirements and as a result has failed to comply with the Alabama Medicaid Primary Care Physician Group Agreement and the Agreement will be terminated.

Printed Group Name	Signature of Group Representative
Date of Signature	Group Medicaid ID

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Ensure that you have indicated your Group's name at the top of page 5 of the *Alabama Medicaid Primary Care Physician Group Agreement*.

Ensure that you have read and understand the entire agreement (pages 5-16).

**ALABAMA MEDICAID PRIMARY CARE PHYSICIAN GROUP
APPLICATION CHECK LIST
UPDATED: MAY 2021**

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Note: The enrollment **effective date** for the ACHN PCP Group Agreement will be the first day of the following month, if the agreement is received and contains no errors prior to the 15th of the month. For agreements received on or after the 15th of the month, the effective date of the enrollment will be the month following the next month. **(Refer to Provider Manual 40.3.1)**

Ensure that you have indicated an **effective date** at the top of page 16.

(PAGE 16)- Alabama Medicaid Primary Care Physician Group Agreement (signature page)

Ensure that page 16 is completed accurately. See below for instructions on completing page 16.

Alabama Medicaid Primary Care Physician Group Enrollment Agreement	
XII. Effective Date and Duration	
This Agreement shall be effective _____ or the first day of the month in which this Agreement is fully executed pursuant to the terms of this Agreement and remain in effect until amended or terminated.	
PRINT Group's Name on this line	Nothing goes here (Agency's use ONLY)
Printed Name of Group	Alabama Medicaid Agency
Sign (cursive) Group Representative's Name on this line	Nothing goes here (Agency's use ONLY)
Signature of Group Representative	Signature of Agency Representative
Print the Group's NPI (not Medicaid Provider ID) on this line	
Group NPI	
Print the date that the application was signed on this line	Nothing goes here (Agency's use ONLY)
Date of Group Representative's Signature	Date of Agency Representative's Signature

(PAGE 18) Attachment A (signature page) 24/7 Coverage Agreement

Ensure that page 18 is completed accurately. See below for instructions on completing page 18.

Alabama Medicaid Primary Care Physician Group Enrollment Agreement	
4. If the Group fails to submit a CAP within the allotted time, the Group will be notified by certified mail of failure to comply with the after-hours coverage requirements and as a result has failed to comply with the Alabama Medicaid Primary Care Physician Group Agreement and the Agreement will be terminated.	
Print Group's (or Group Representative's) Name on this line	Sign (cursive) Group's (or Group Representative's) Name on this line
Printed Group Name	Signature of Group
Print the date that the application was signed on this line	Print the Group's Medicaid ID (not NPI) on this line
Date of Signature	Group ID

(PAGE 20) Attachment B (signature page) Hospital Admitting Agreement

Ensure that page 20 is completed accurately. See below for instructions on completing page 20.

Note: page 20 (Attachment B- Hospital Admitting Agreement) is only required if you are designating another Group/Physician to admit patients to a hospital on your behalf. This page **must** be completed by the Group/Physician that you have designated to admit patients on your behalf.

ALABAMA MEDICAID PRIMARY CARE PHYSICIAN GROUP APPLICATION CHECK LIST

UPDATED: MAY 2021

Alabama Medicaid Primary Care Physician Group Enrollment Agreement

Group Agreeing to Cover Hospital Admissions:

Group Name: _____ PRINT Group's/Physician's Name on this line (The name of the Group/Physician that will be admitting patients on your behalf) Group ID: _____ PRINT Group's/Physician's Medicaid ID (not NPI) on this line (The Medicaid ID of the Group/Physician that will be admitting patients on your behalf)

Mailing Address: _____ PRINT Group's Mailing Address on this line (The mailing address of the Group/Physician that will be admitting patients on your behalf)

Specialty: _____ PRINT Group's Specialty on this line (The specialty of the Group/Physician that will be admitting patients on your behalf) Ages Admitted: _____ PRINT Group's age range on this line (The age range of the Group/Physician that will be admitting patients on your behalf)

Hospital Affiliation(s) and Location(s): _____ PRINT the hospital that the Group will admit patients to on this line (This should be the name and address of the hospital the Group/Physician that will be admitting patients on your behalf)

Contact Person: _____ Sign (cursive) name of the physician that will be admitting patients on your behalf Number: () _____ PRINT the contact person and their telephone number on these lines (This should be the contact person and telephone number for the Group/Physician that will be admitting patients on your behalf)

Authorized Signature: _____ Sign (cursive) name of the physician that will be admitting patients on your behalf Date: _____ Print the date that the application was signed on this line

(PAGE 22) Attachment C (signature page) EPSDT Agreement

Ensure that page 22 is completed accurately. See below for instructions on completing page 22.

Note: page 22(Attachment C- EPSDT Agreement) is only required if you are designating another Group/Physician to complete EPSDT screenings for recipients under the age of 21. This page **must** be completing by the Group/Physician that you have designated to complete EPSDT screenings on your behalf.

Alabama Medicaid Primary Care Physician Group Enrollment Agreement

5. Provide to the Agency a copy of the Screener's current CLIA certificate.

If the Group chooses to utilize this Agreement to meet the Agency requirement for participation, the Agreement containing the original signatures of the Group or the authorized representative and the screener or an authorized representative must be submitted within the enrollment application. The Group must keep a copy of this Agreement on file. If this Agreement is executed after enrollment, a copy must be submitted to the Agency's Fiscal Agent within ten (10) days of execution.

This Agreement can be entered or terminated at any time by the Group or the Screener. The Agency and the Agency's Fiscal Agent must be notified immediately of any change in the status of the Agreement. Questions regarding this agreement can be addressed to the Agency's Fiscal Agent.

By signing this EPSDT Agreement (Attachment C to the Alabama Medicaid Primary Care Physician Group Agreement), both the Group and the Screener agree to the above provisions.

<p>Sign (cursive) name of the physician that will be completing EPSDT screenings on your behalf</p> <p>_____ Signature of Screener</p> <p>Print name of the physician that will be completing EPSDT screenings on your behalf</p> <p>_____ Printed Name of Screener</p> <p>Print Medicaid Provider ID (not NPI) of the physician that will be completing EPSDT screenings on your behalf</p> <p>_____ Screener Provider ID</p> <p>Print the date the physician that will be completing EPSDT screenings on your behalf signed the agreement</p> <p>_____ Date of Screener Signature</p>	<p>Sign (cursive) name of the EPSDT screener's Group or Group Representative of that will be completing EPSDT screenings on your behalf</p> <p>_____ Signature of Group</p> <p>Print name of the EPSDT screener's Group or Group Representative of that will be completing EPSDT screenings on your behalf</p> <p>_____ Printed Name of Group</p> <p>Print the date the Group or Group Representative that will be completing EPSDT screenings on your behalf signed the agreement</p> <p>_____ Date of Group Signature</p>
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