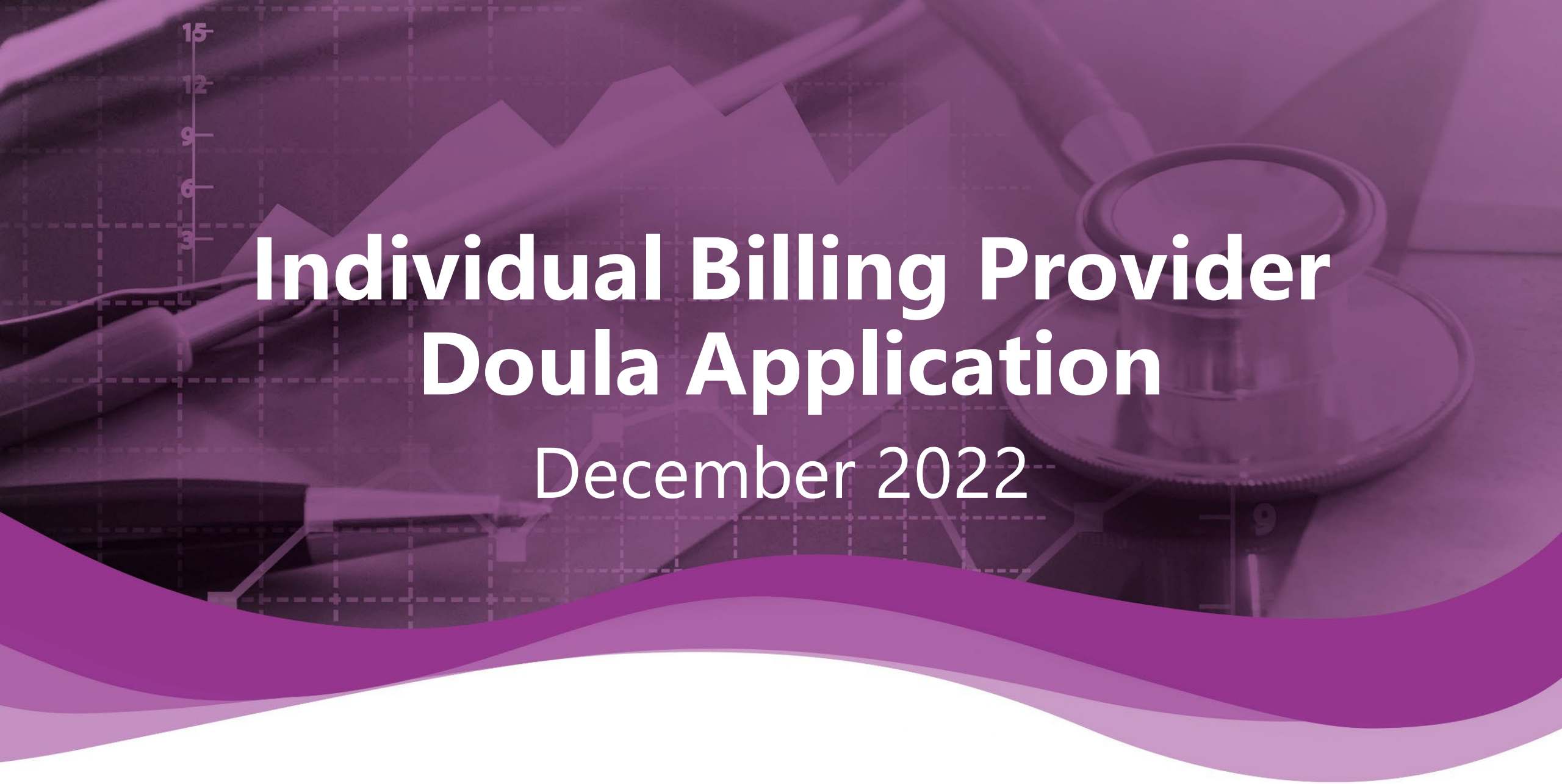


Individual Billing Provider Doula Application

December 2022

DHCS

Topics Covered

1. Getting Set Up in the PAVE Enrollment System
   - » NPI
   - » PAVE User
   - » PAVE Profile
2. PAVE Questionnaire to Start an Individual Billing Provider Application
3. Doula Individual Billing Provider Application Sections
4. Additional Resources

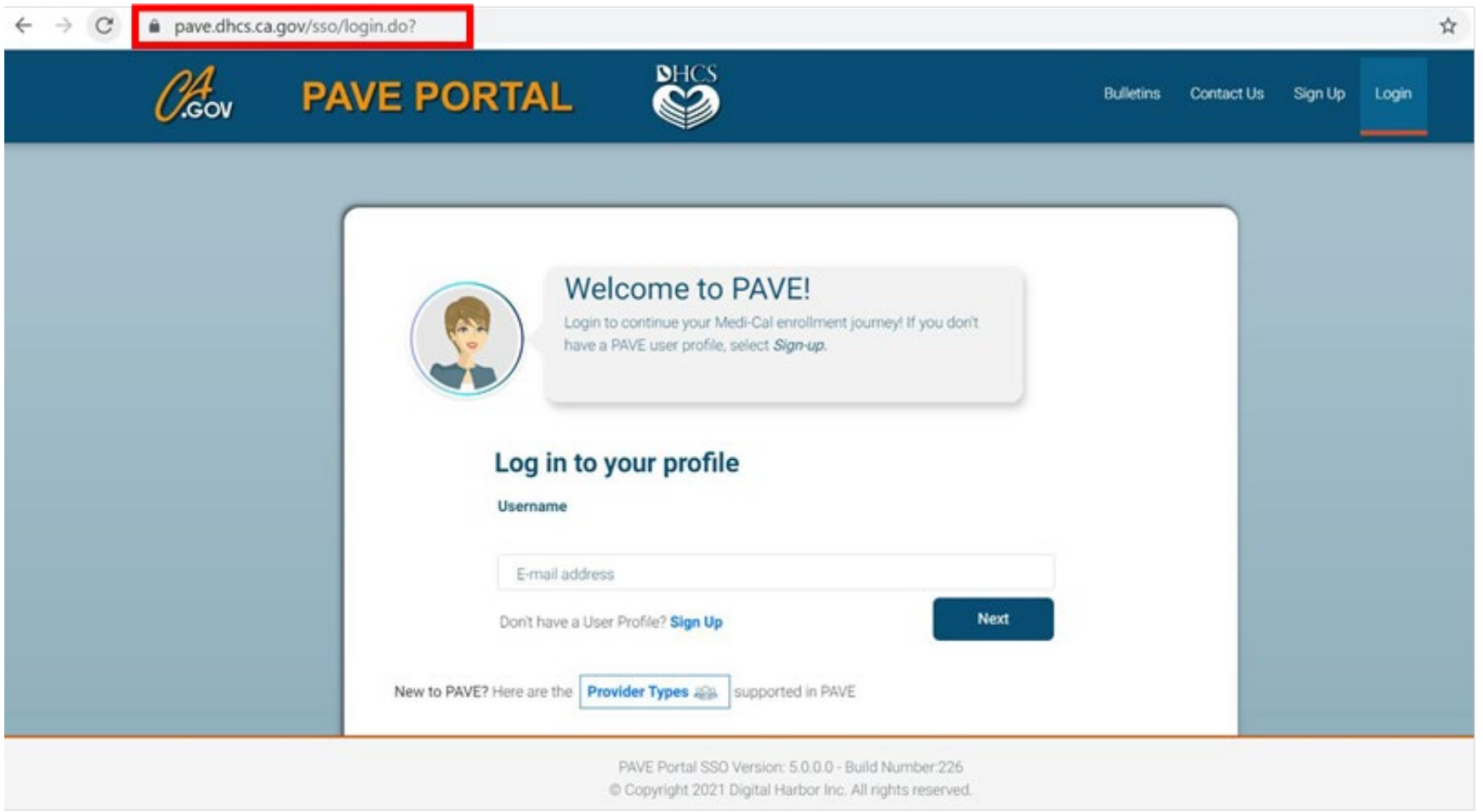
National Provider Identifier (NPI)

- Before getting started in PAVE you must obtain an NPI
  - **Type-1 NPI's** are for individuals and sole proprietors.
  - **Type-2 NPI's** are for business entities such as a corporations, LLCs, and Partnerships, even if you are the only owner of the entity.
- If you do not have an NPI, you can obtain one online by visiting the NPPES website at https://nppes.cms.hhs.gov/#/

Starting a New Individual Billing Application

- The following slides will demonstrate the steps to submitting an Individual Billing Provider Application for a Doula provider who is NOT operating as a sole proprietor.
- A Doula provider who is organized as a corporation, a Limited Liability Company or a Partnership must apply with a Type-2 NPI.
- Type-2 NPI's are reserved for health care providers who are organizations, including groups, hospitals, and the **corporation formed when an individual incorporates him/herself.**

Access PAVE


pave.dhcs.ca.gov/sso/login.do?
PAVE PORTAL
DHCS
Bulletins
Contact Us
Sign Up
Login
Welcome to PAVE!
Login to continue your Medi-Cal enrollment journey! If you don't have a PAVE user profile, select Sign-up.
Log in to your profile
Username
E-mail address
Don't have a User Profile? Sign Up
Next
New to PAVE? Here are the Provider Types supported in PAVE
PAVE Portal SSO Version: 5.0.0.0 - Build Number:226
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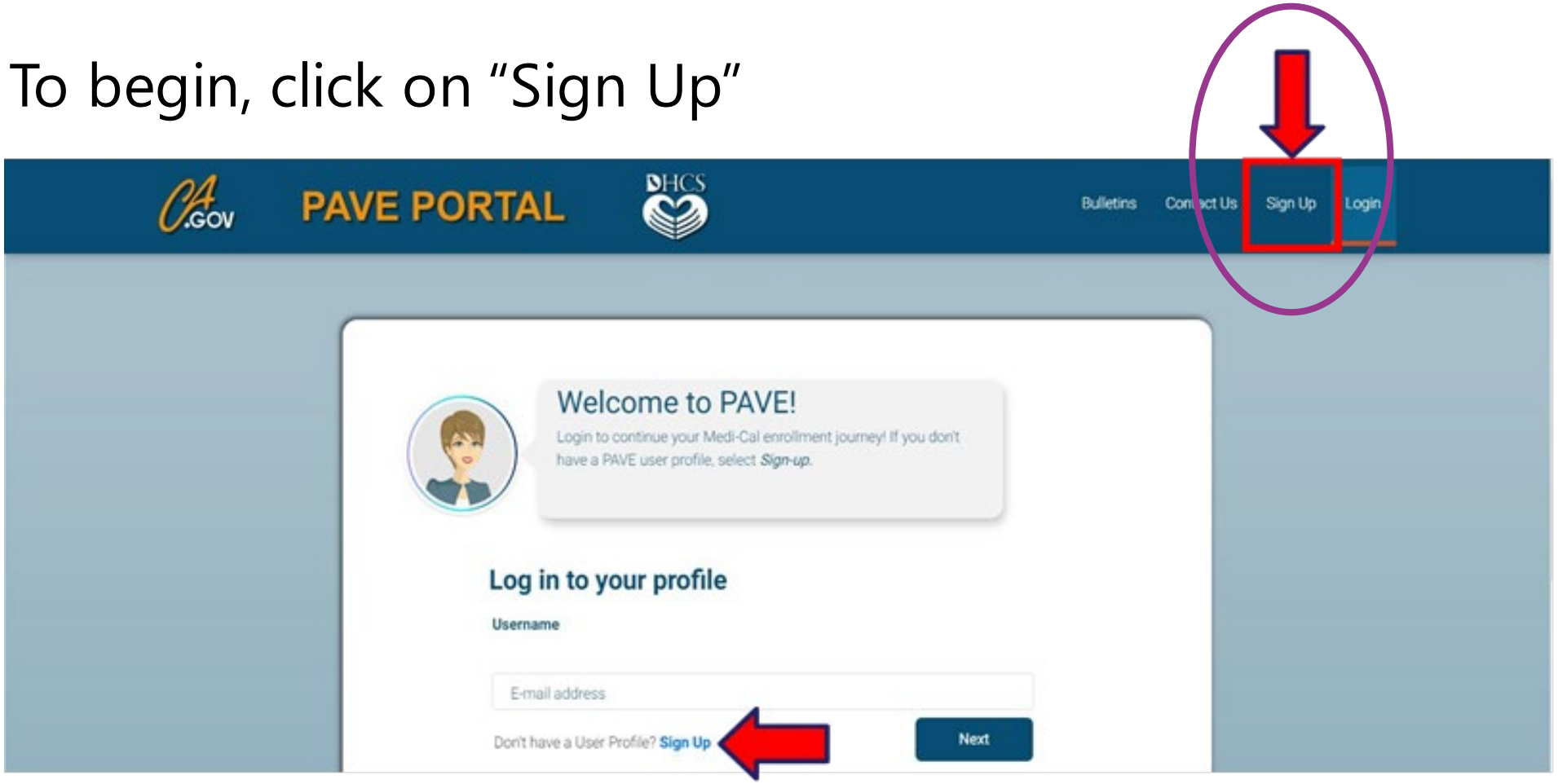
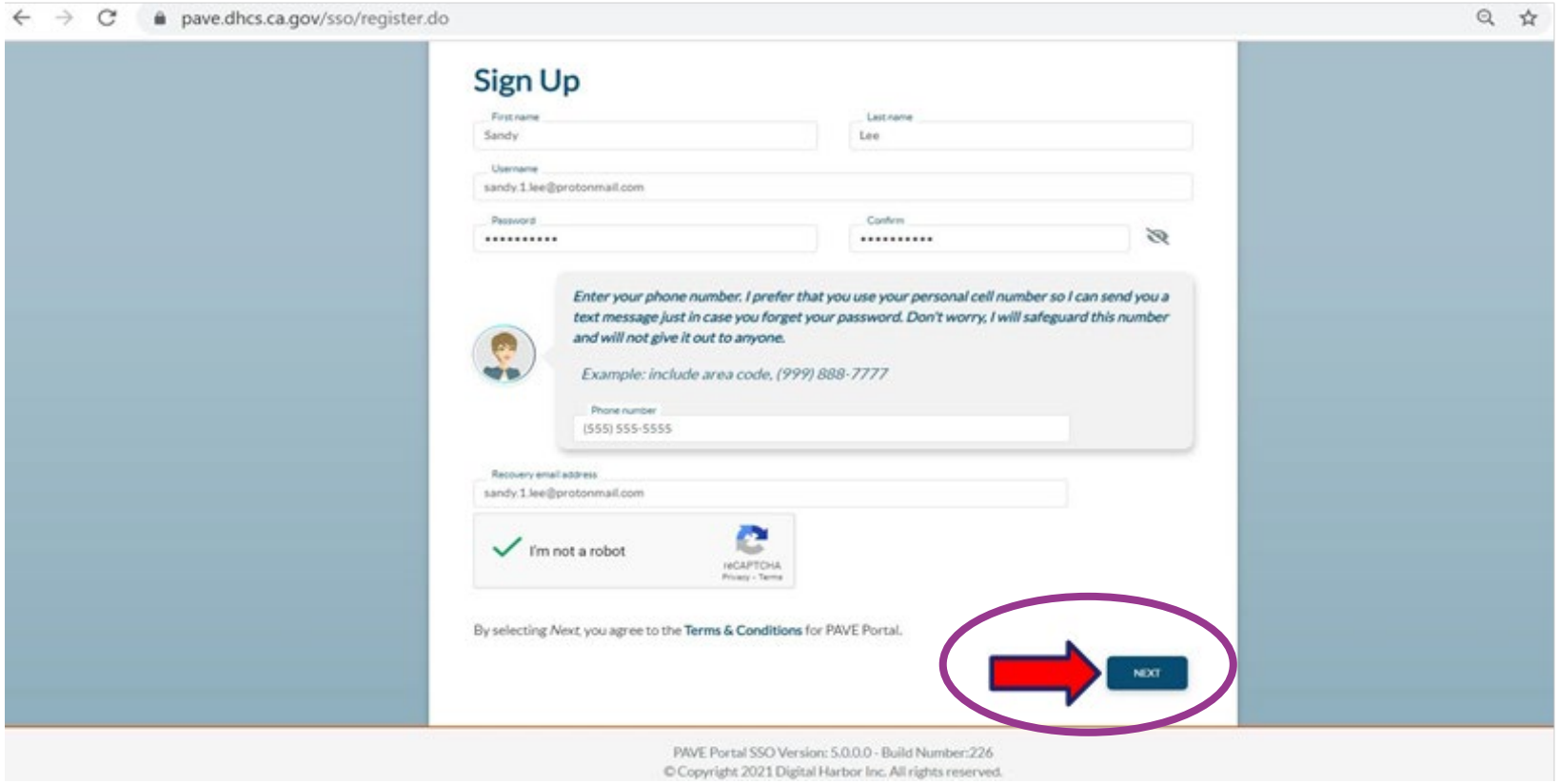
PAVE User Sign-Up Process

» To begin, click on “Sign Up”



