Doula Rendering Provider Application

December 2022

DHCS

Topics Covered

1. Getting Set Up in the PAVE Enrollment System
   - » National Provider Identifier (NPI)
   - » PAVE User
   - » PAVE Profile
2. PAVE Questionnaire to Start a Doula Rendering Application
3. Doula Rendering Application Sections
4. Additional Resources

National Provider Identifier (NPI)

- Before getting started in PAVE Rendering providers must obtain a **Type-1 NPI**
- If you do not have an NPI, you can obtain one online by visiting the NPPES website at https://nppes.cms.hhs.gov/#/

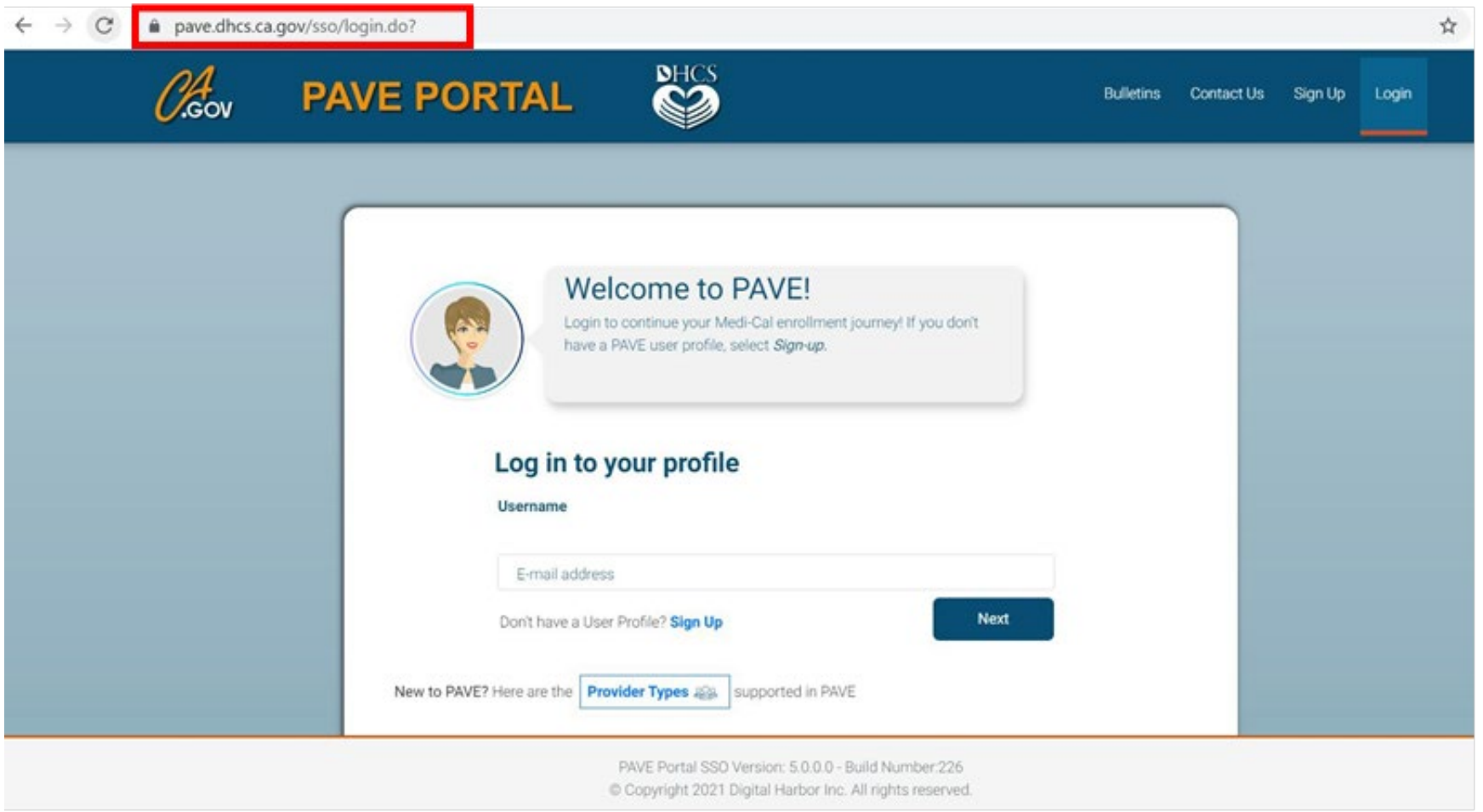
New Rendering Application

- Rendering applications can be started in the applications tab by clicking on the “New Application” button.
- Rendering applications can also be started while completing a Group Application or Individual Billing Application. In the **Rendering Section** of the Group Application or Individual Billing Application you can start a new Rendering Application.
- The following slides demonstrate a Rendering Provider application started independent of a Group or Individual Billing application.

Getting Set Up in PAVE for First Time Users

- PAVE101 Training Slides https://www.dhcs.ca.gov/provgovpart/Pages/PAVE-101-Training-Slides.aspx

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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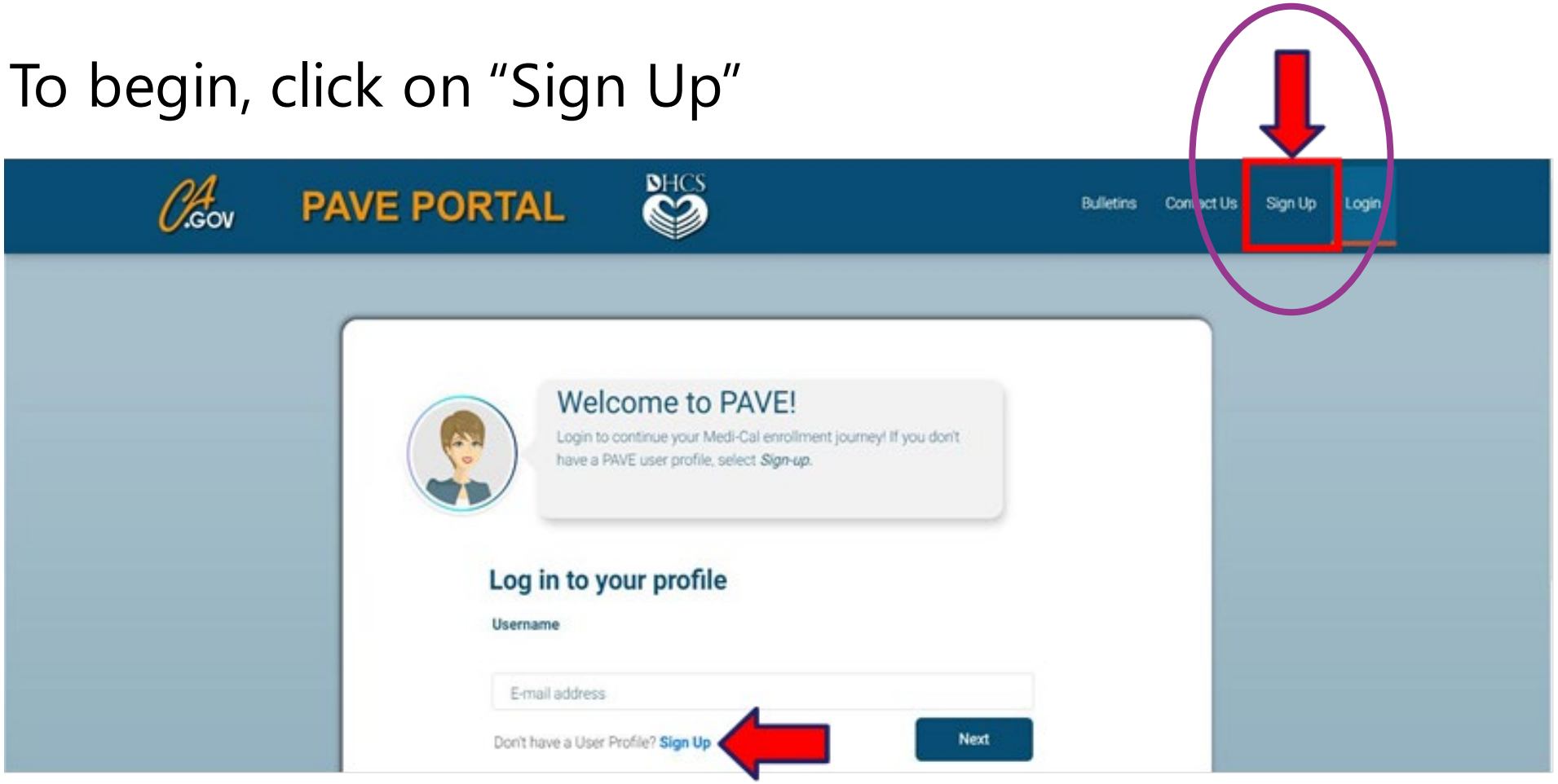
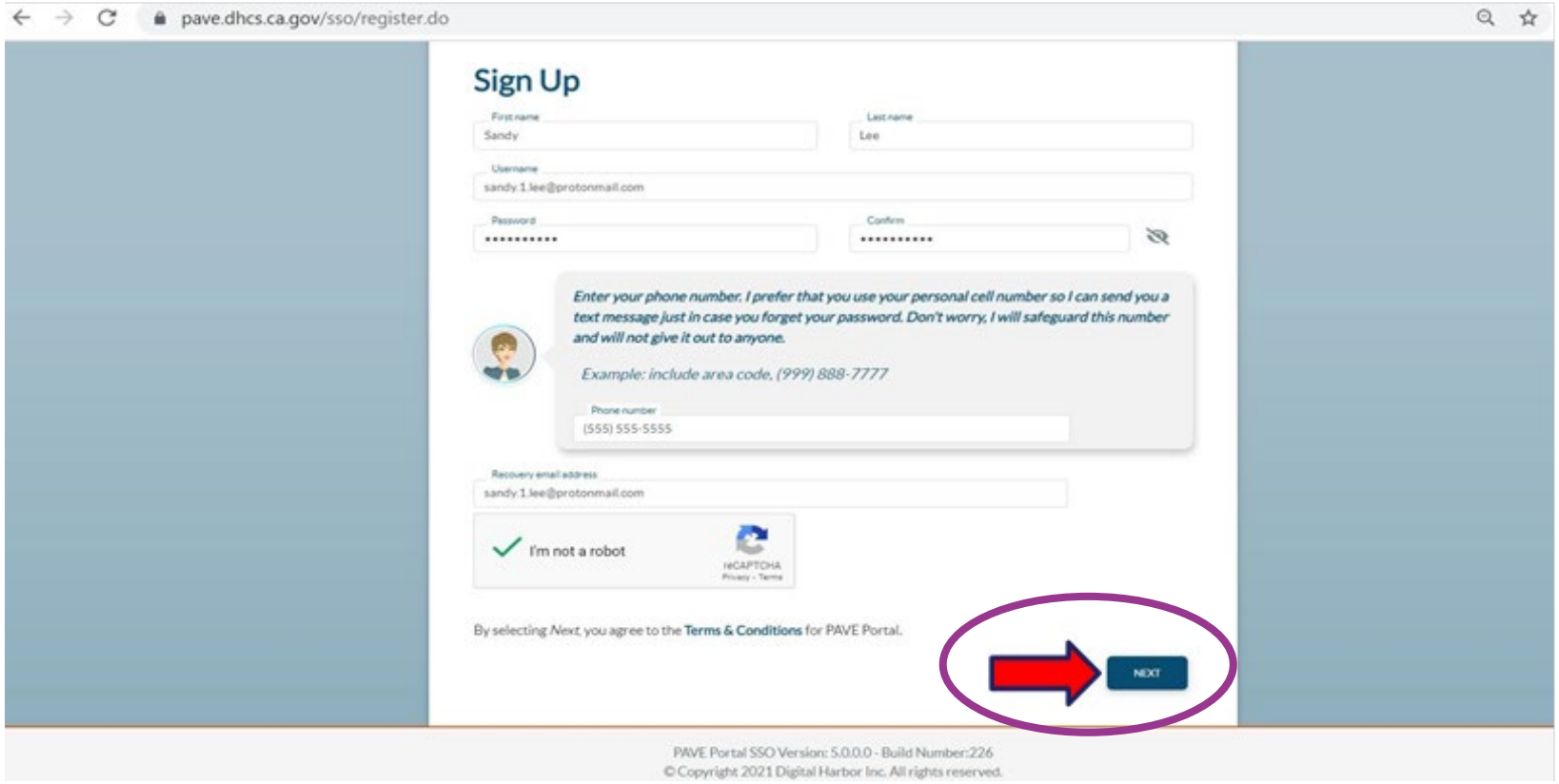
PAVE User Sign-Up Process