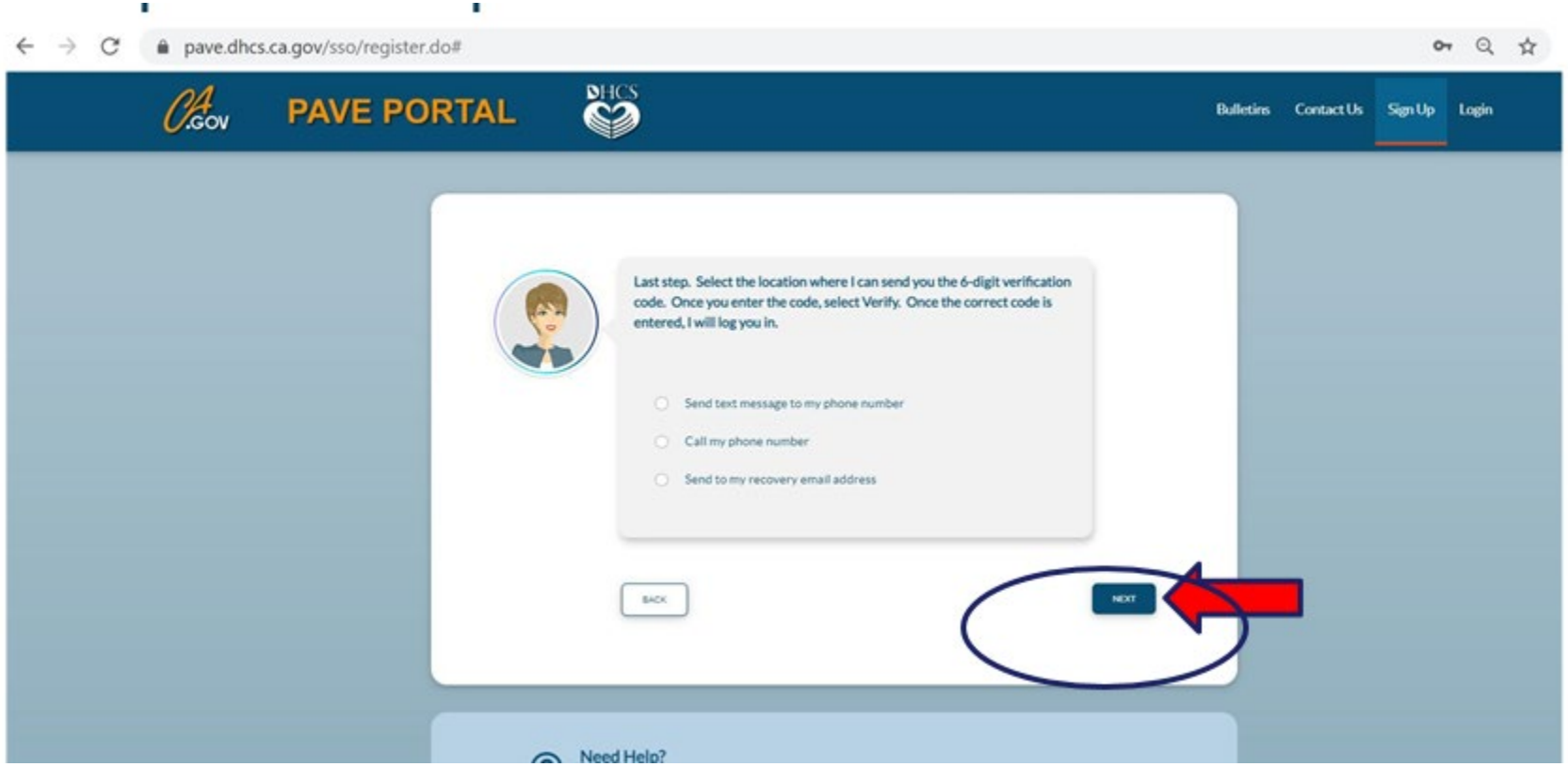
PAVE User Sign-Up Process

» Complete the required information and click “NEXT”



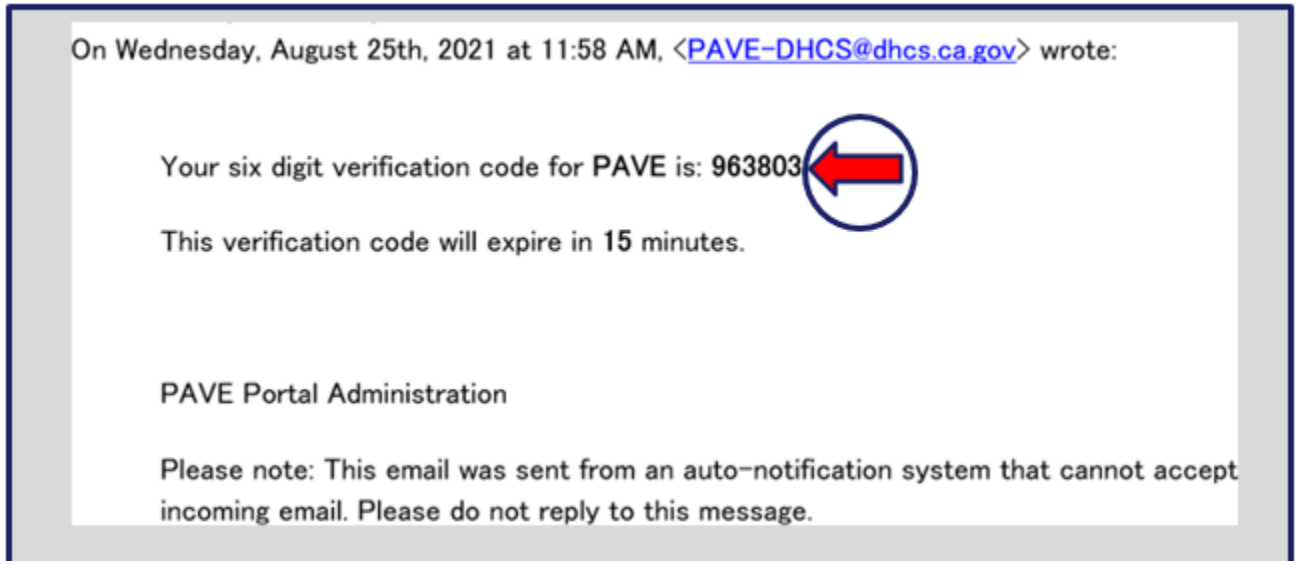
PAVE User Sign-Up Process (Cont. 2)

- You will be prompted to select how you wish to receive the six-digit verification code, after selecting the preferred option click “NEXT”



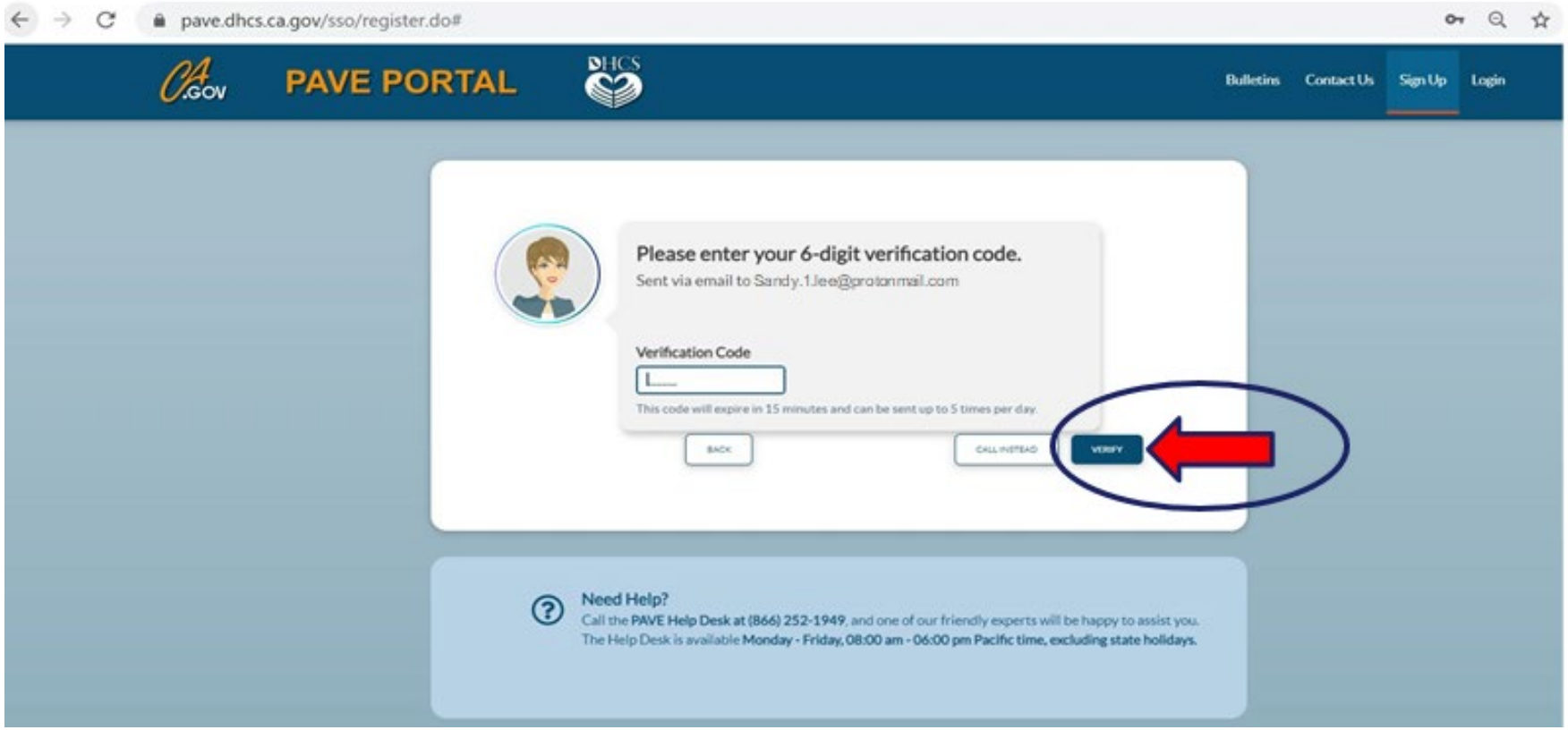
PAVE User Sign Up Process (Cont. 3)

» Each of the three options provides a verification code valid for only 15 minutes.



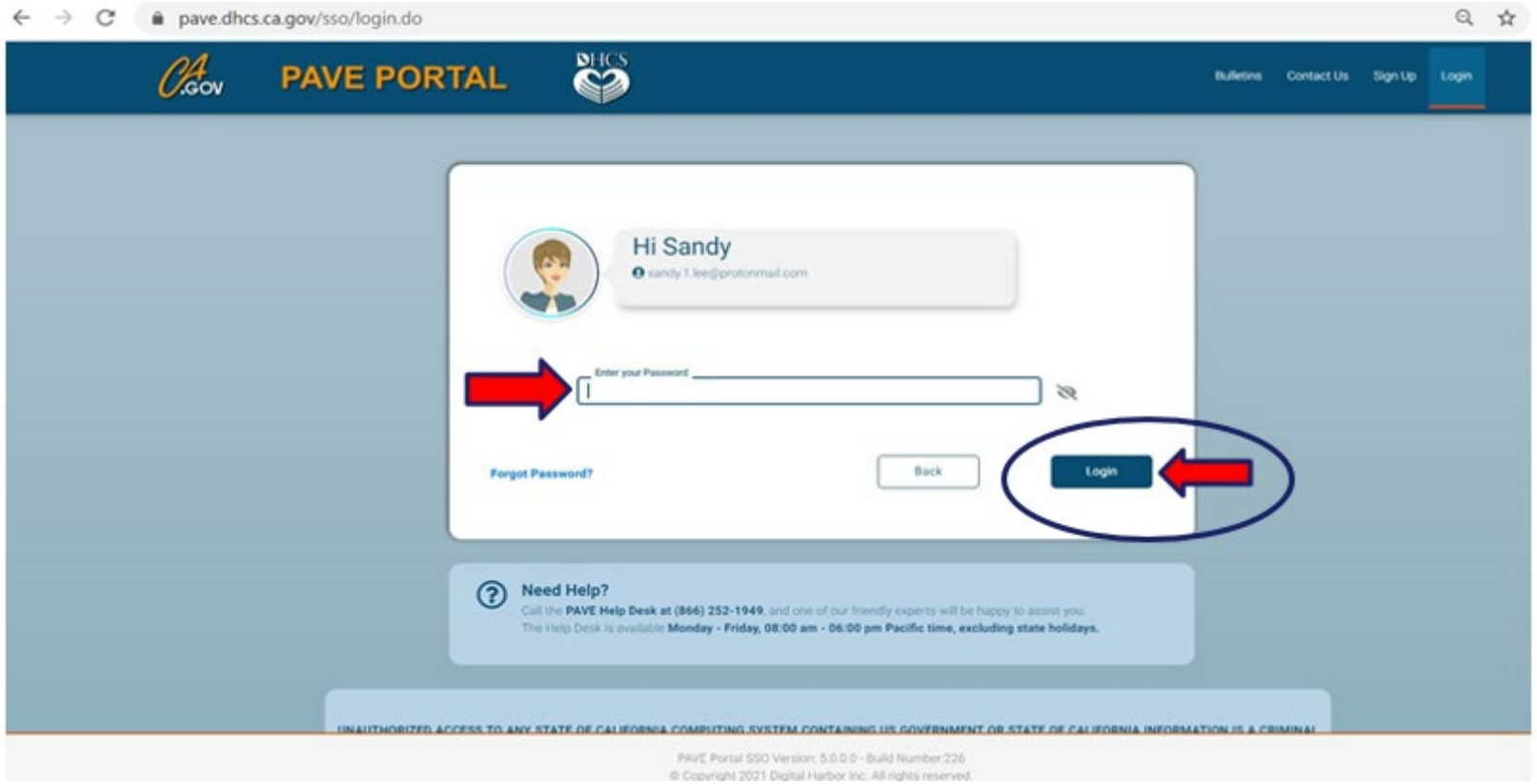
PAVE User Sign-Up Process (Cont. 4)

» Enter the six-digit verification code and click “VERIFY.”



PAVE User Sign Up Process

» Now enter your email and your password and click “LOGIN.”



PAVE Sign Up

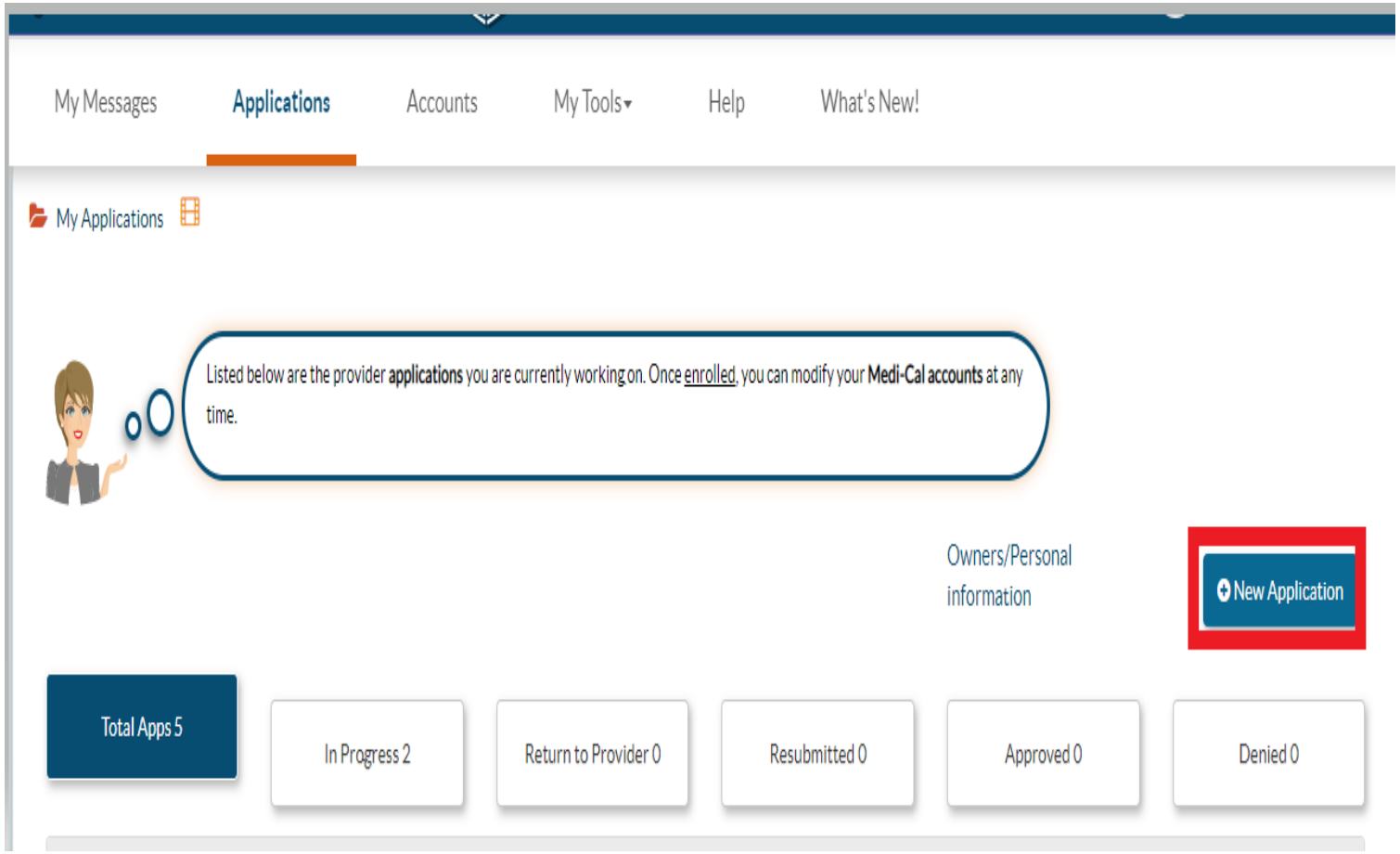
- Now that you are set up as a PAVE user, you will need to create your PAVE profile which is a workspace where groups or individual providers create applications and manage accounts.

PAVE Profile Set Up

- Make sure that you are logged in with your user email and password.
- Enter your NPI, and click “Verify”
- Once the NPI is verified, you will enter the PAVE Profile name that represents your organization and click “Create my PAVE Profile.”