» To begin, click on “Sign Up”



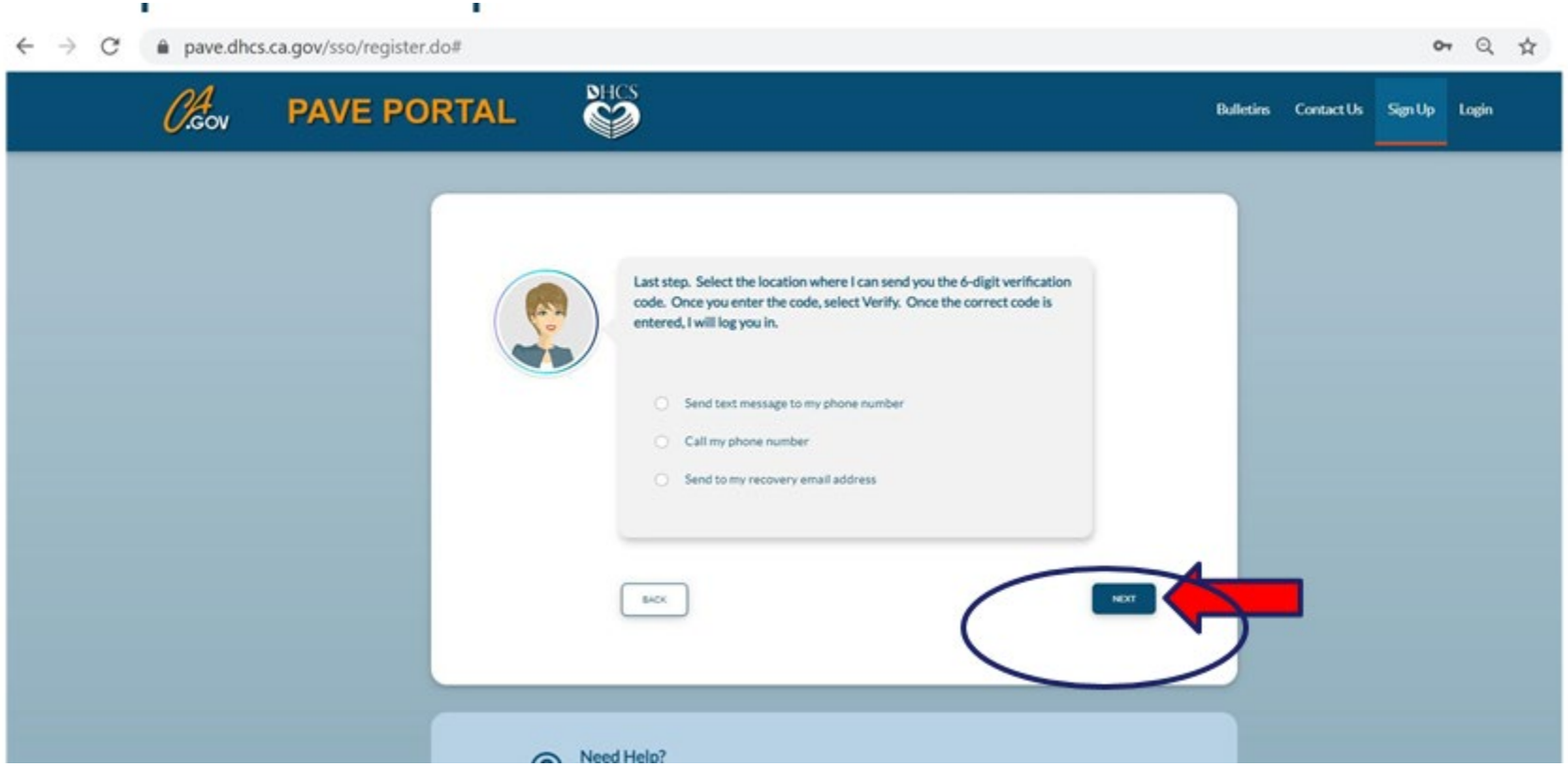
PAVE User Sign-Up Process

» Complete the required information and click “NEXT”