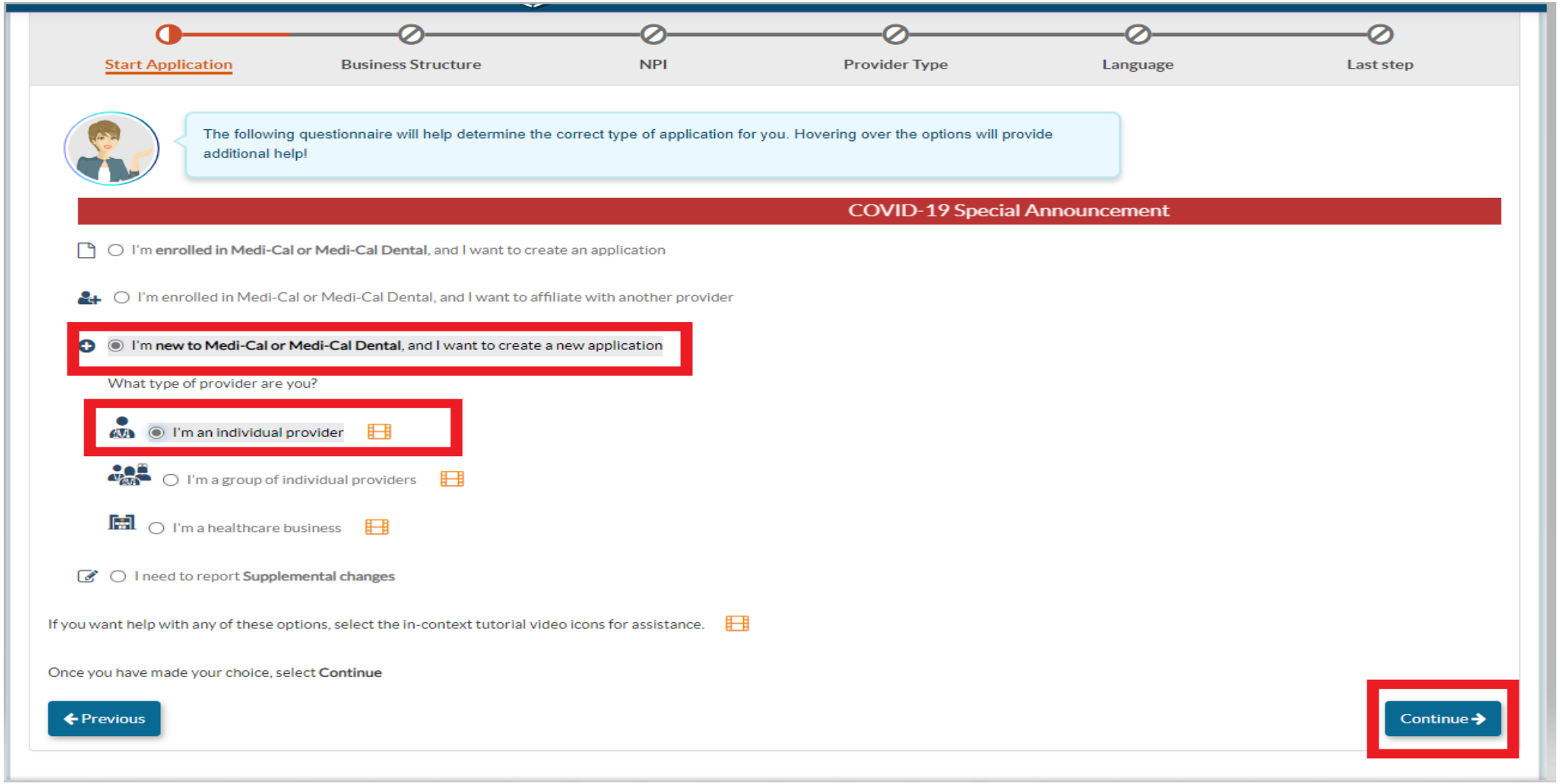
PAVE Profile

Starting a New Application



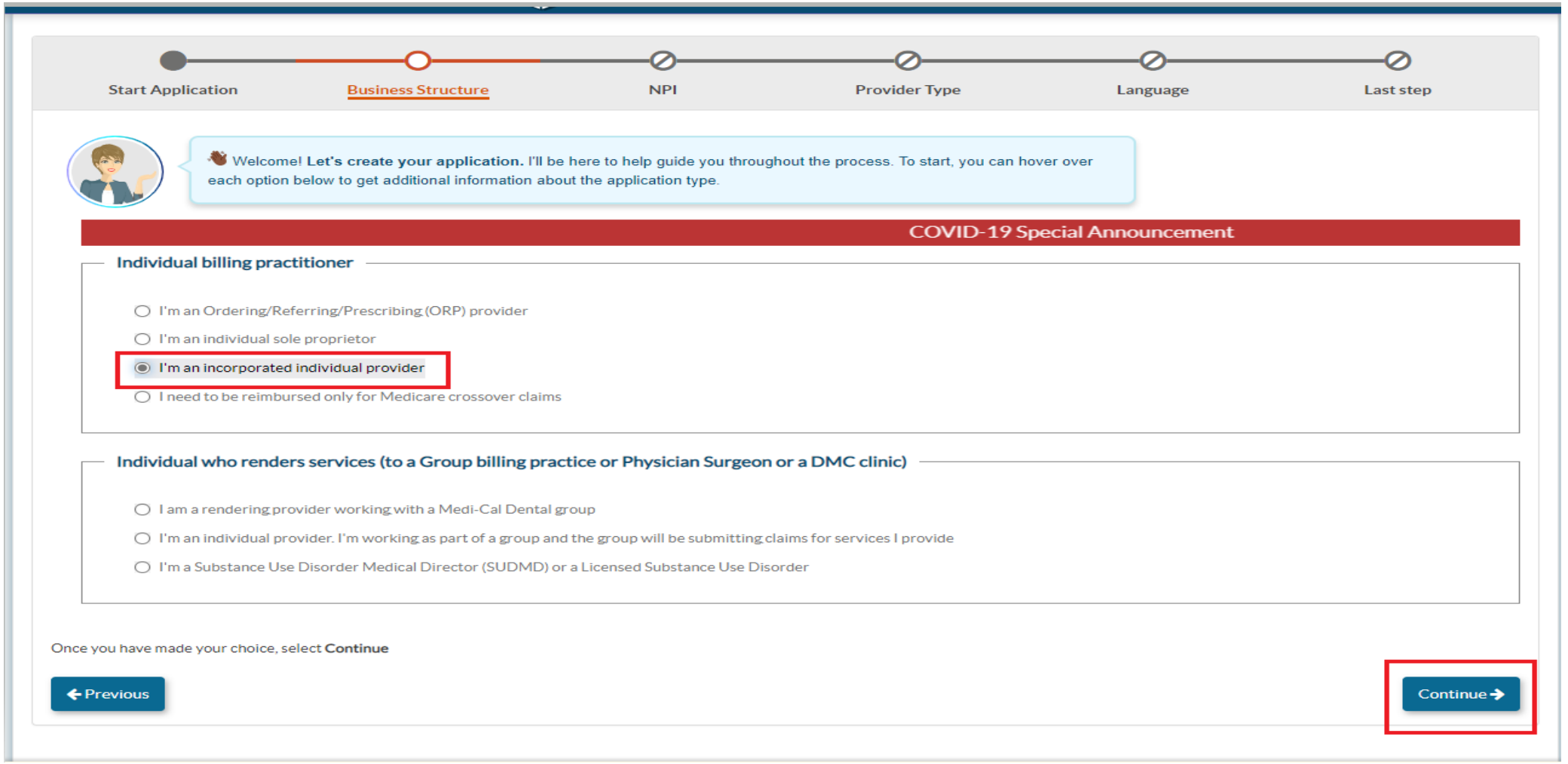
- Start the application questionnaire by selecting, “New Application” in the Applications tab.