PAVE User Sign-Up Process

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

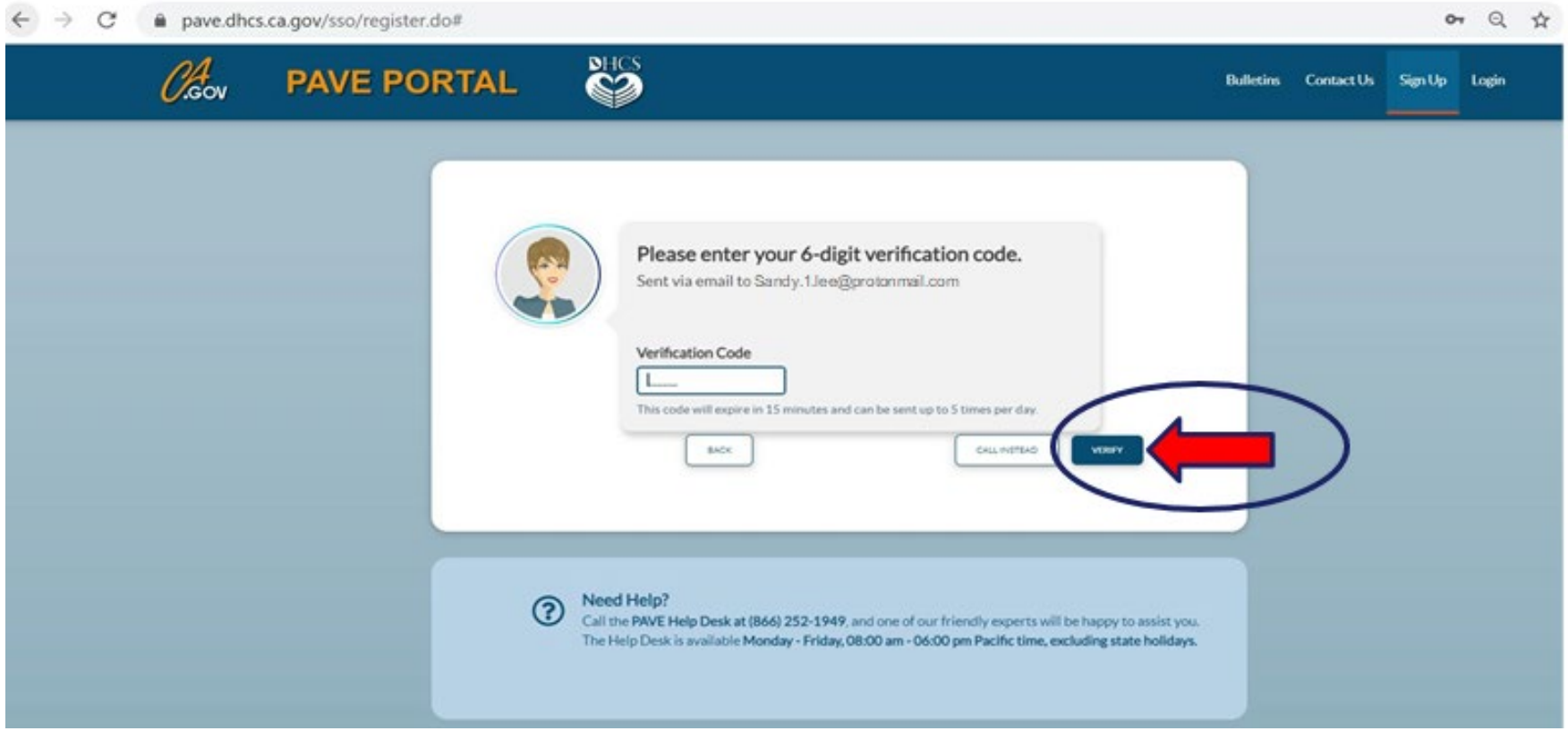


PAVE User Sign Up Process

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

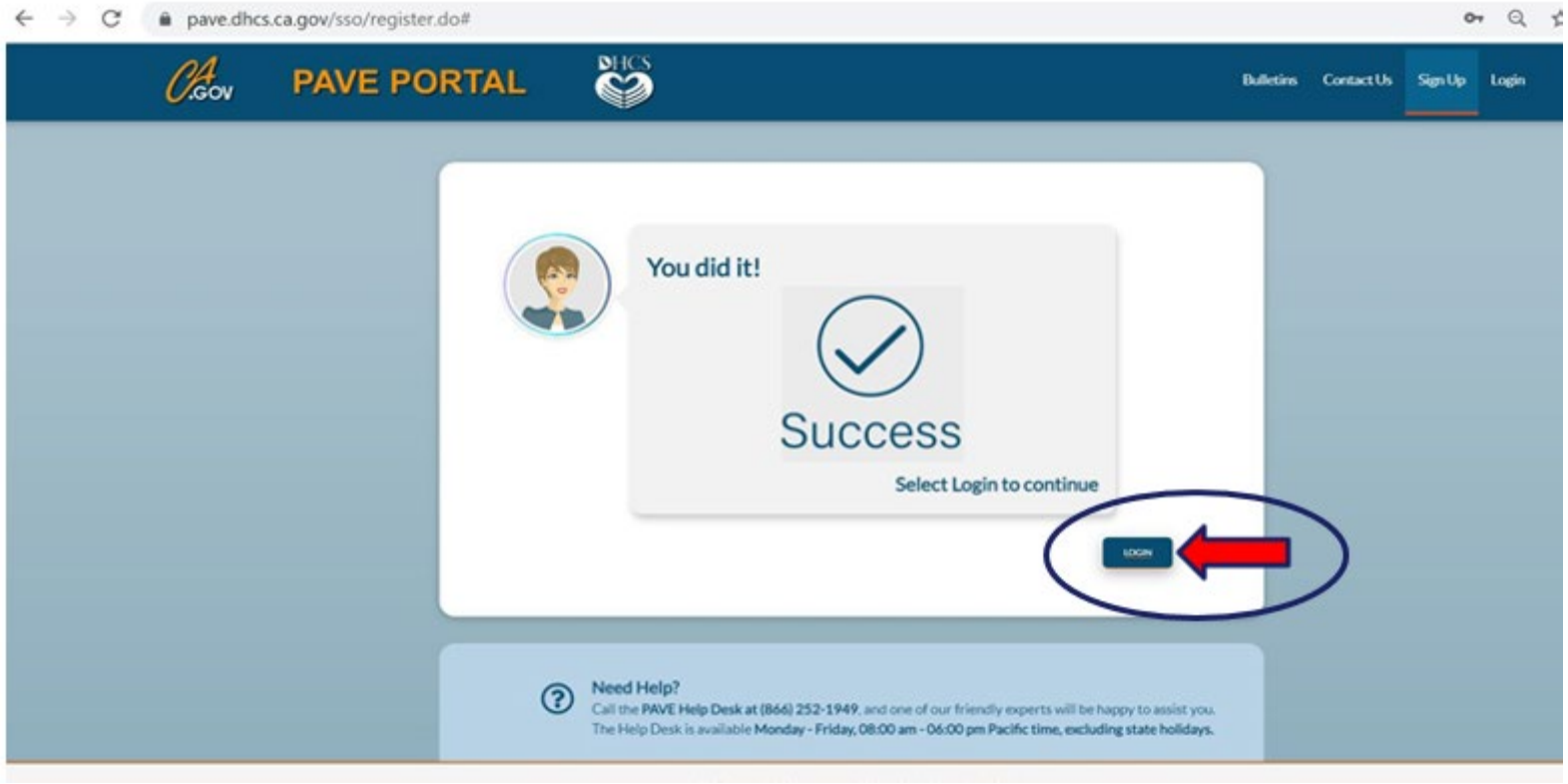
PAVE User Sign-Up Process

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



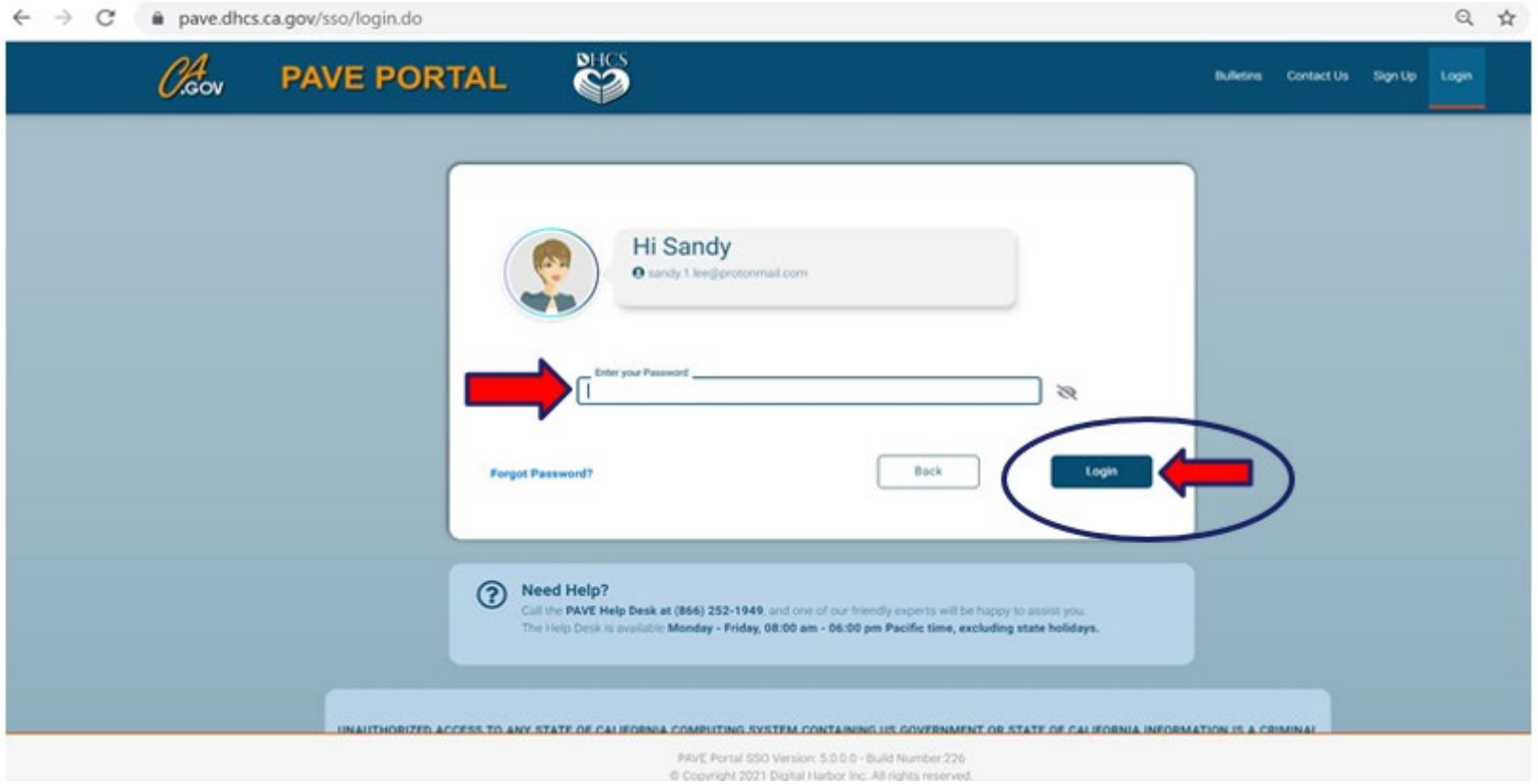
PAVE User Sign Up Process

» Once PAVE confirms successful verification, click “LOGIN”.



PAVE User Sign Up Process

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



PAVE Sign Up

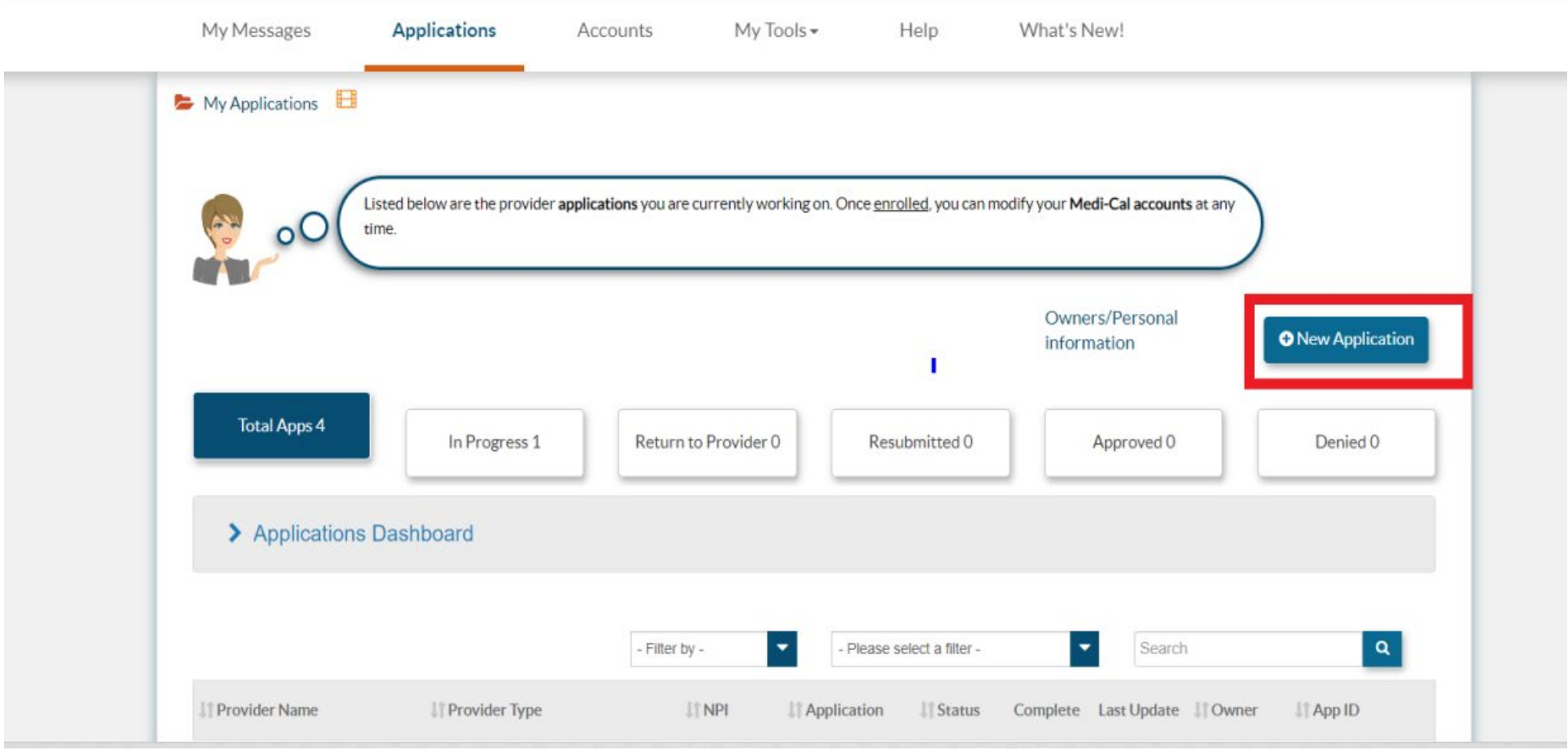
- Now that you are set up as a PAVE user, you will need to create your PAVE profile which is a workspace where groups or individual providers create applications and manage accounts.

PAVE Profile Set Up

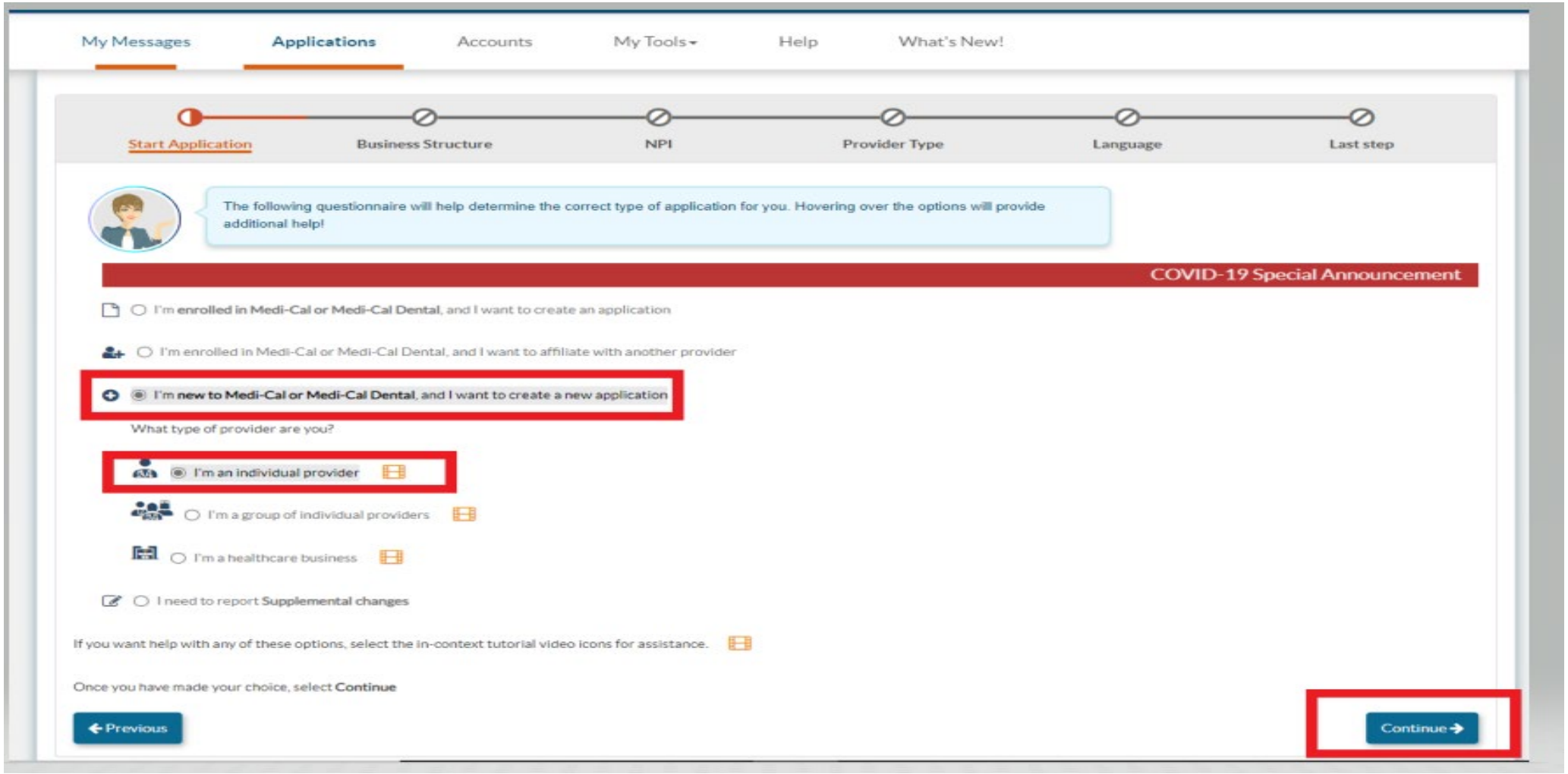
- Make sure that you are logged in with your user email and password.
- Enter your NPI, and click “Verify”
- Once the NPI is verified, you will enter the PAVE Profile name that represents your organization and click “Create my PAVE Profile”