First Questionnaire Page



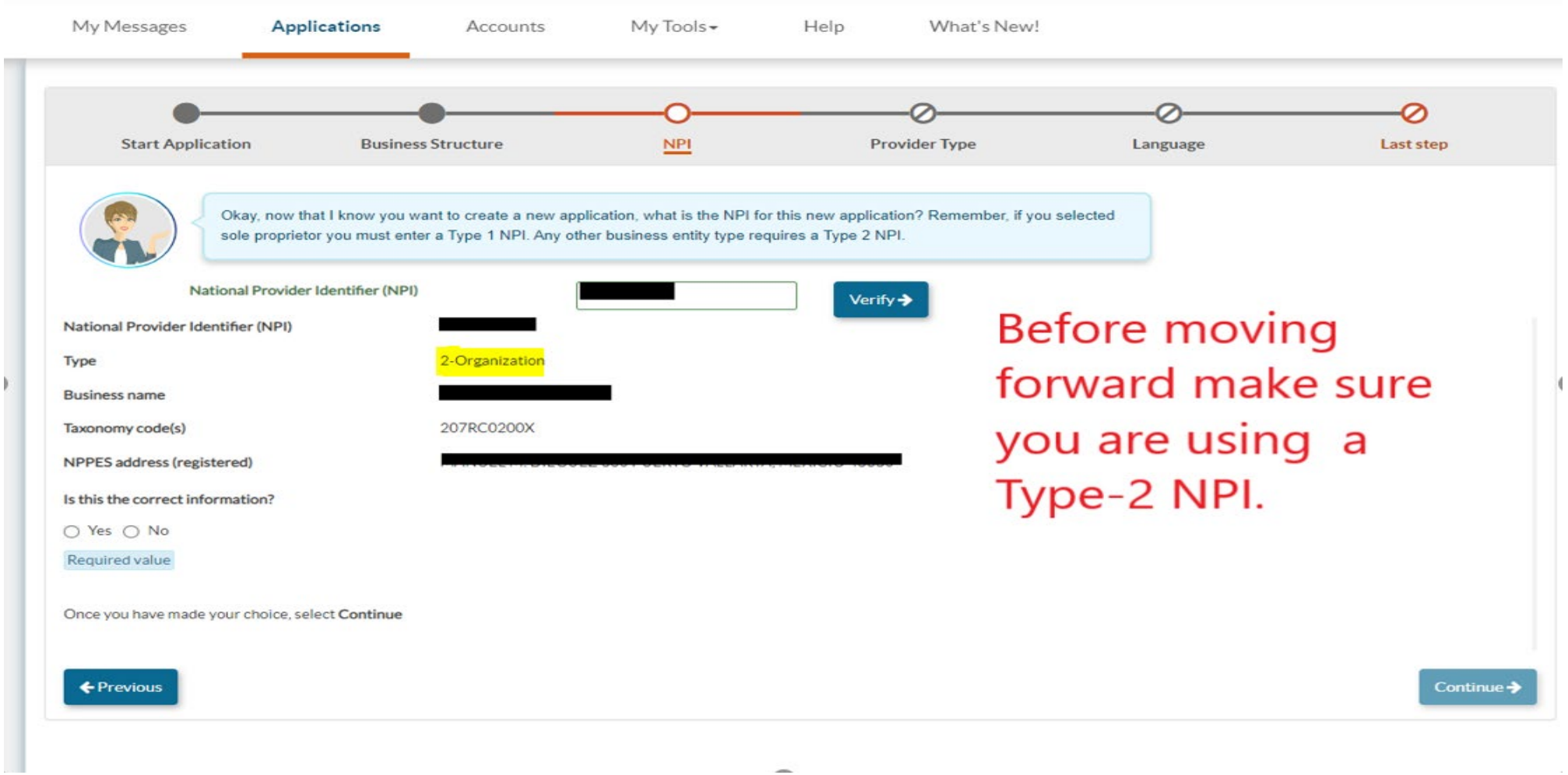
Second Questionnaire Page

Business Structure – Incorporated Individual



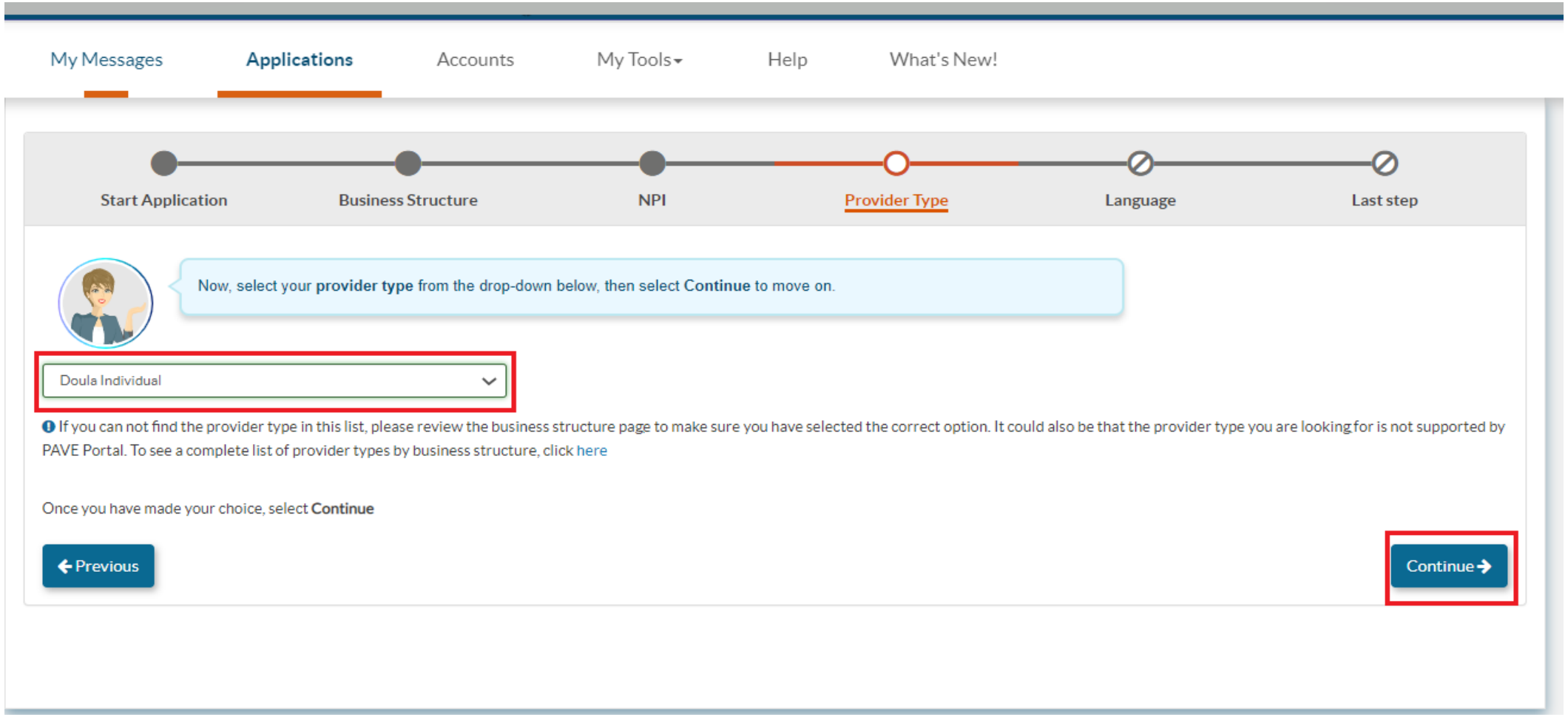
Third Questionnaire Page

PAVE Verifies NPI with NPPES



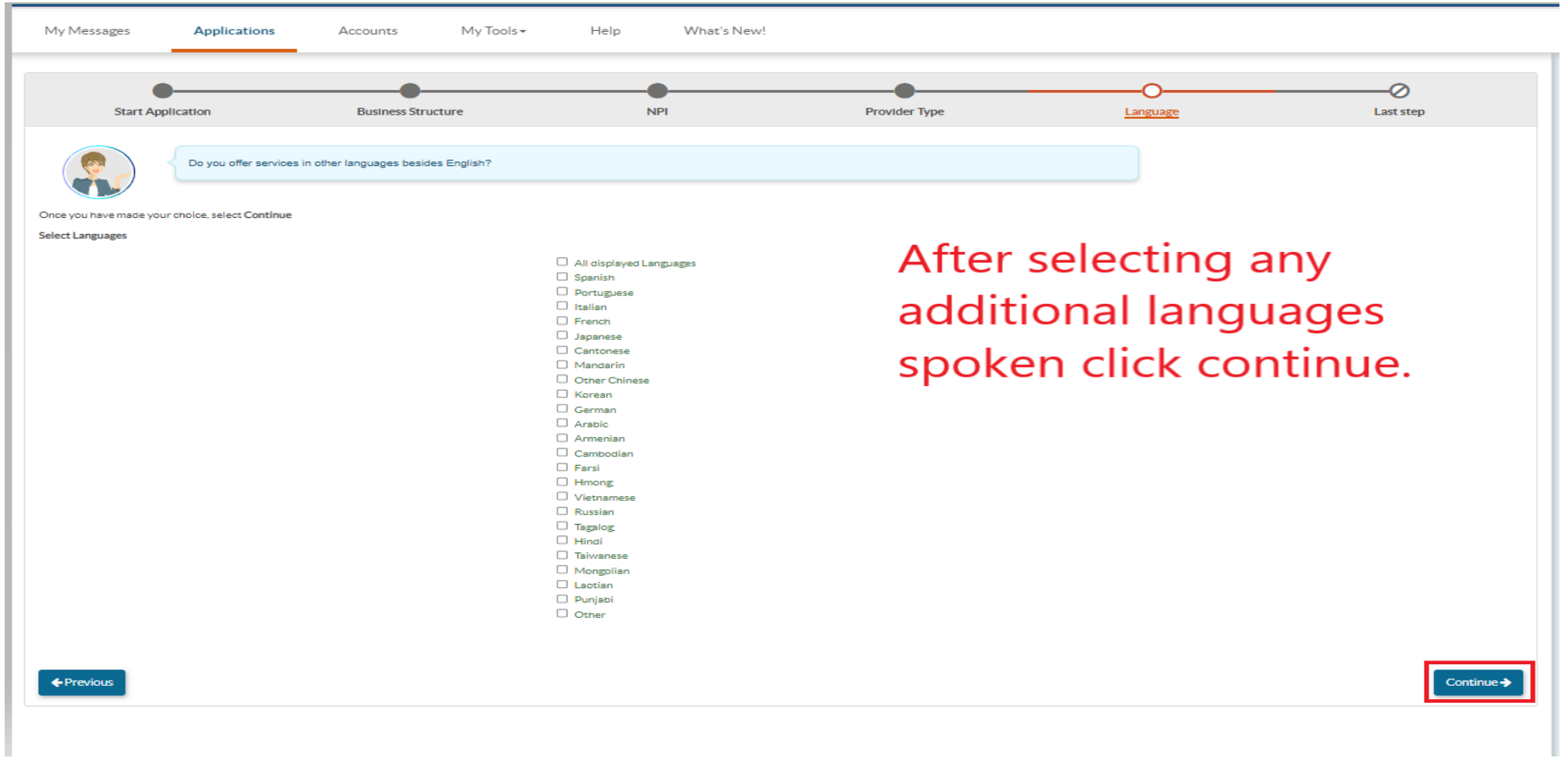
Fourth Questionnaire Page

Select Provider Type – Doula Individual



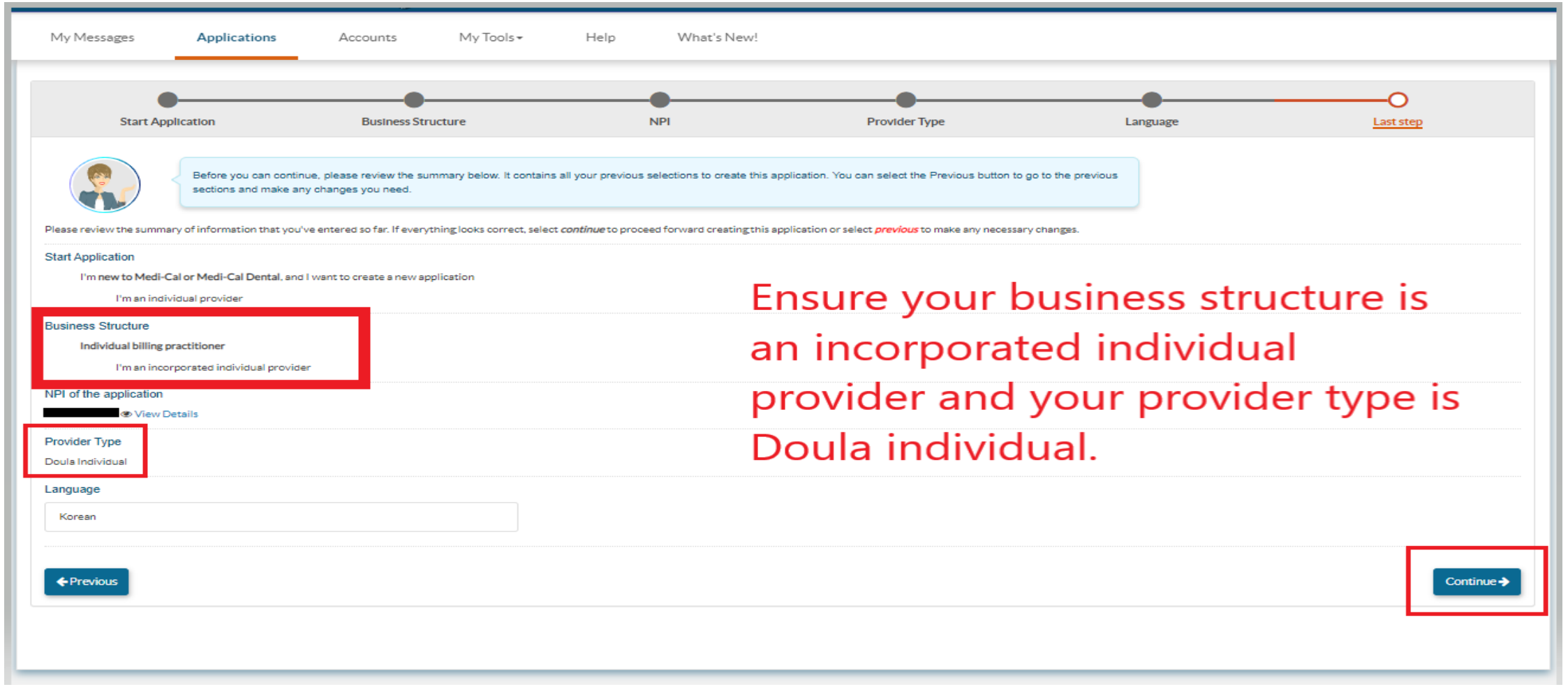
Fifth Questionnaire Page

Languages Offered



Sixth Questionnaire Page

Summary Page – Double Check!



Medi-Cal Requirements

- The Medi-Cal Program requirements are woven into the application process.

- The next few slides show:
  - List of Required Documents to Attach
  - Who is Authorized to Sign Medi-Cal applications

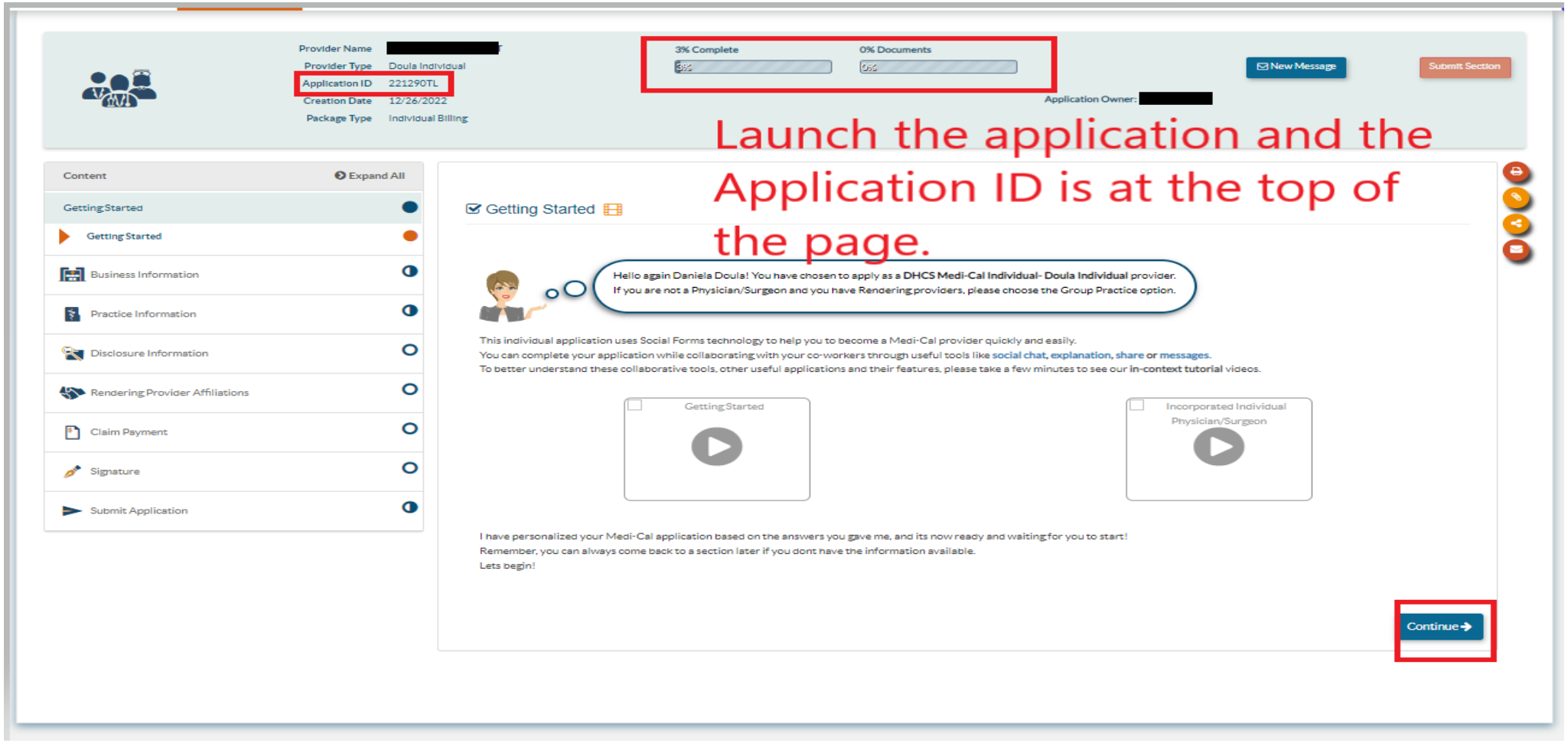
Other Required Documents

- Articles of Incorporation (only for corporations)
- State-Issued Identification
- Verification of TIN/EIN with one of the accepted documents: IRS Form 8109-C, Form 941, Letter 147-C, or Form SS-4 (Confirmation Notification)
- Business License /Tax Certificate (if required by local government)
- Fictitious Business Name Statement (if using a fictitious name)
- Workers' Compensation Insurance (if required by law)

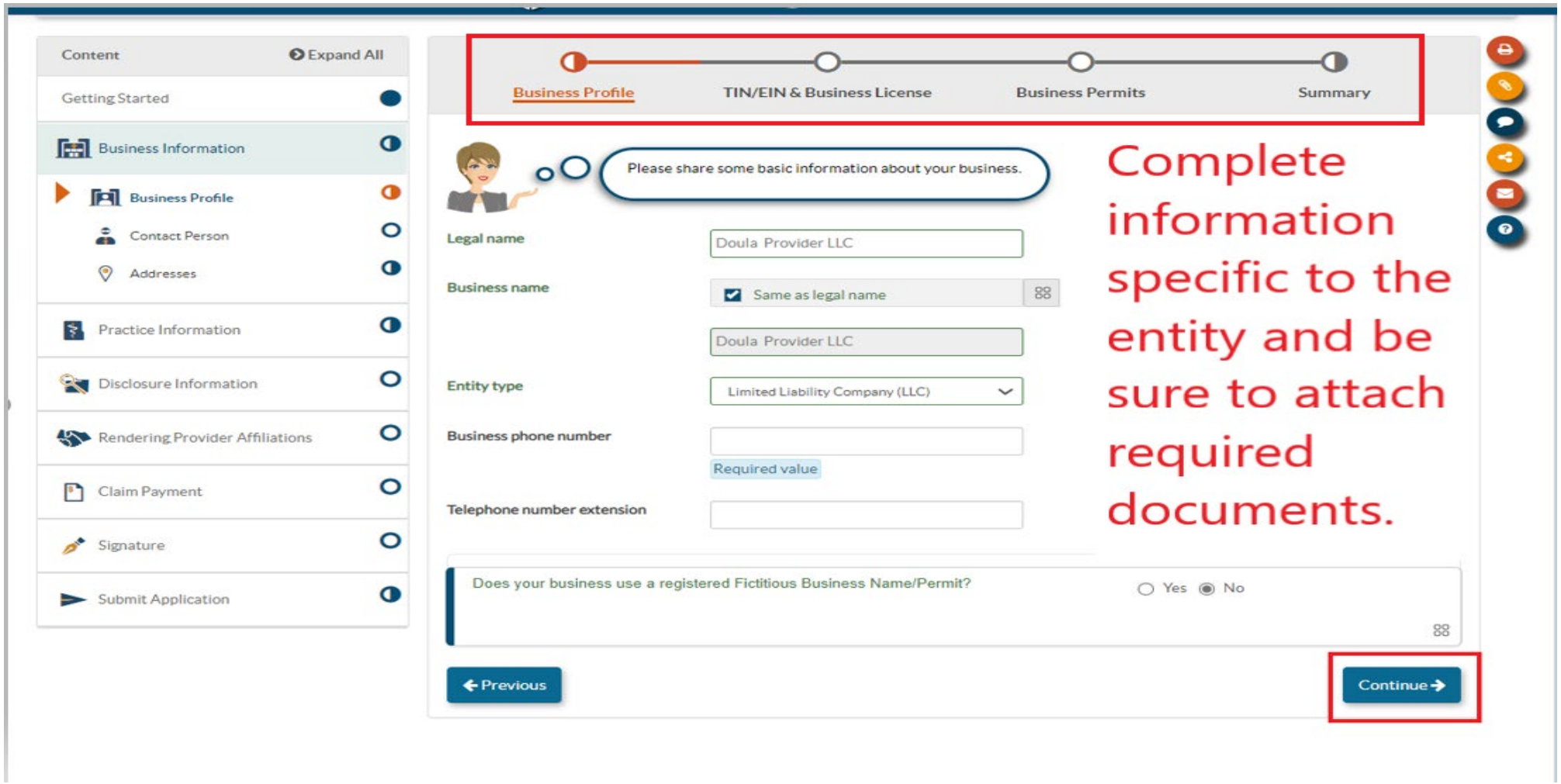
Who Can Sign Applications

- CCR, Title 22, Section 51000.30(a)(2)(B)
  - Applications shall… "Be signed under penalty of perjury by an individual who is the **sole proprietor**, **partner**, **corporate officer**, or by **an official representative of a governmental entity or non-profit organization**, who has the authority to legally bind the applicant seeking enrollment, or the provider seeking continued enrollment, or the provider seeking enrollment at a new, additional, or change in location, as a Medi-Cal provider."
  - Signatures cannot be delegated.