PAVE Profile

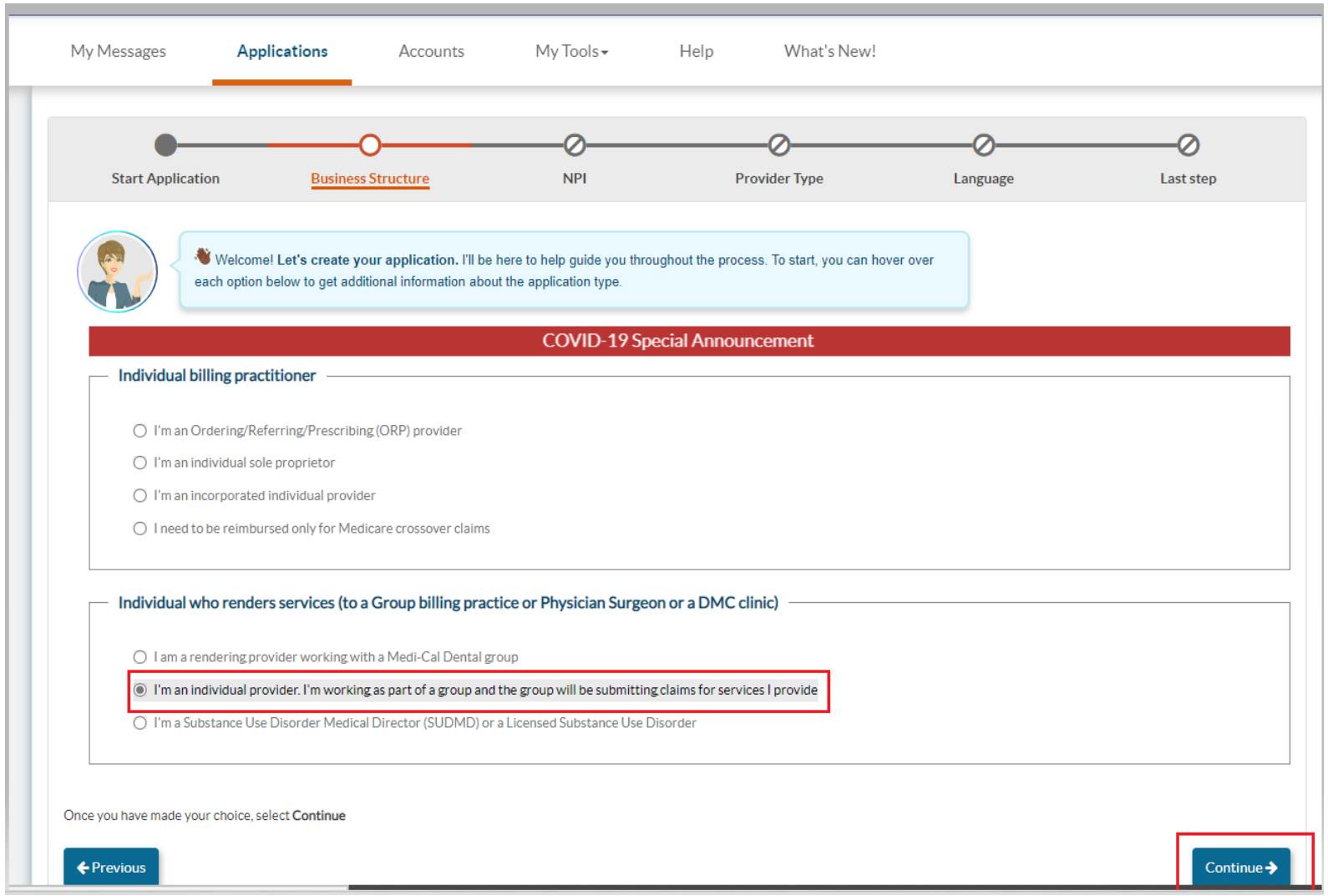
New Rendering Provider Application



Questionnaire

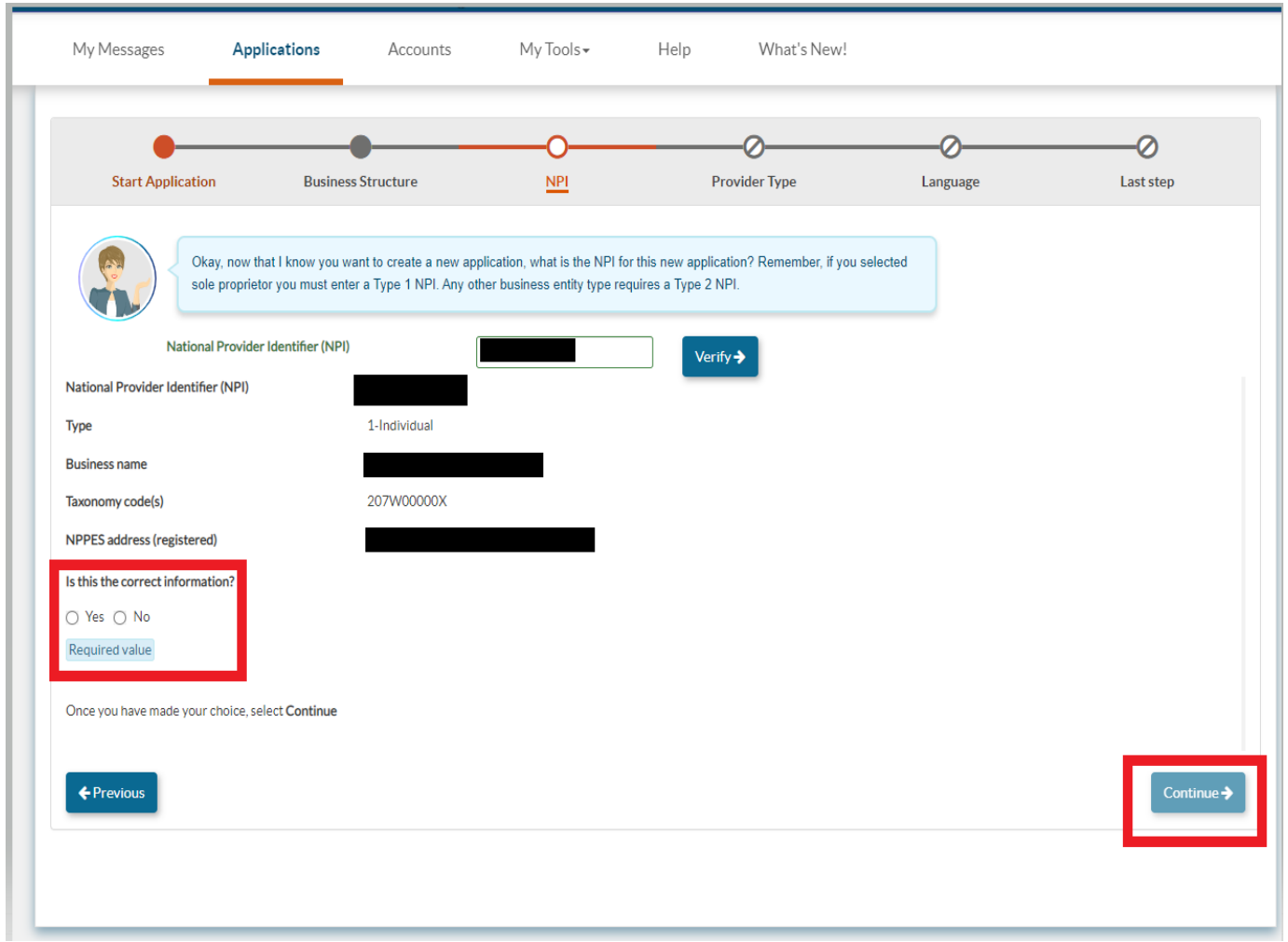


Questionnaire- Business Structure



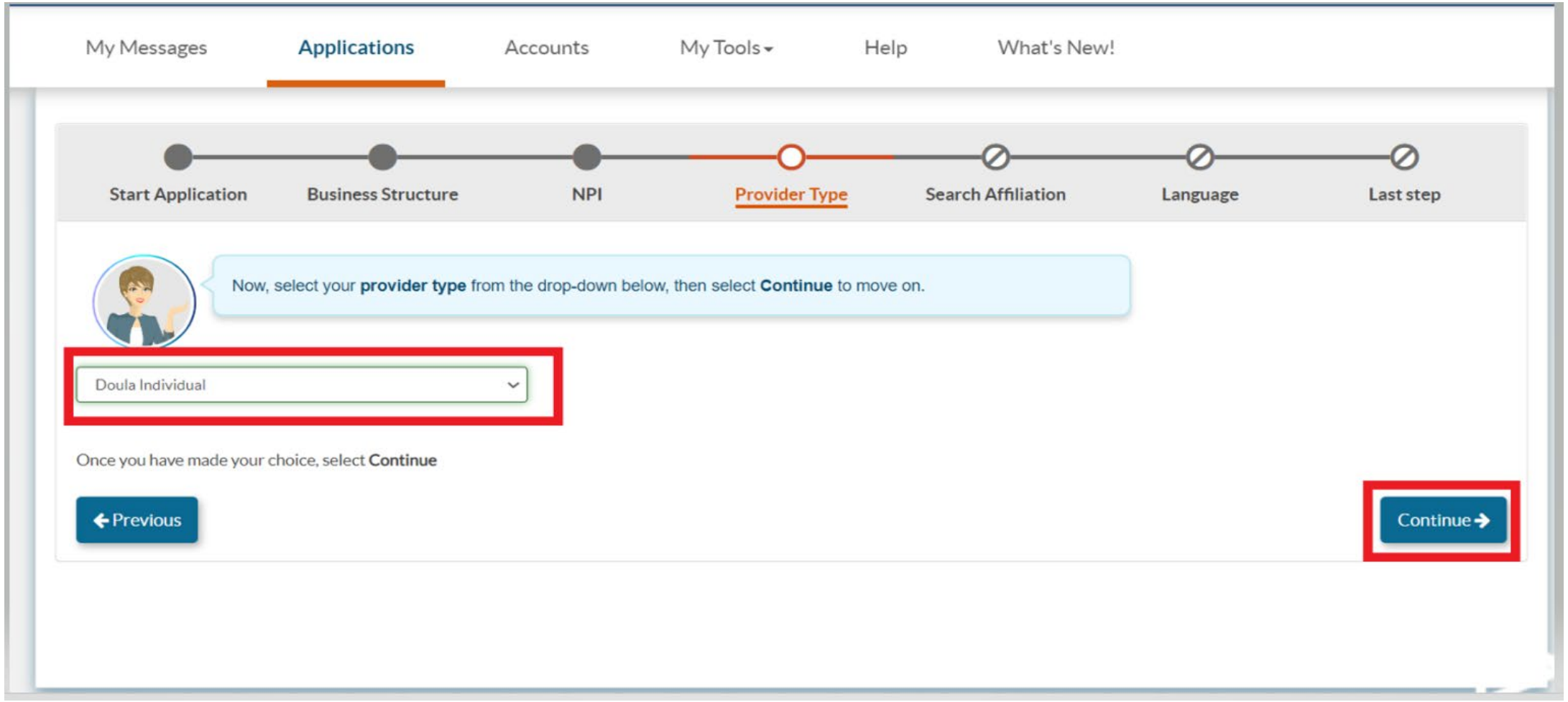
- Be sure to go to the bottom of this section and mark that you are an individual provider working for a group.

Questionnaire – National Provider Identifier (NPI)

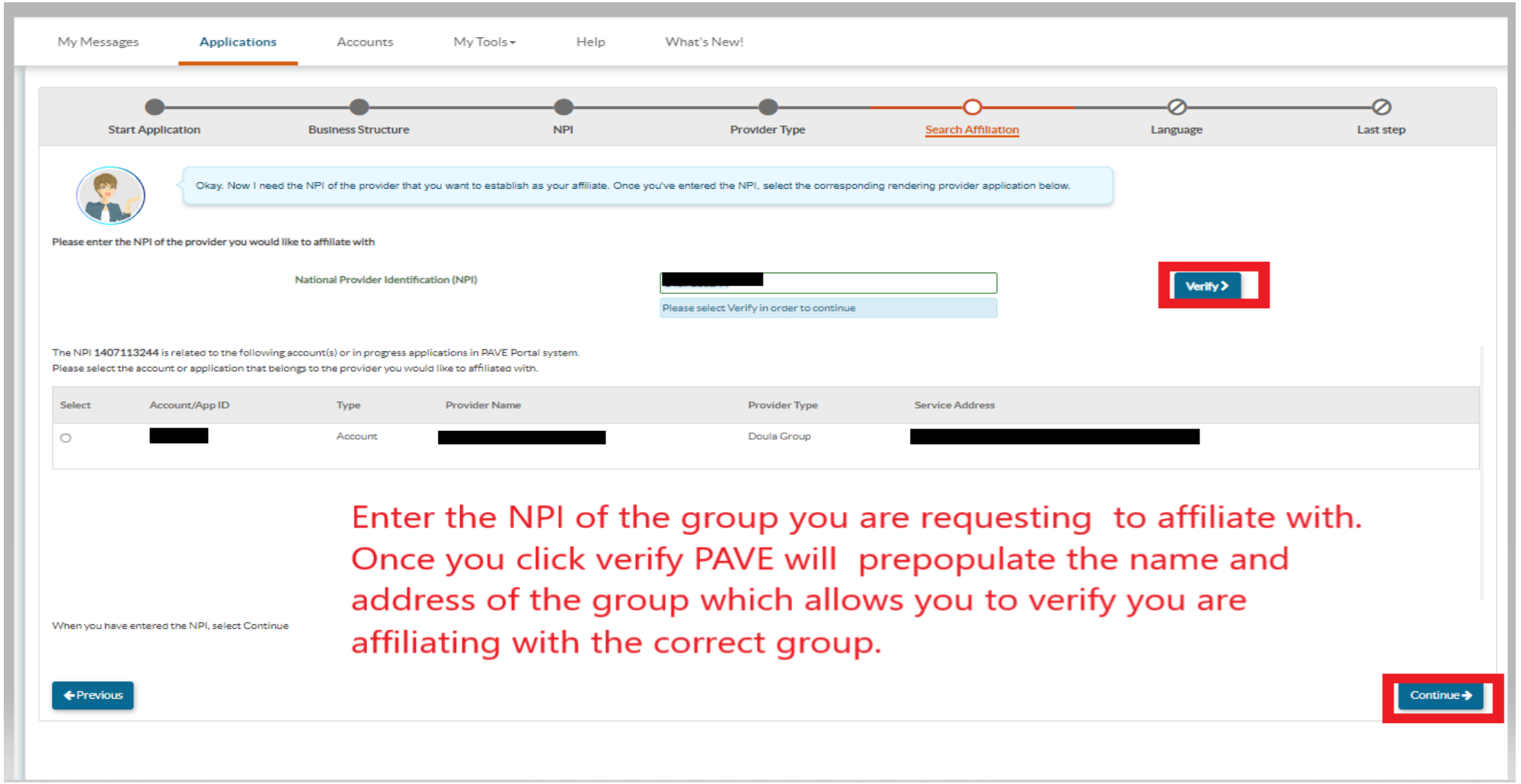


- Enter the NPI of the individual Rendering provider and click verify. The information that populates should match the information on NPPES. Rendering providers must have a Type-1 NPI.

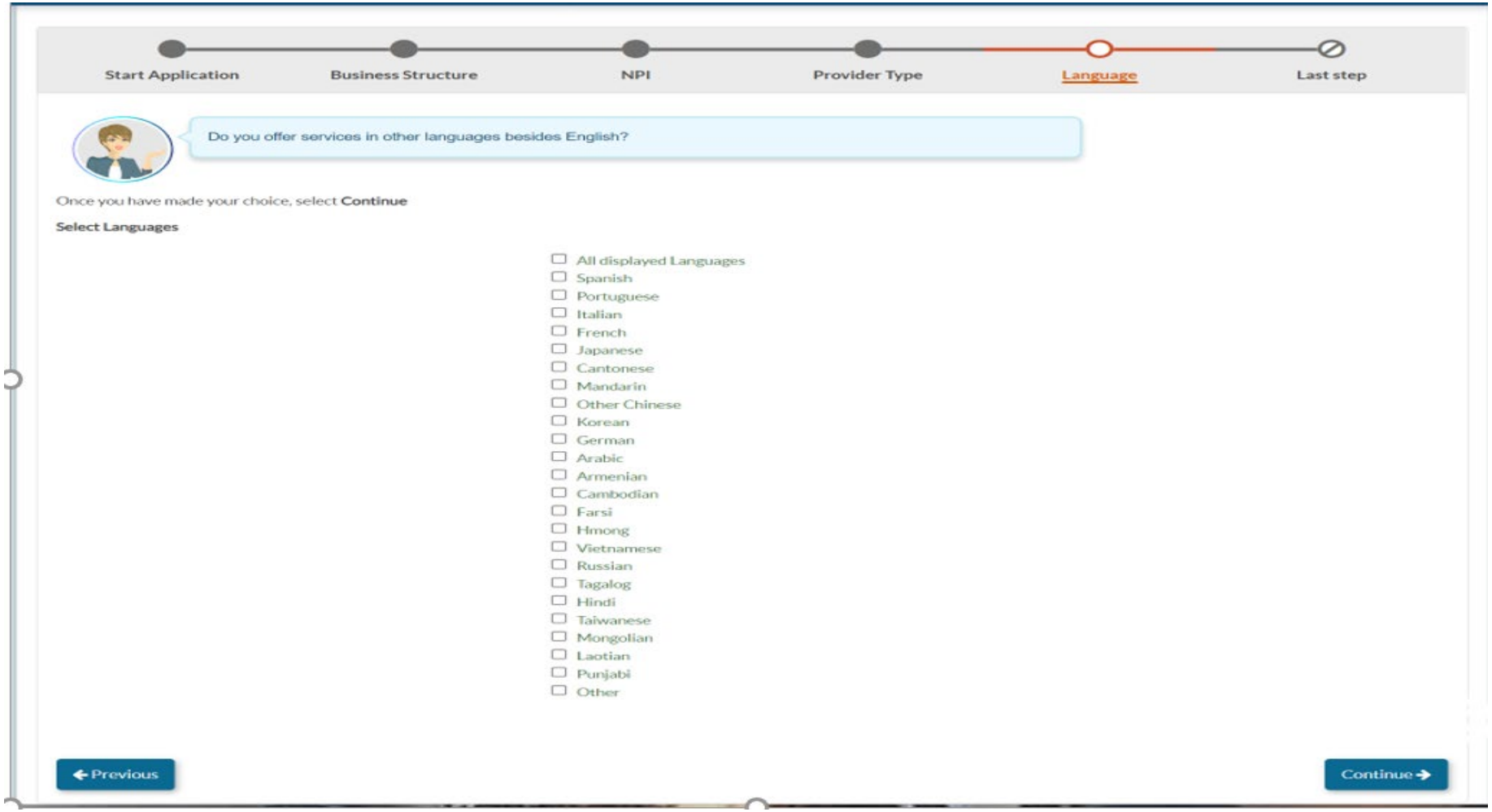
Provider Type – Doula Individual



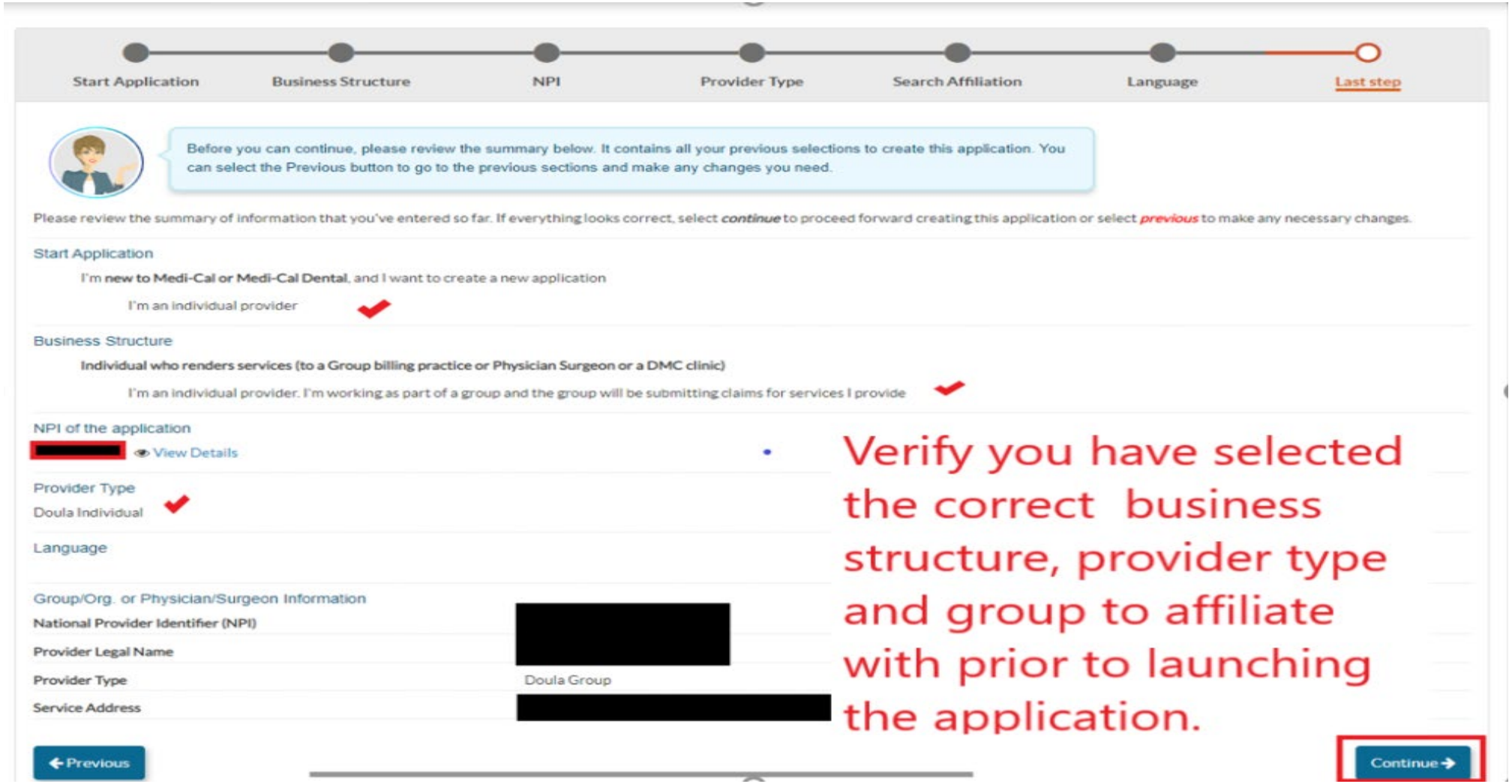
Affiliation



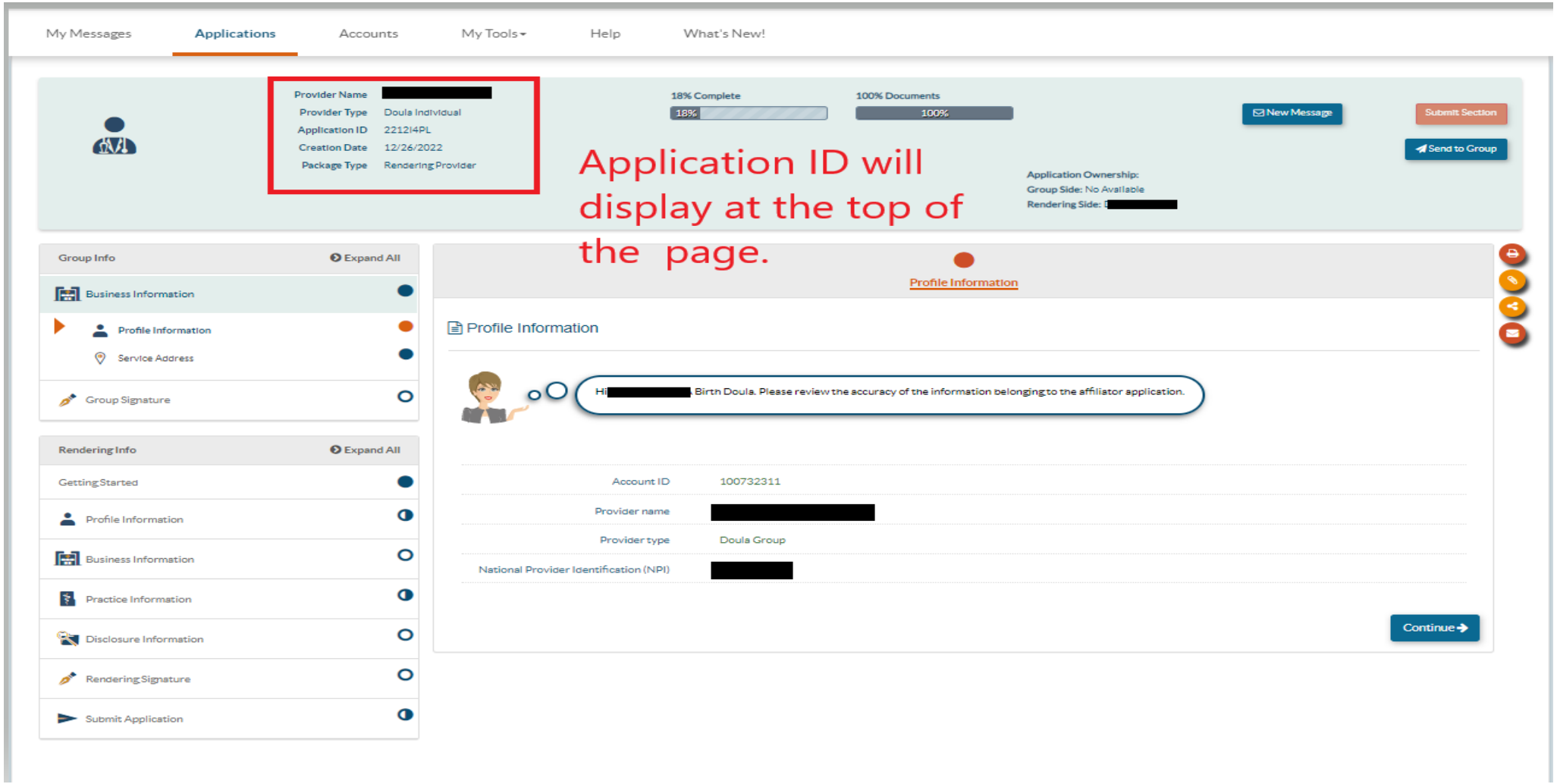
Languages


Start Application
Business Structure
NPI
Provider Type
Language
Last step
Do you offer services in other languages besides English?
Once you have made your choice, select Continue
Select Languages
All displayed Languages
Spanish
Portuguese
Italian
French
Japanese
Cantonese
Mandarin
Other Chinese
Korean
German
Arabic
Armenian
Cambodian
Farsi
Hmong
Vietnamese
Russian
Tagalog
Hindi
Taiwanese
Mongolian
Laotian
Punjabi
Other
Previous
Continue