Getting Started with the Application

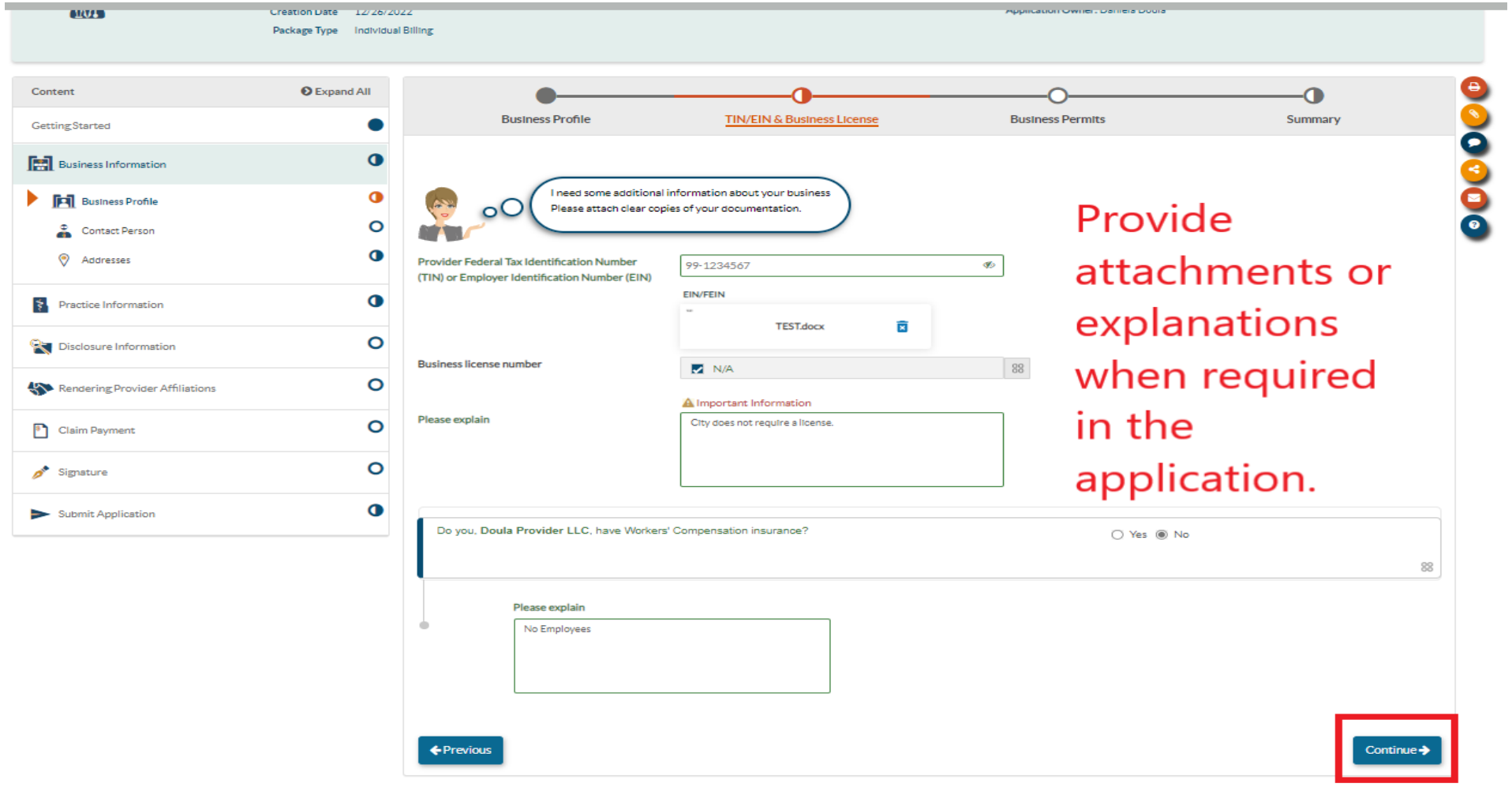


Business Profile Section



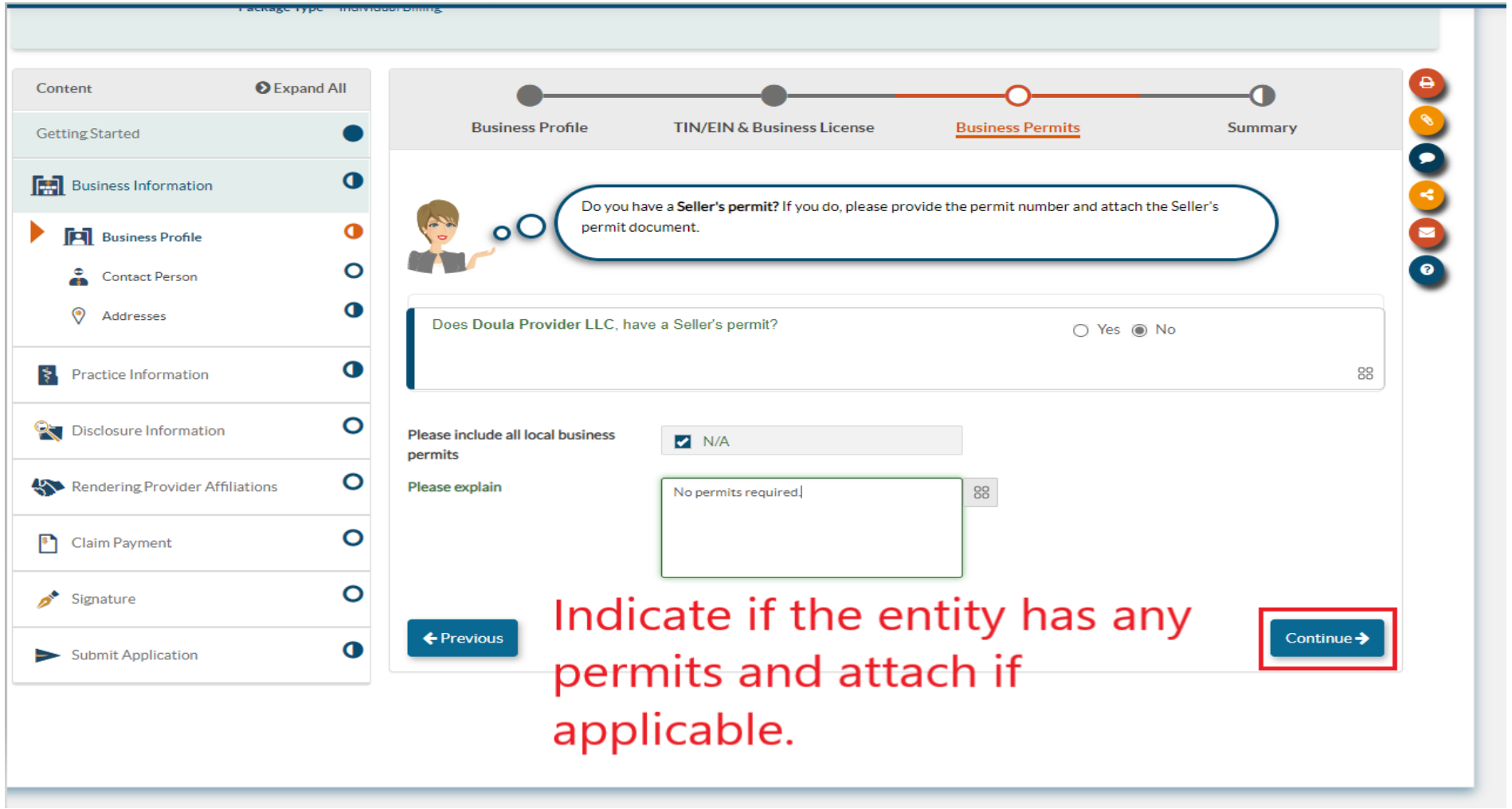
Business Profile

TIN & Business License



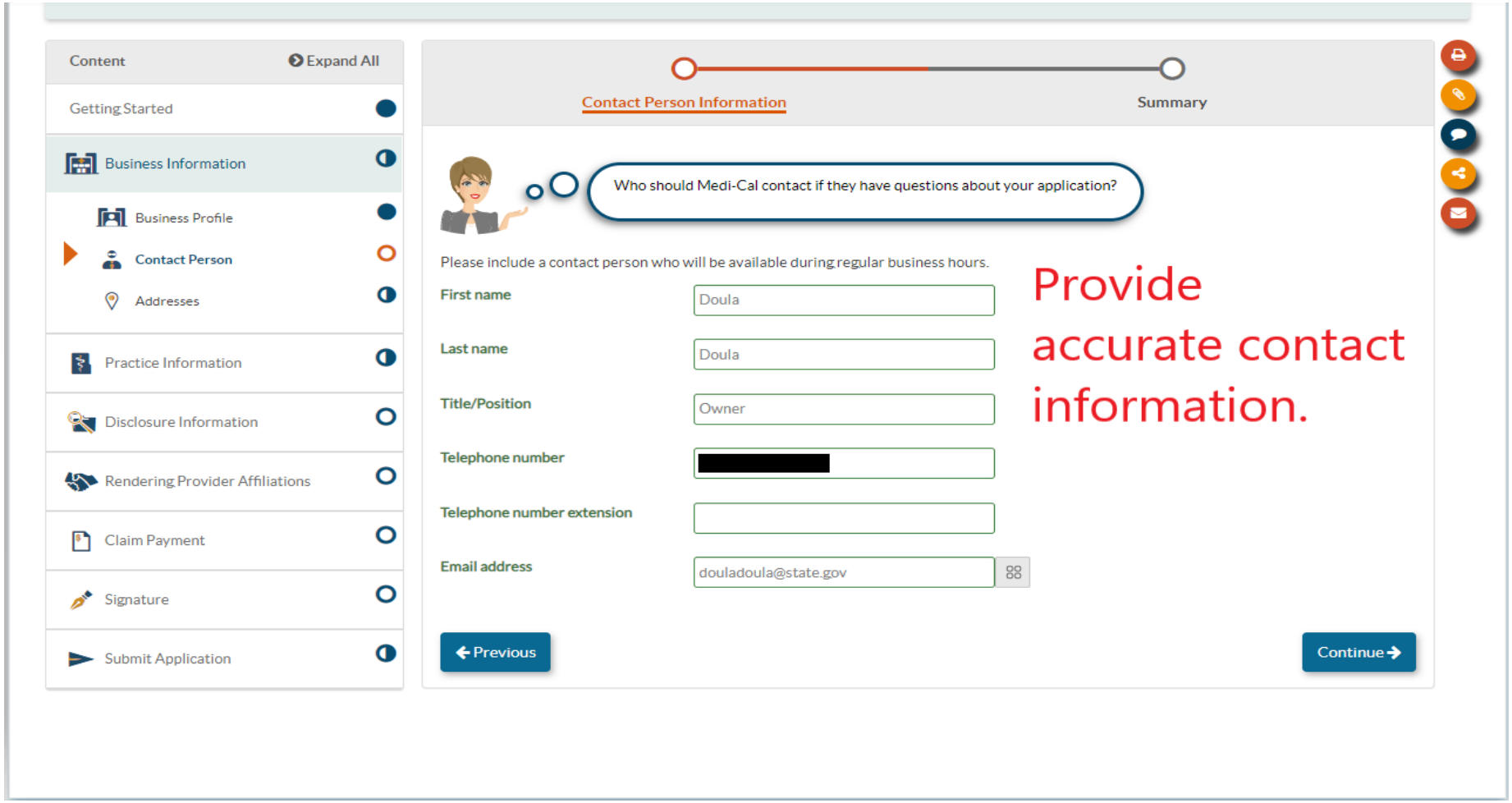
Business Profile

Business Permits



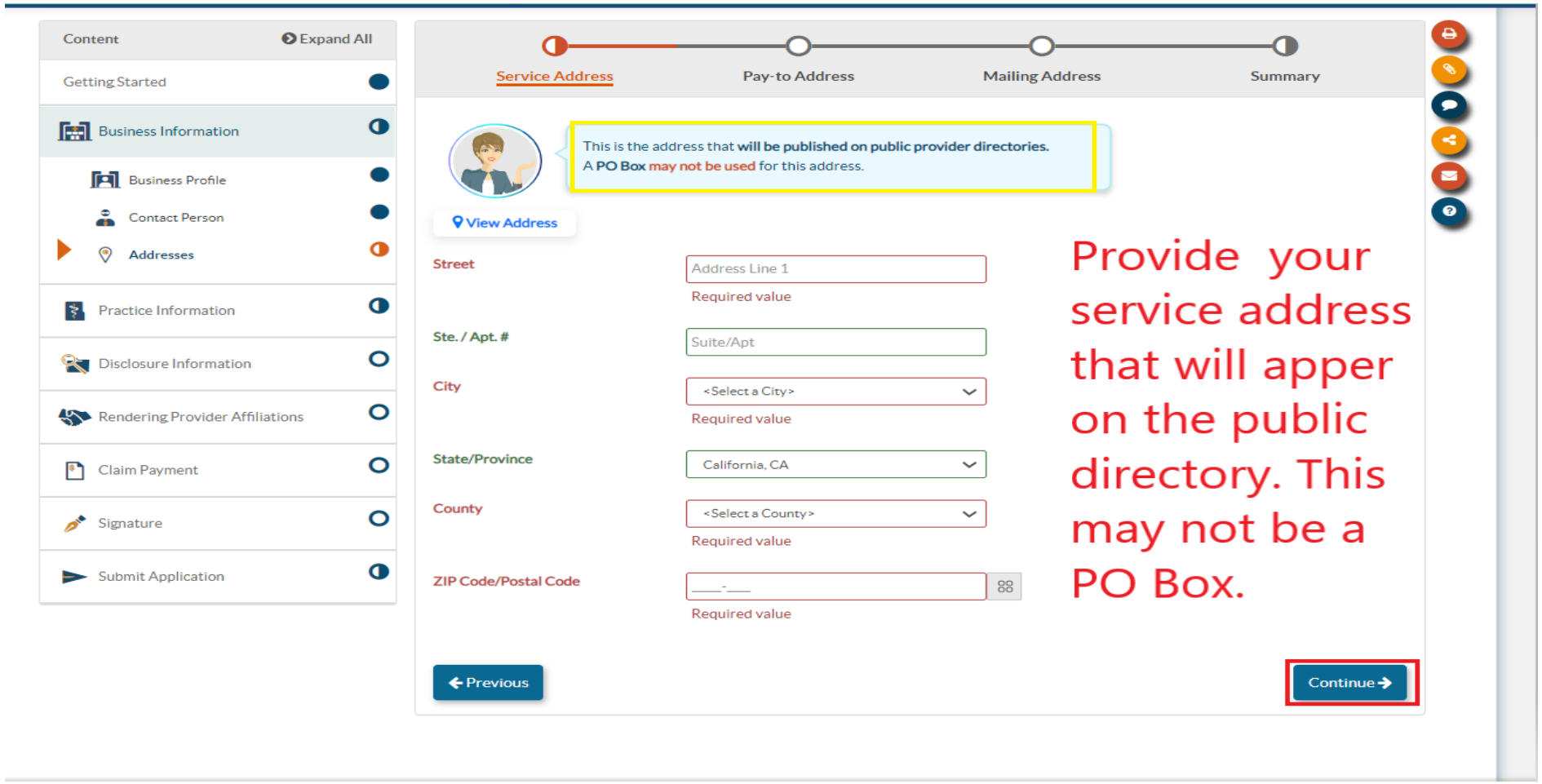
Business Profile

Contact Person



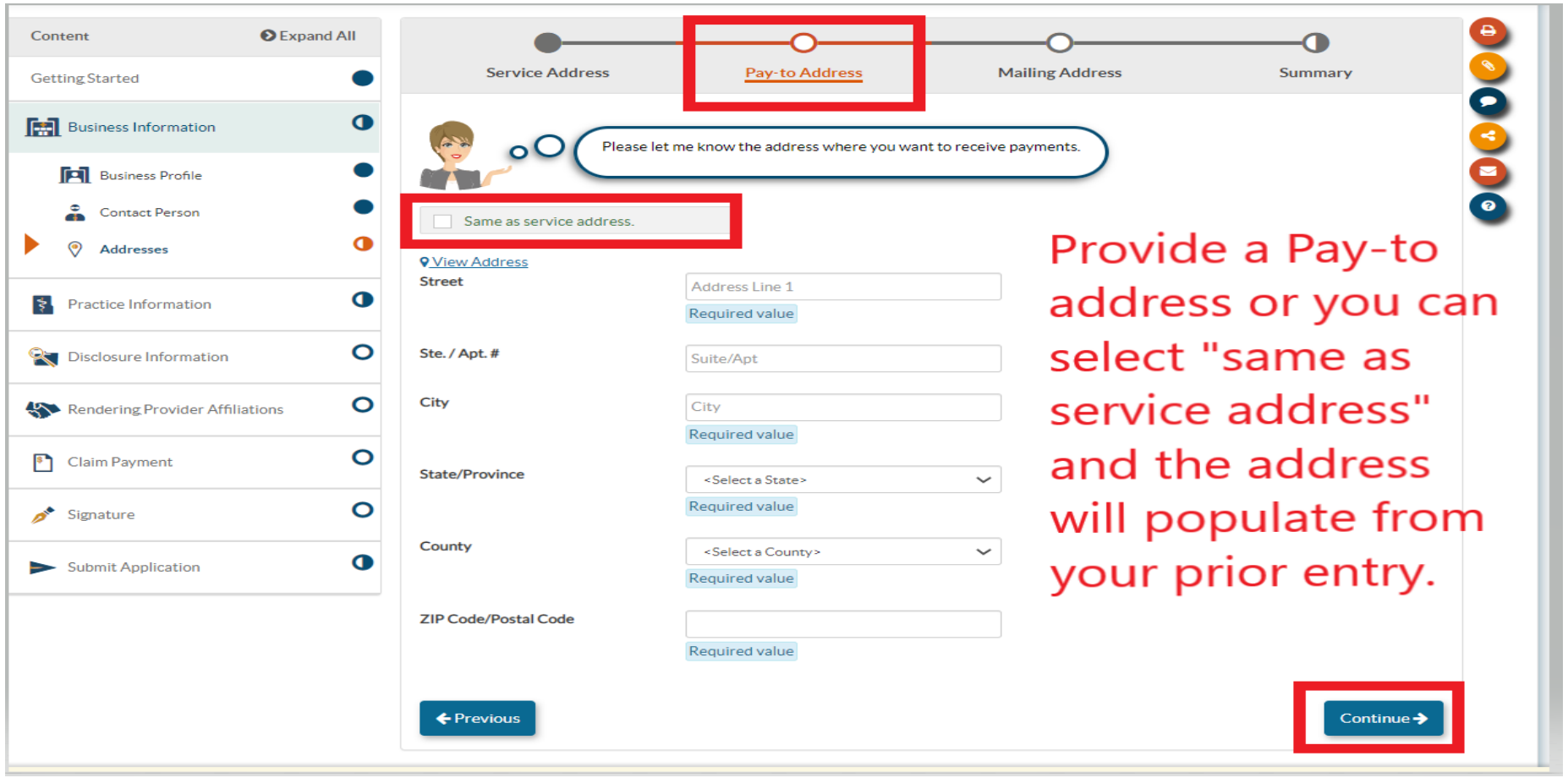
Business Profile

Service Address



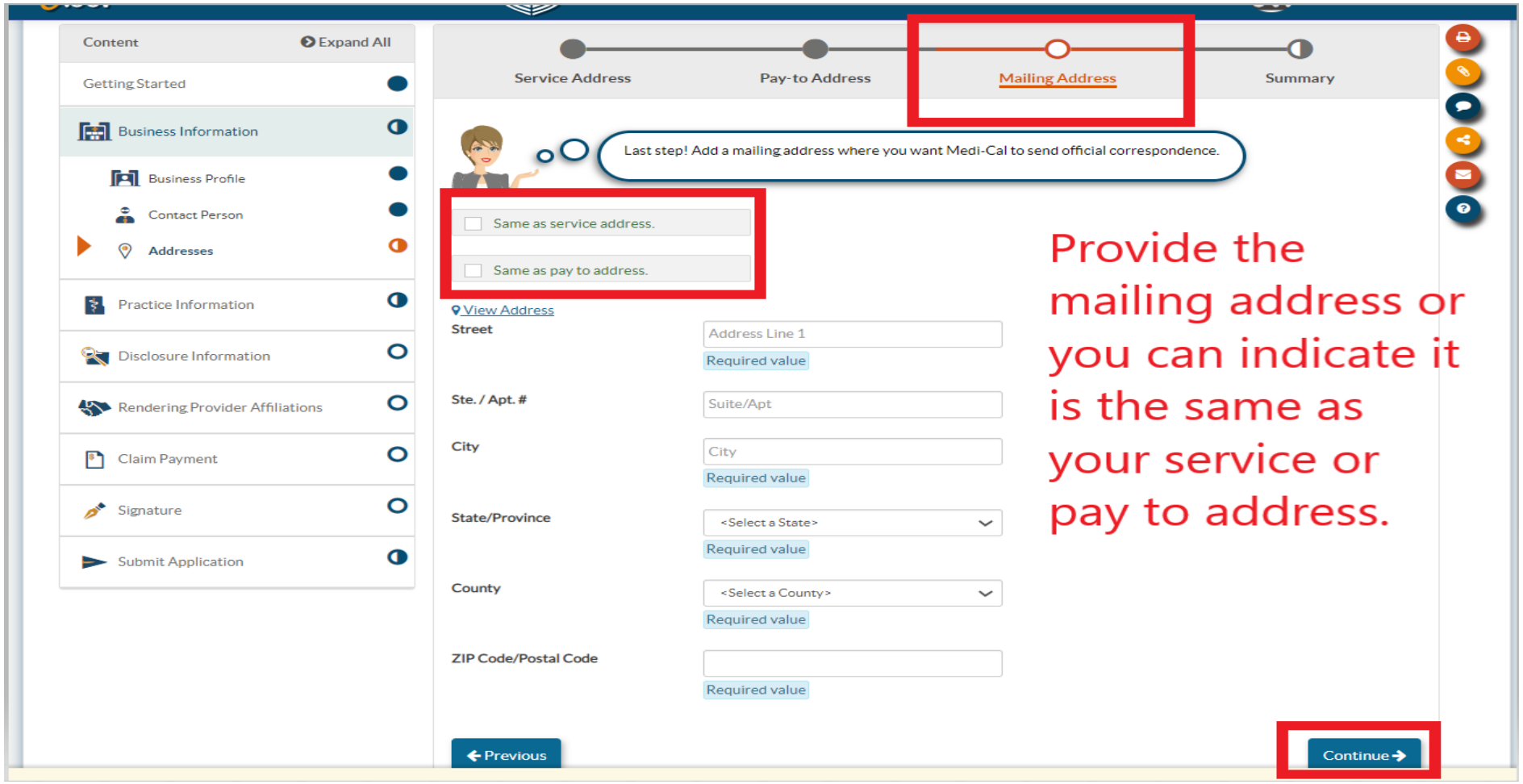
Business Profile

Pay-To Address

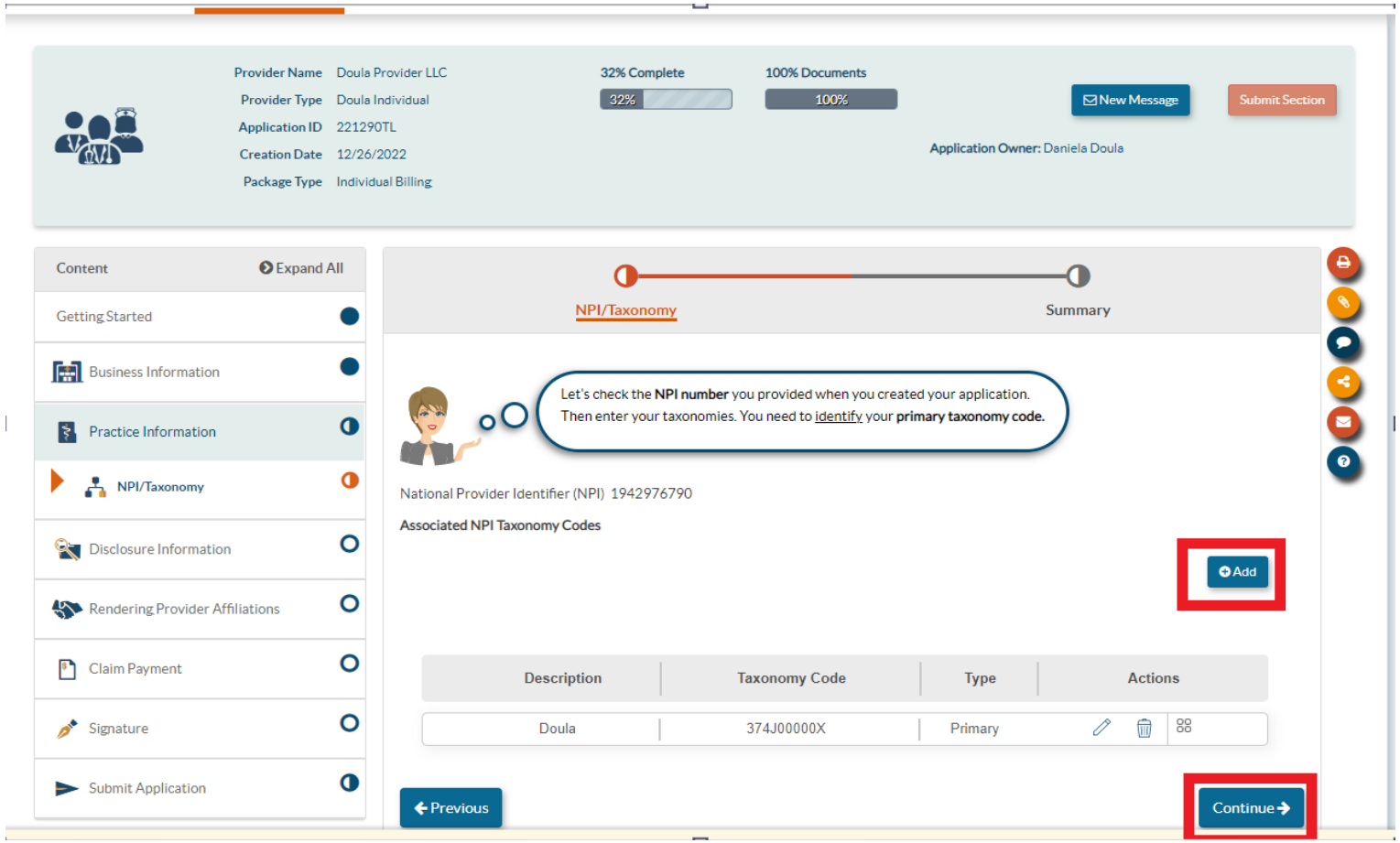


Business Profile

Mailing Address



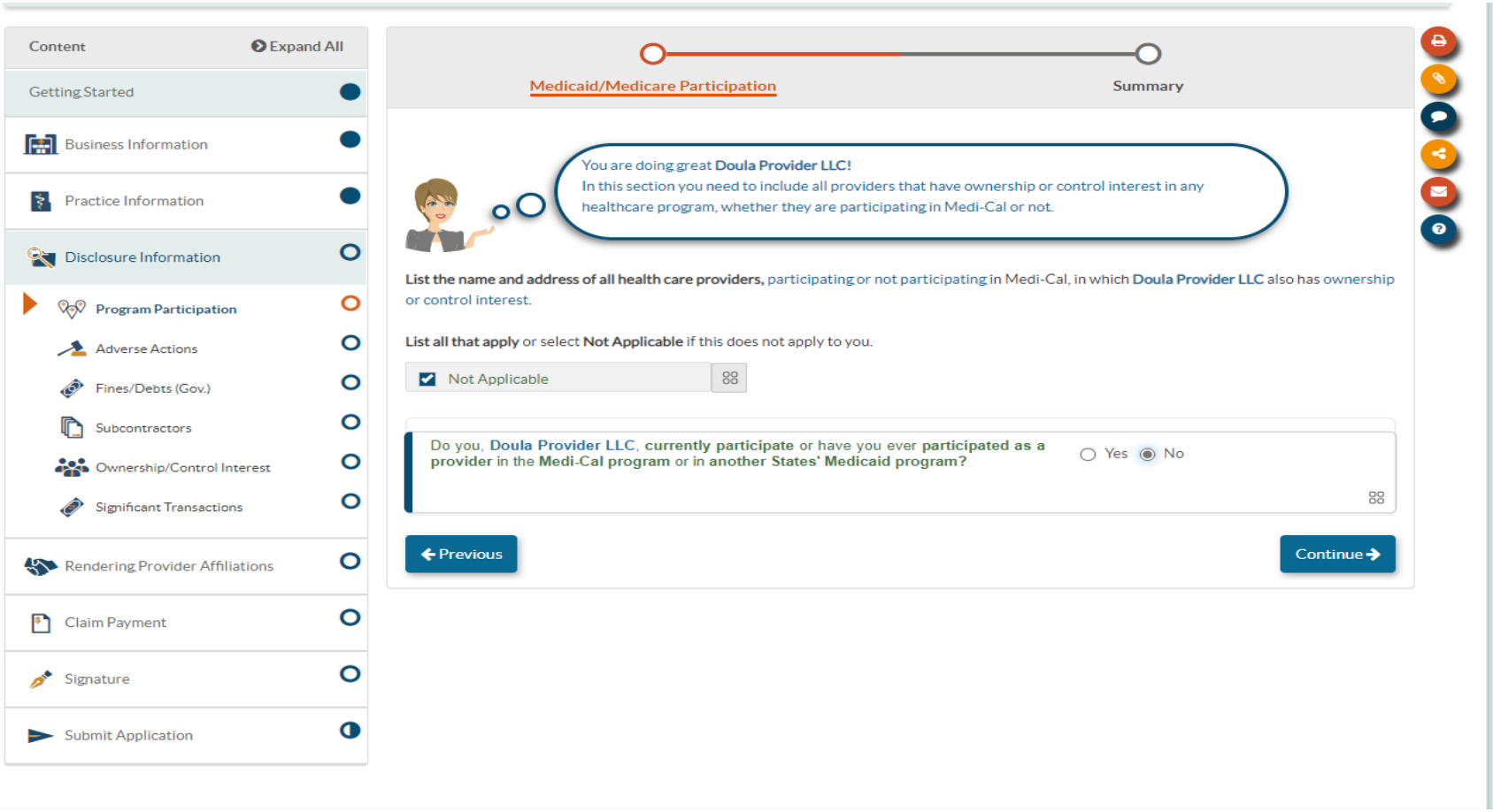
NPI/Taxonomy



- The taxonomy Code associated with your NPI will generally prepopulate. However, you can add or remove any taxonomy codes that should be associated with your NPI.

Disclosure Section

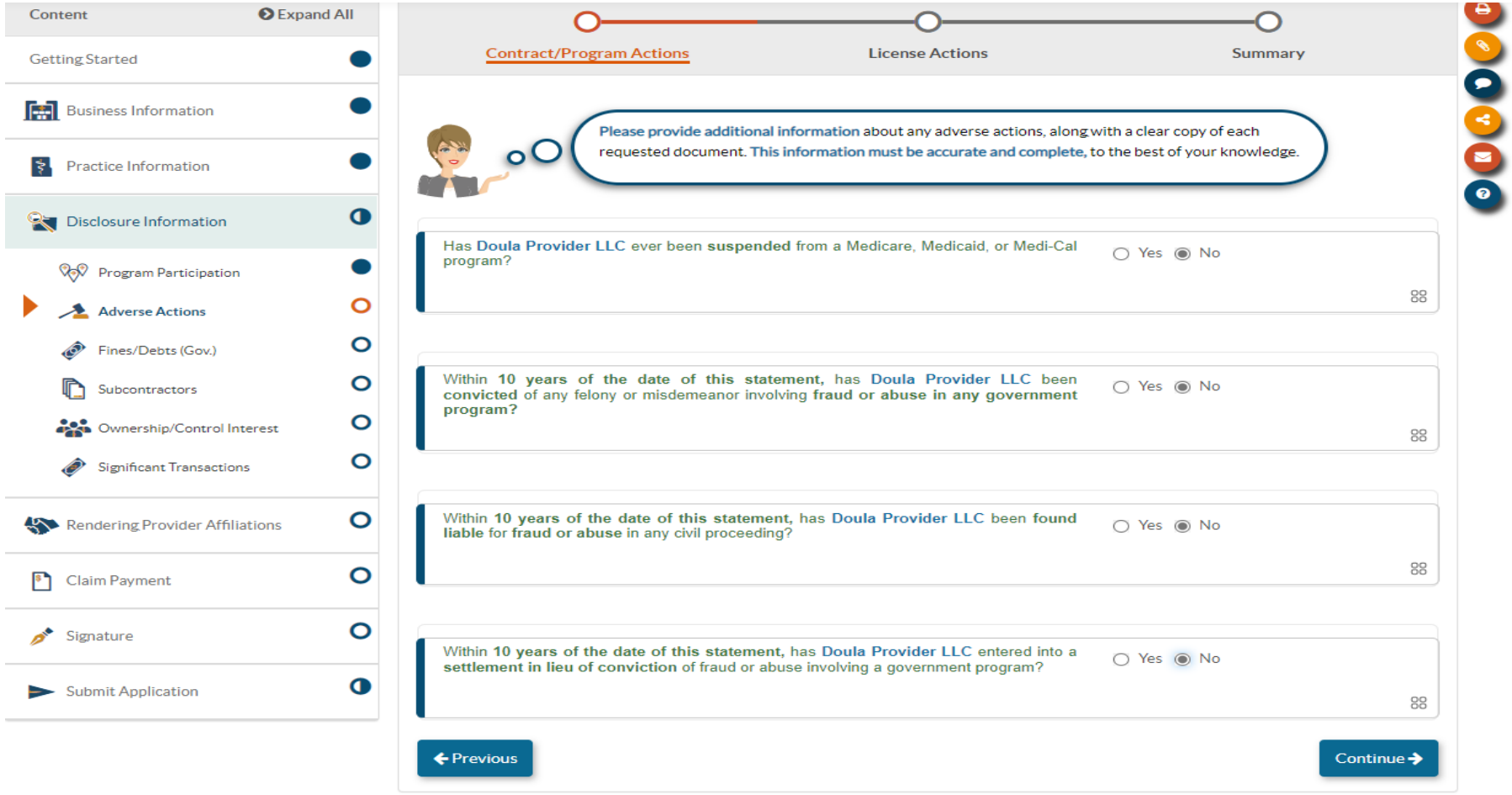
Program Participation



- The Disclosure Section is where you will report all federally required information about the entity.