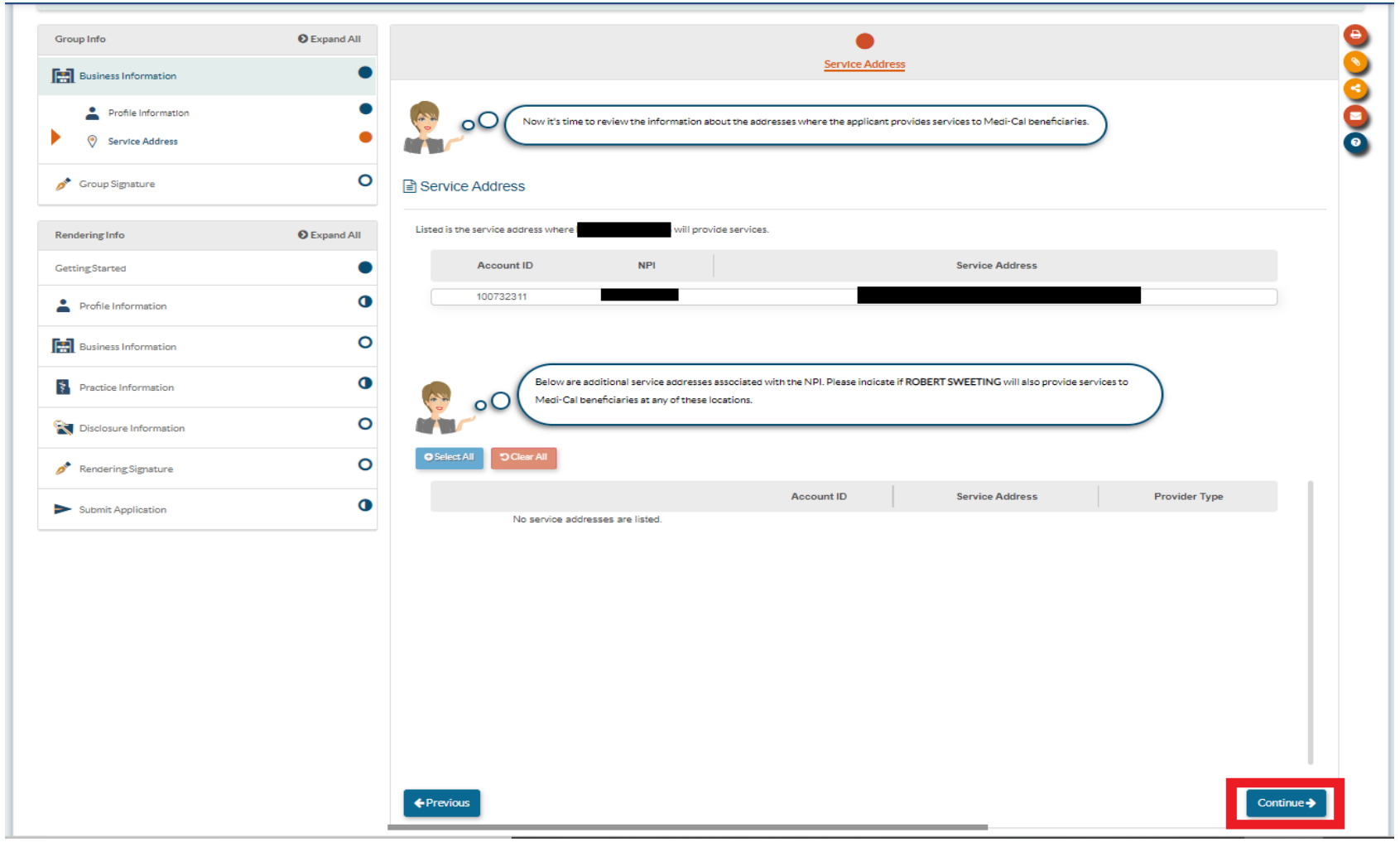
Verify Information



Launch Application

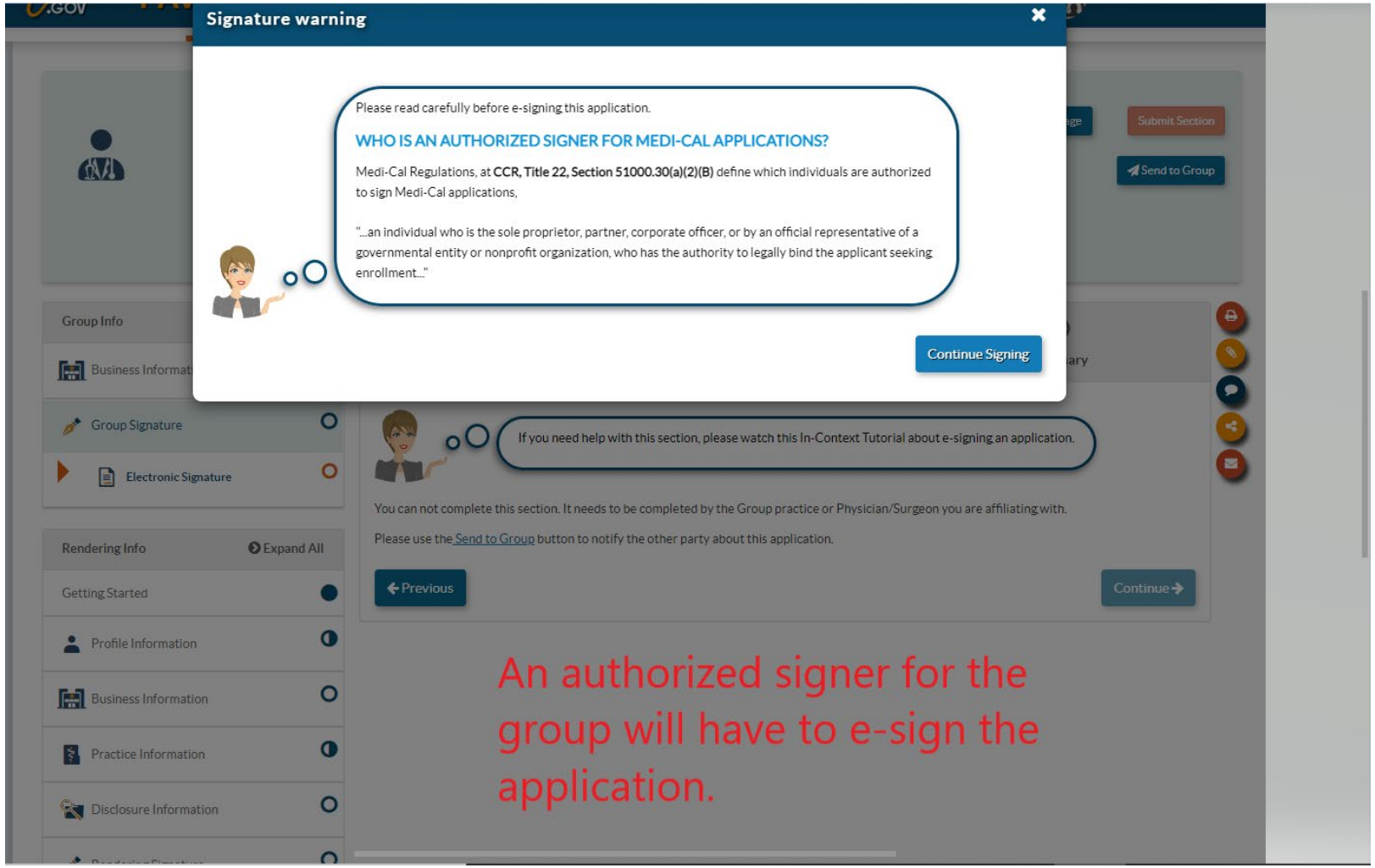


Verify Group Information



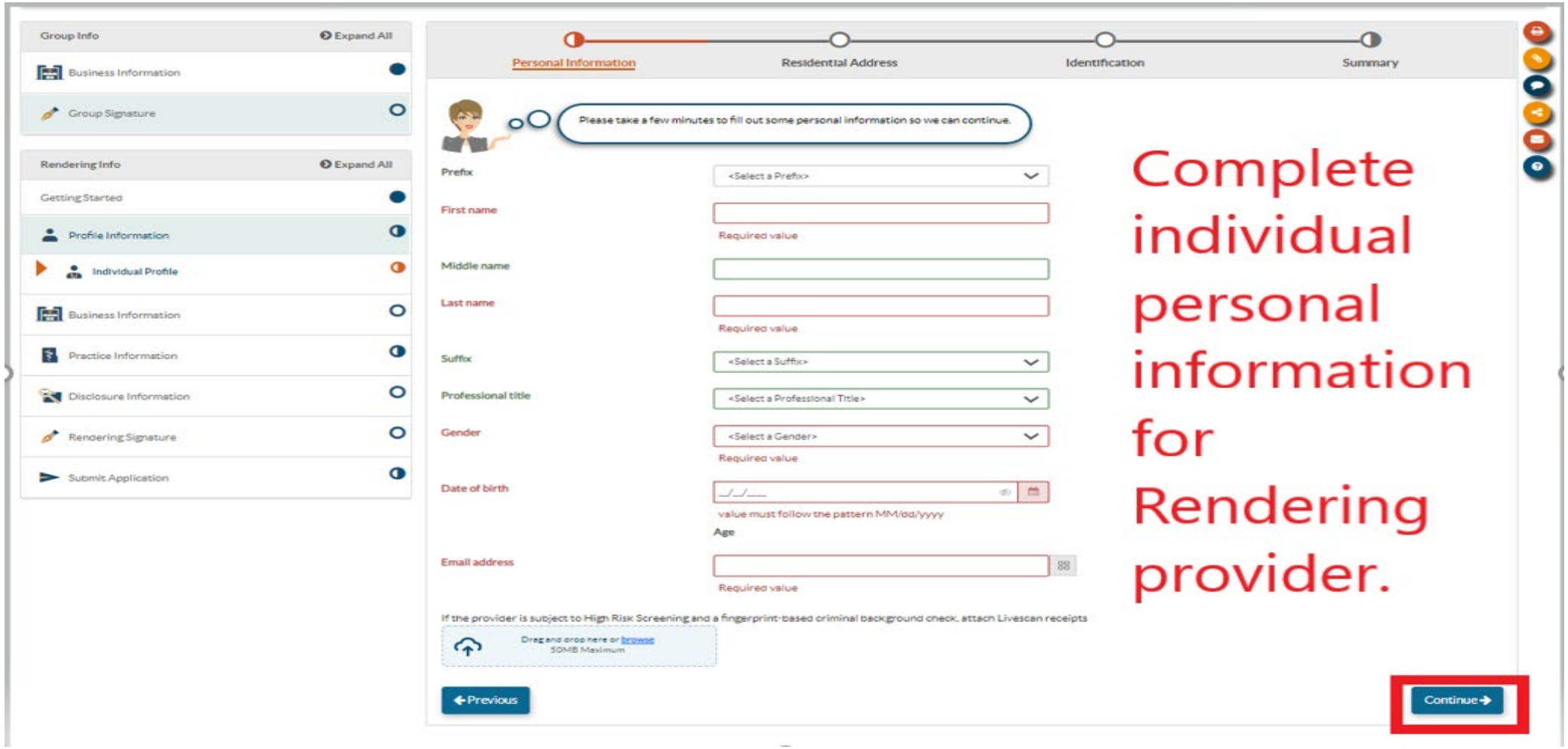
- Verify you are affiliating with the correct service location.