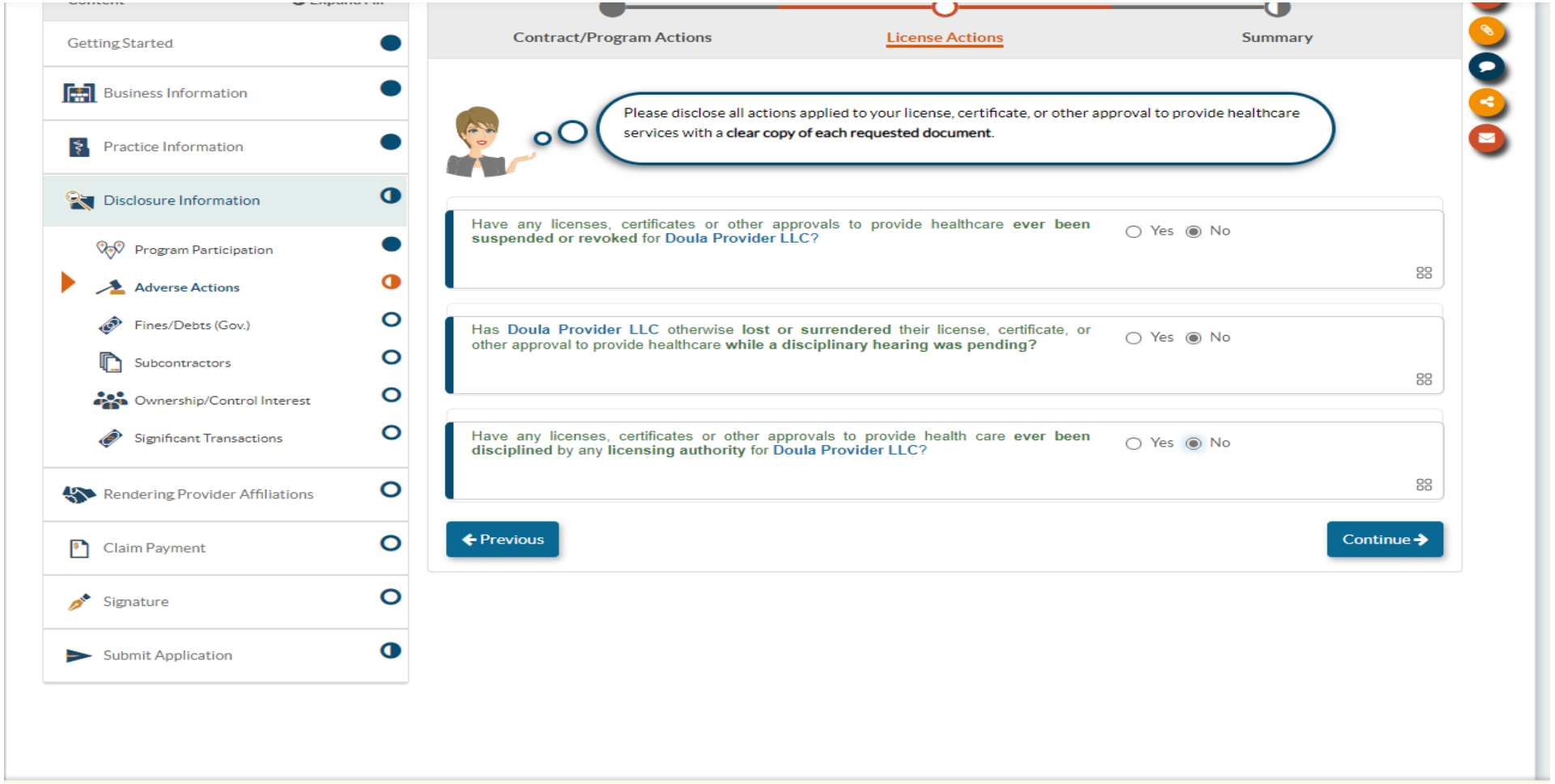
Disclosure Section

Adverse Actions



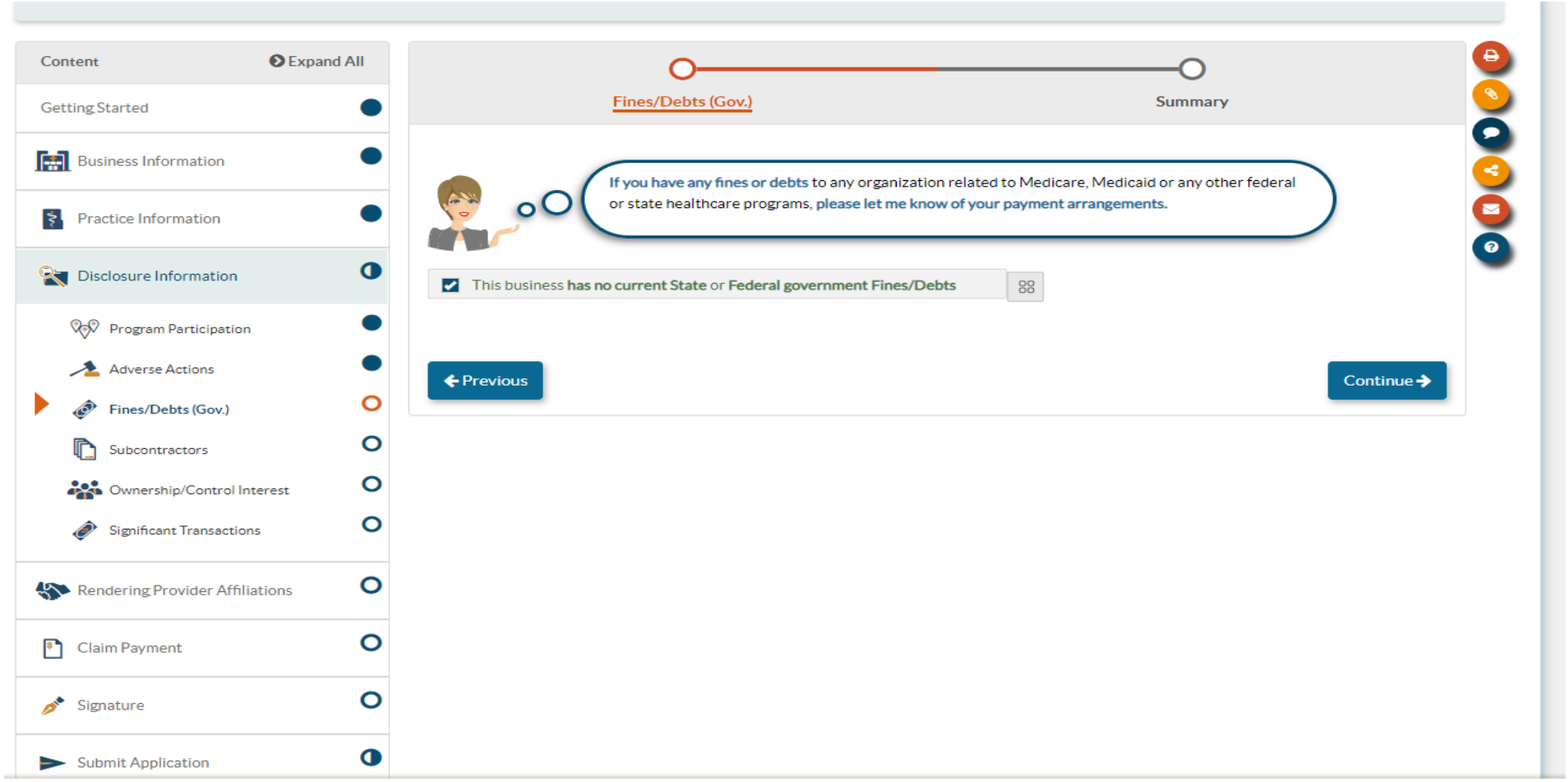
Disclosure Section

License Actions



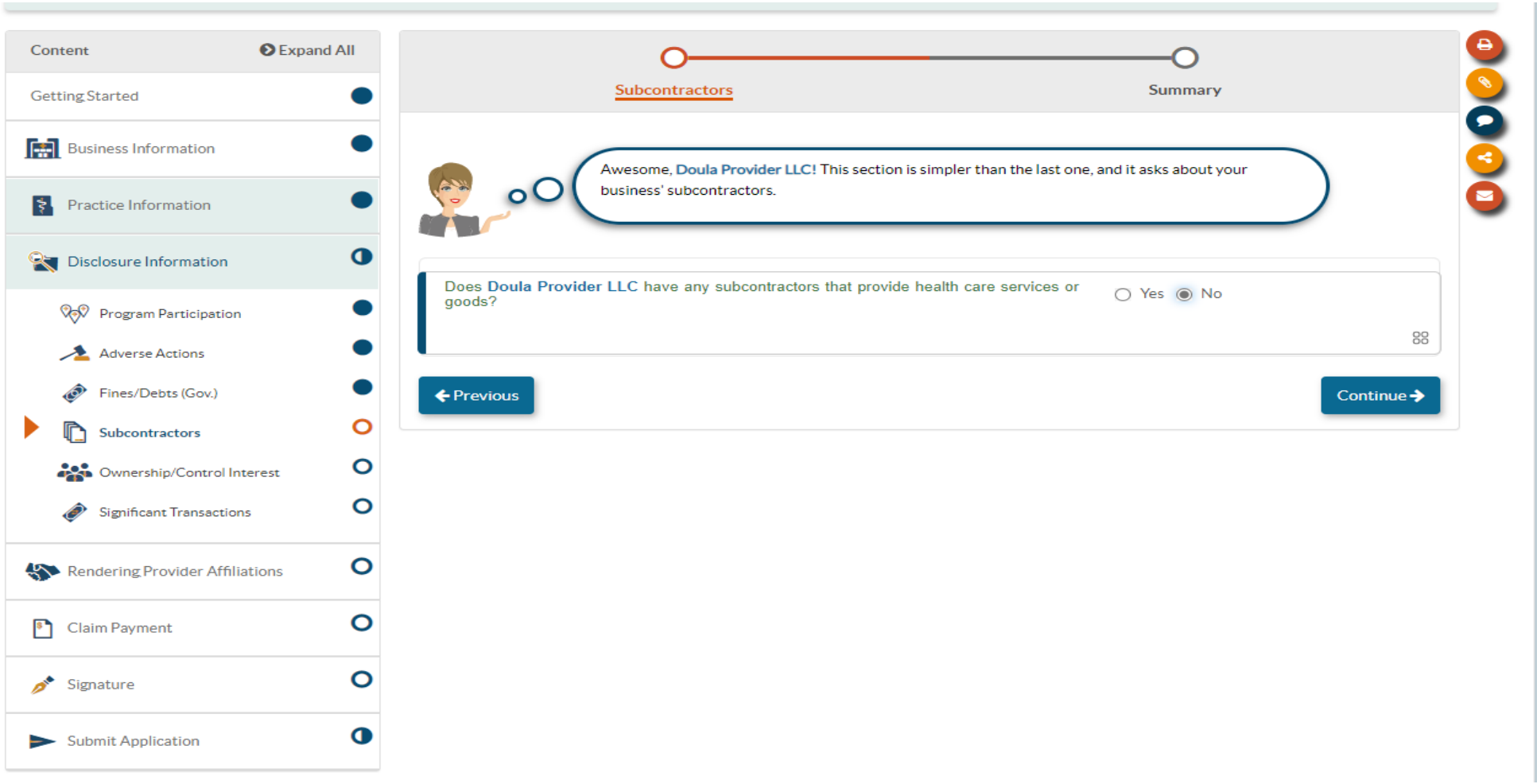
Disclosure Section

Fines/Debts

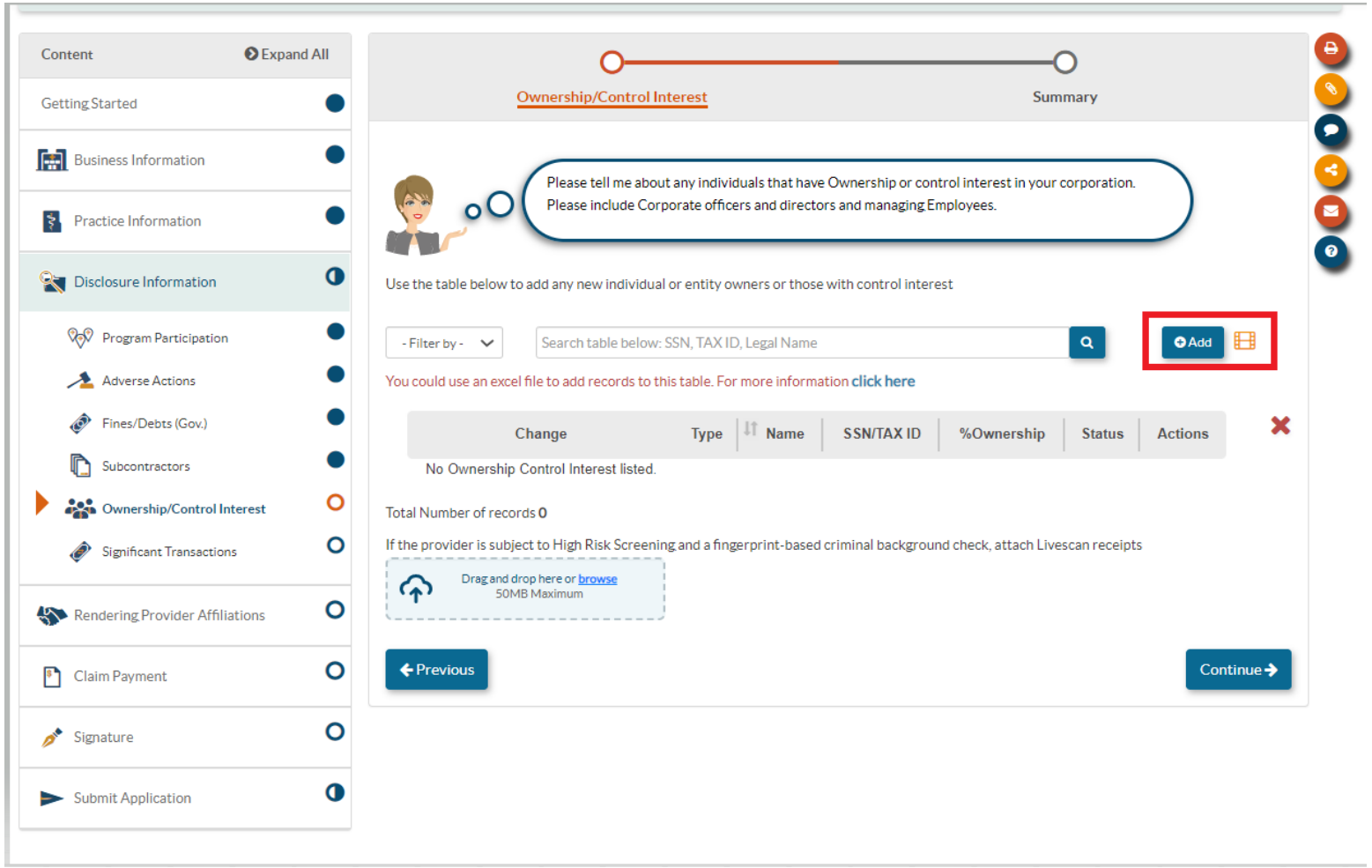


Disclosure Section

Subcontractors



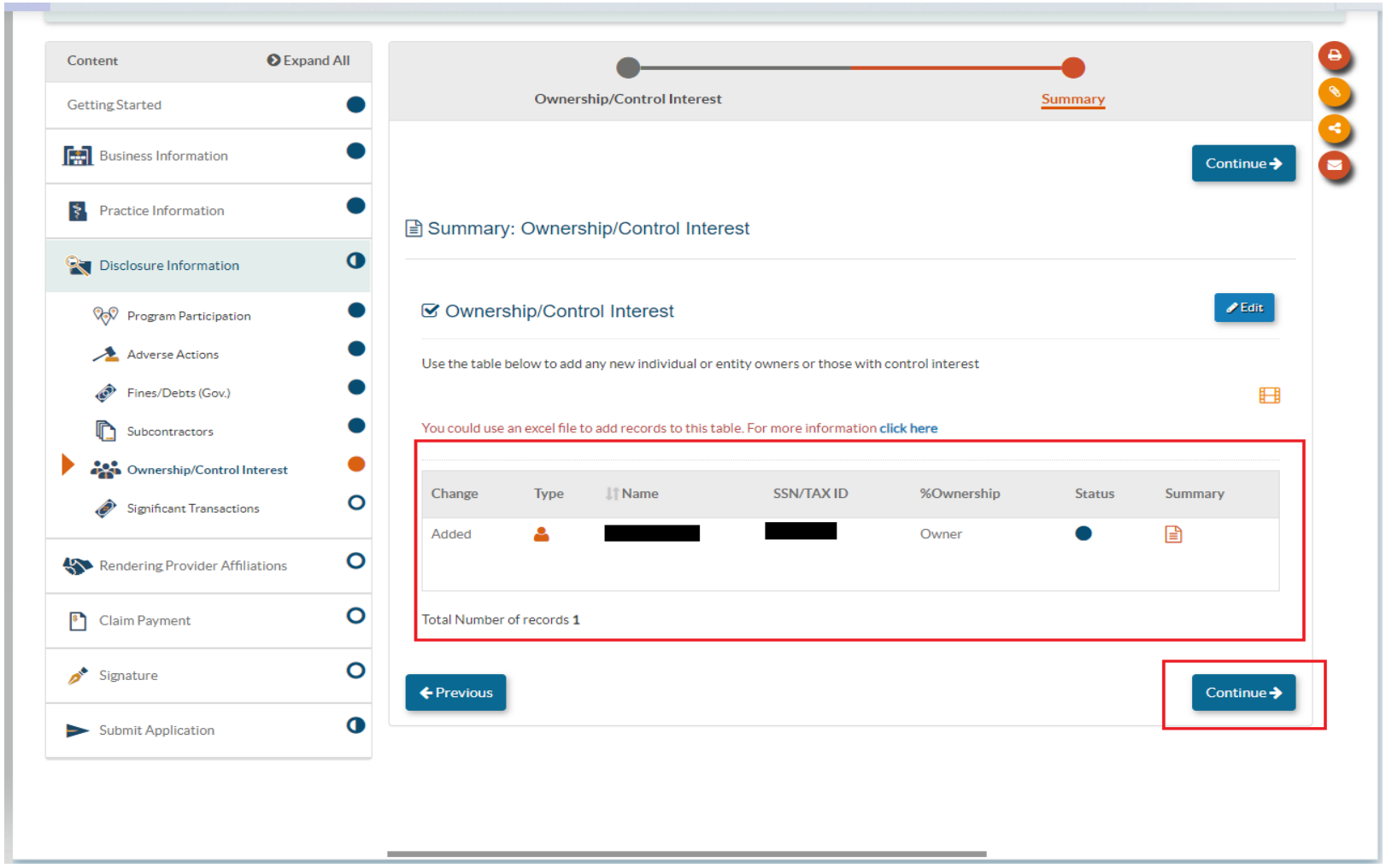
Disclosure Section Ownership/Control Interest



- Here you will report all individuals or entities with 5% or more ownership or control interest in the applicant. A sub form will open to report required information about each individual or entity reported.

Disclosure Section

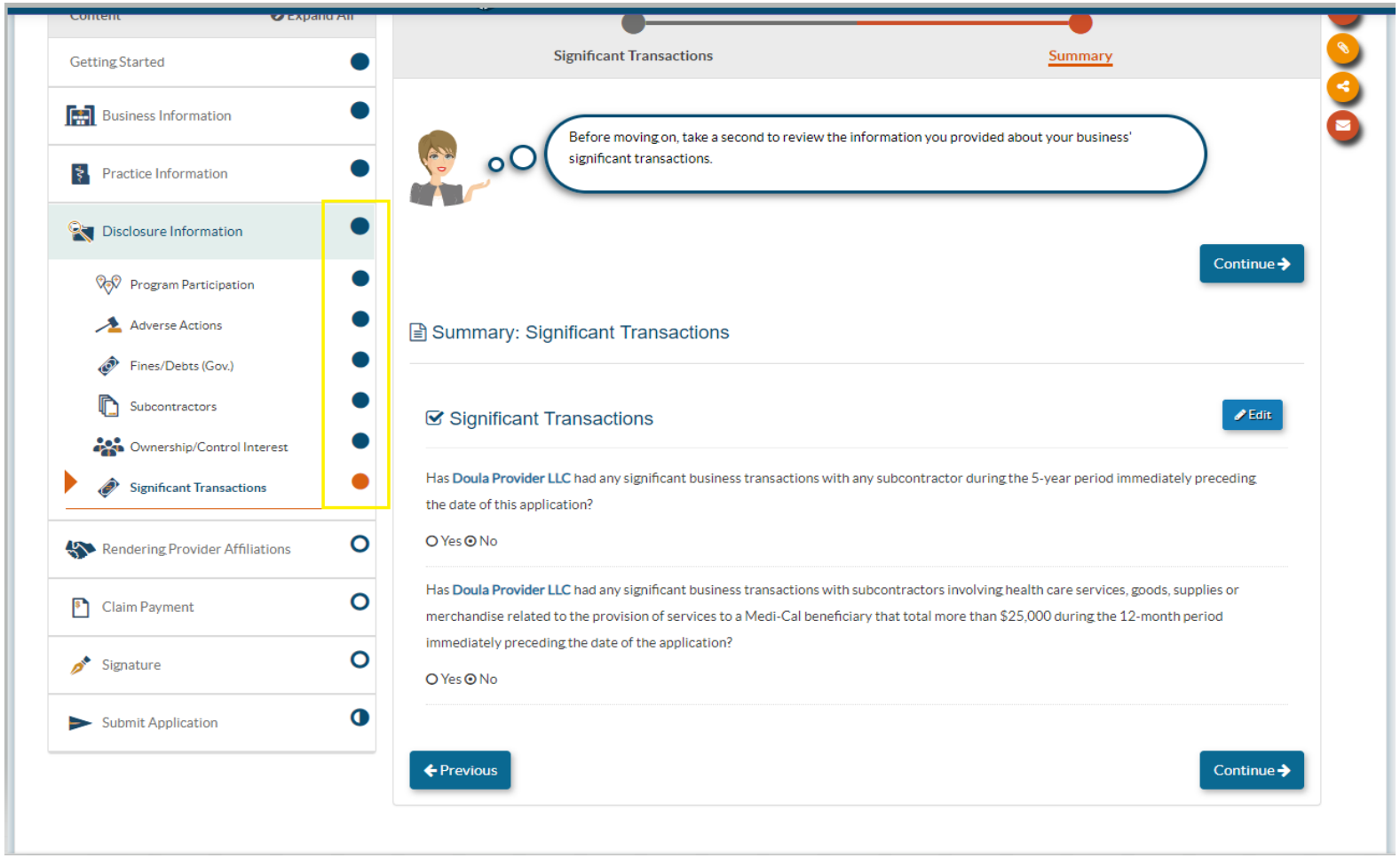
Ownership/Control Interest Table



- Once successfully added, the individuals and/or entities will appear in the Ownership/Control Interest table.

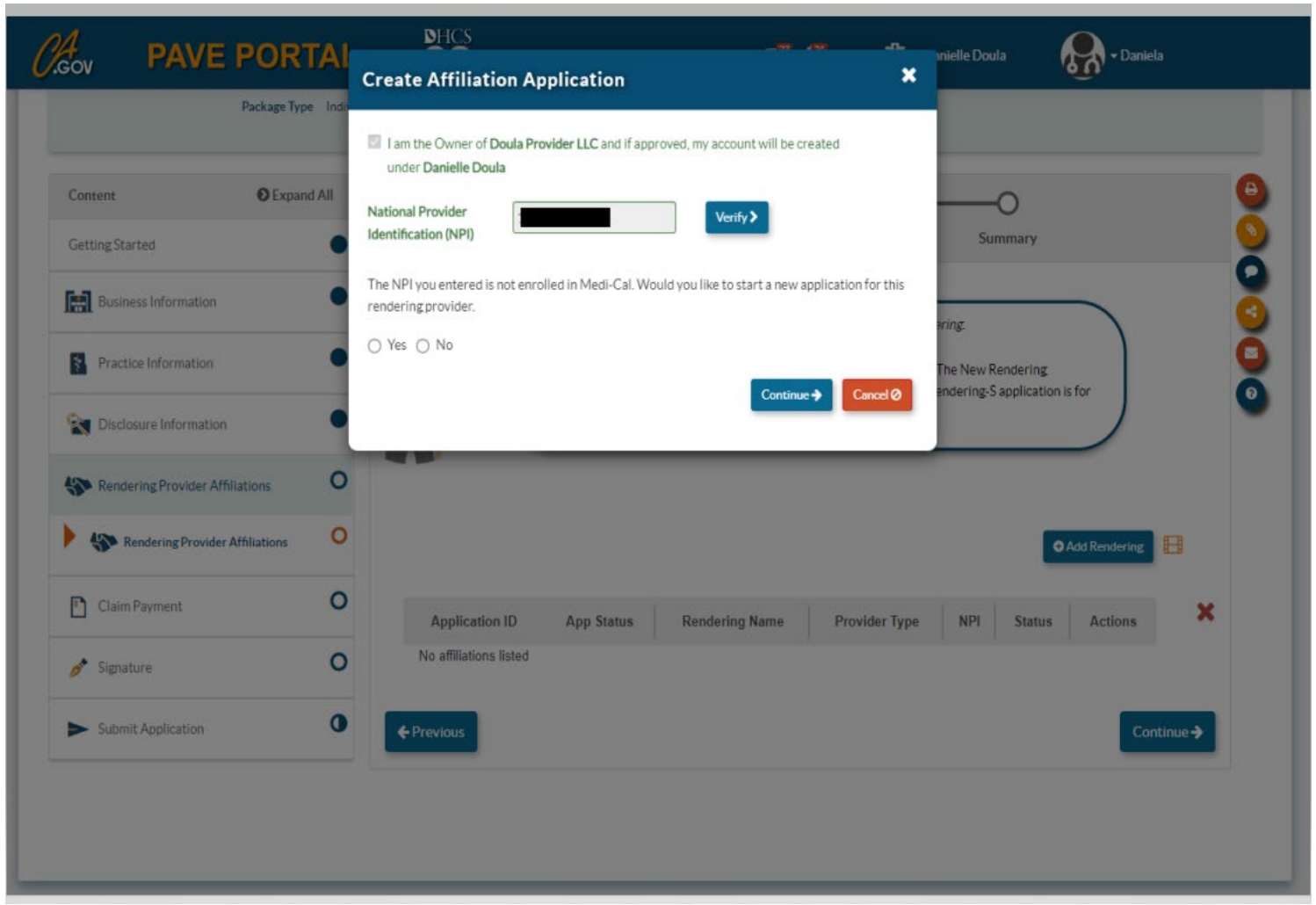
Disclosure Section

Significant Business Transactions



- Once the Significant Business Transactions Section has been completed, the Disclosure section is complete.

Rendering Provider

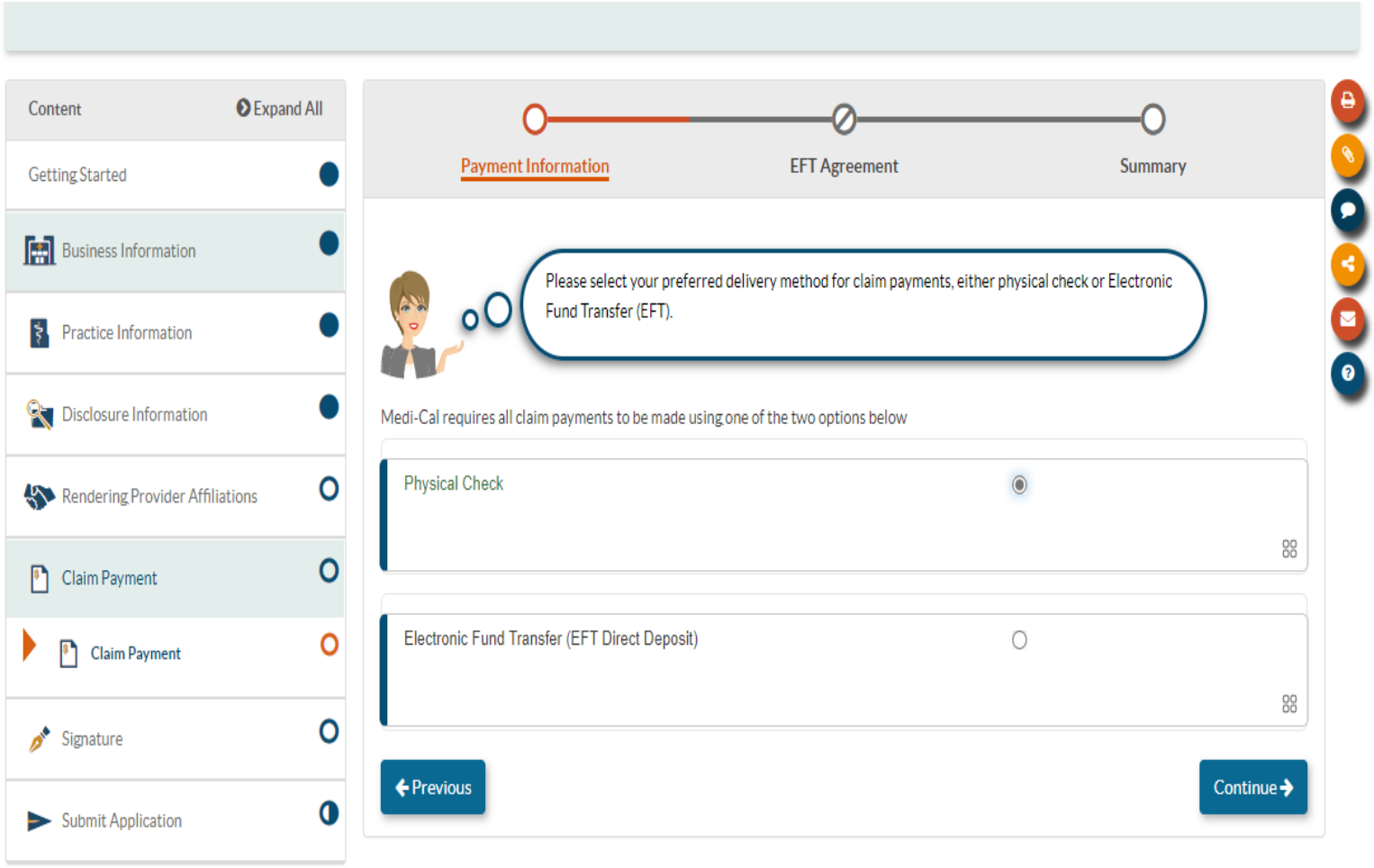


- Here you will click “Add Rendering” and provide the **Type-1 NPI** of the owner.

Rendering Providers

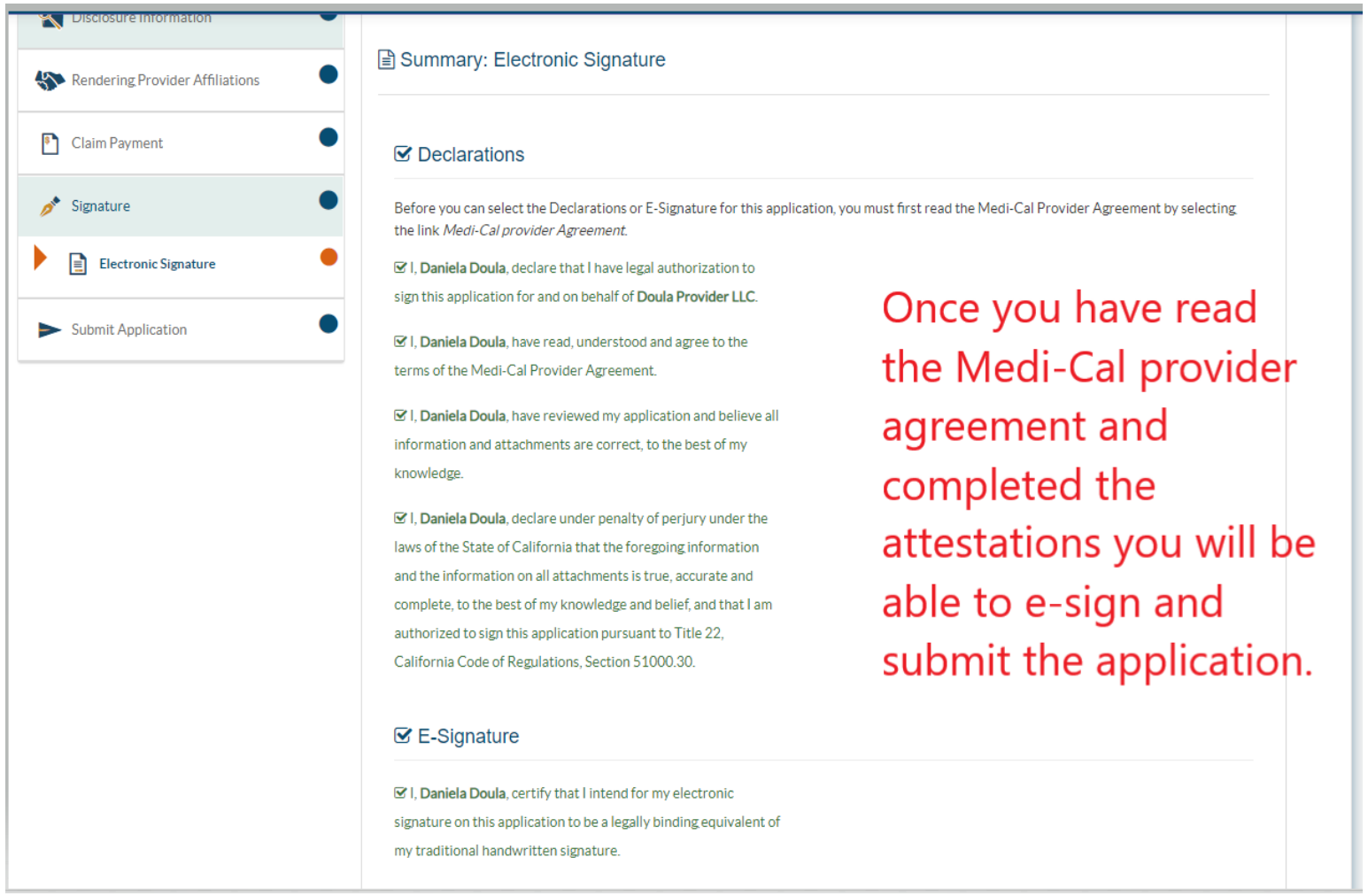
- If the owner Rendering provider is already enrolled in Medi-Cal PAVE will generate a Rendering-S Affiliation Form to affiliate the enrolled individual with their business.
- If the Rendering provider is not enrolled in Medi-Cal then PAVE will generate a Rendering provider application. This application must be completed **in addition** to the individual billing application.
- For more information on the Rendering application please review the Doula Rendering provider application training.

Claim Payment



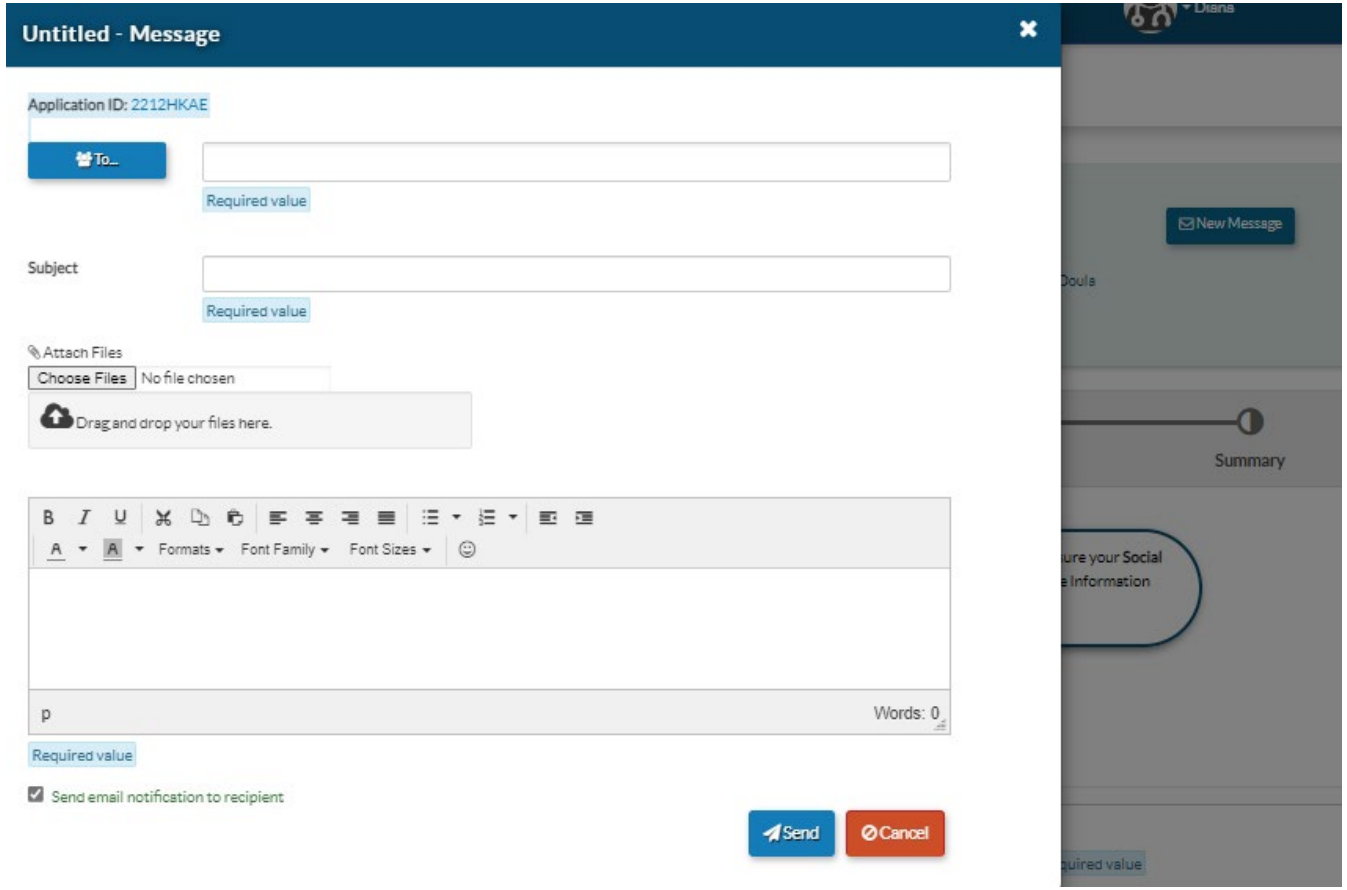
- Here you will indicate how you would like to receive payment for claims submitted. If you choose EFT you will be required to enter your banking information.

Electronic Signature



- In order to sign you must verify the last four digits of your SSN, your year of birth and enter your PAVE profile password. Once your application is signed you can **submit** it.

Messages



- If you have questions related to enrollment requirements or application requirements, you can submit messages during and after the submission of your application by selecting “New Message.”

PAVE Resources

For additional help in PAVE, click on the link below to take you to the PAVE homepage where you can access Provider Training videos and other PAVE Training Slides.

https://www.dhcs.ca.gov/provgovpart/Pages/PAVE.aspx

PAVE 101 Training Slides

- What is PAVE and Understanding PAVE Terms
- Understanding PAVE User and PAVE Profiles, Application and Account Queues and User Roles
- How to Start a New PAVE Application if You Are New to Medi-Cal Fee-for-Service
- How to Access Your Enrollment Account in PAVE and Create PAVE Applications if you are actively enrolled in Medi-Cal Fee-for-Service
- How to Start a New Rendering Application in PAVE without a Group Application
- How to Start a PAVE Rendering Application within a Group Application
- Signing an Application in PAVE
- How to Correct an Application that has been Returned to Provider

Additional Resources

For technical assistance with the PAVE system, please direct questions to the PAVE Help Desk at (866) 252-1949.

For Medi-Cal enrollment questions, you can send an email inquiry by following this link Provider Enrollment Division (PED) (ca.gov) and then click on “PED, then “Inquiry Form”, or call (916) 323-1945.

Thank You