Group Signer

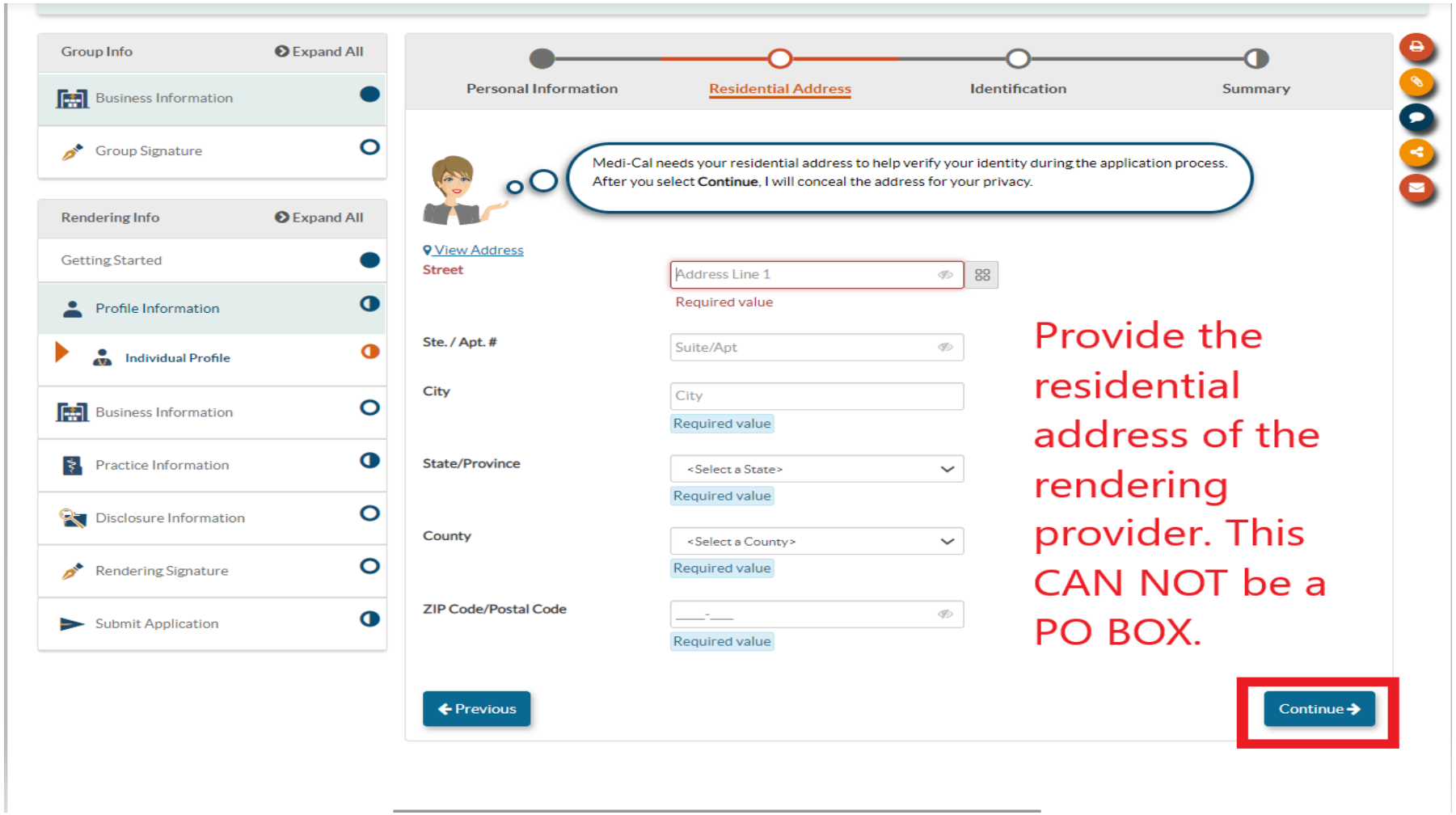


- The group signer must be an authorized signer of the group or an approved delegated official.

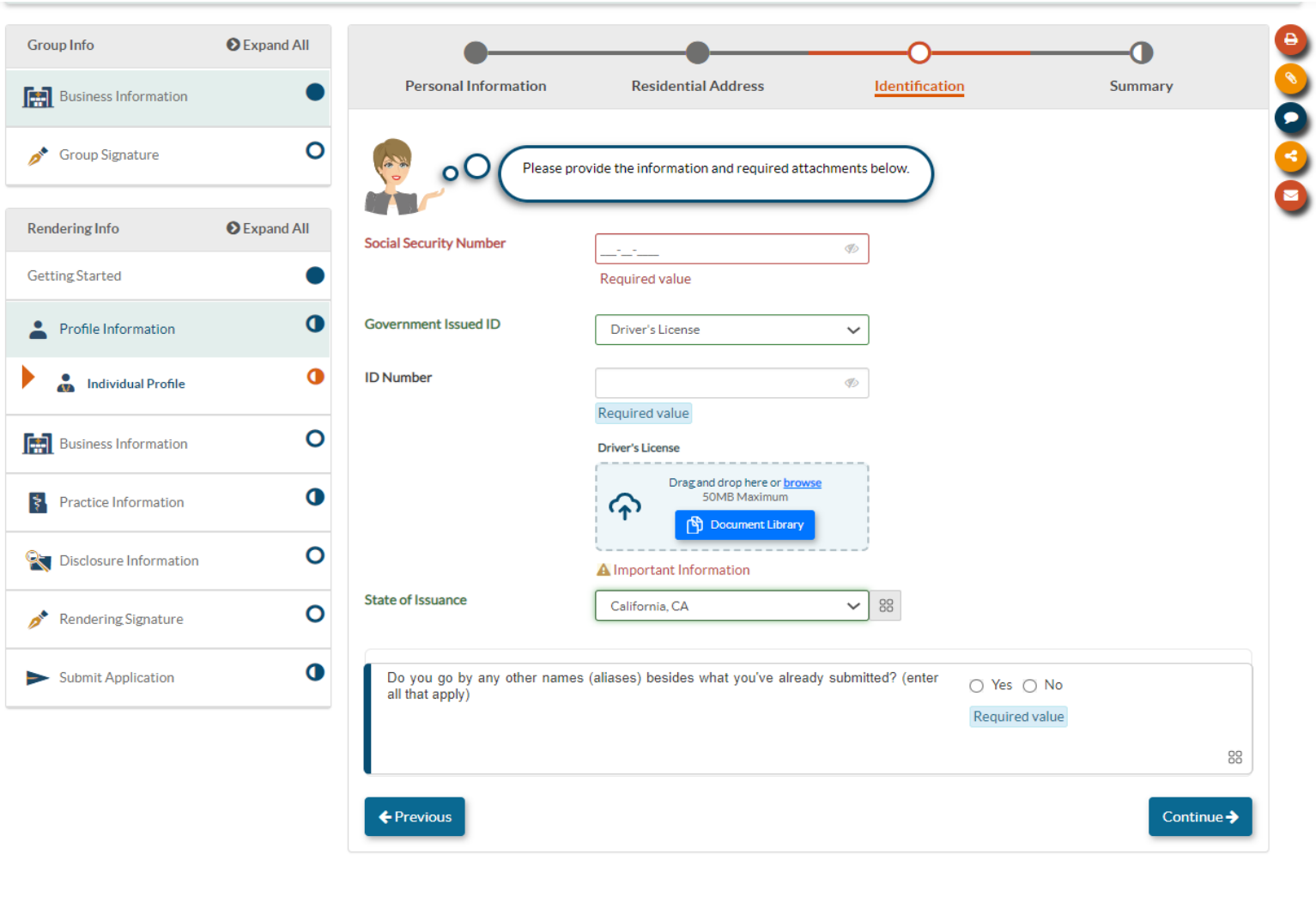
Individual Profile



Residential Address

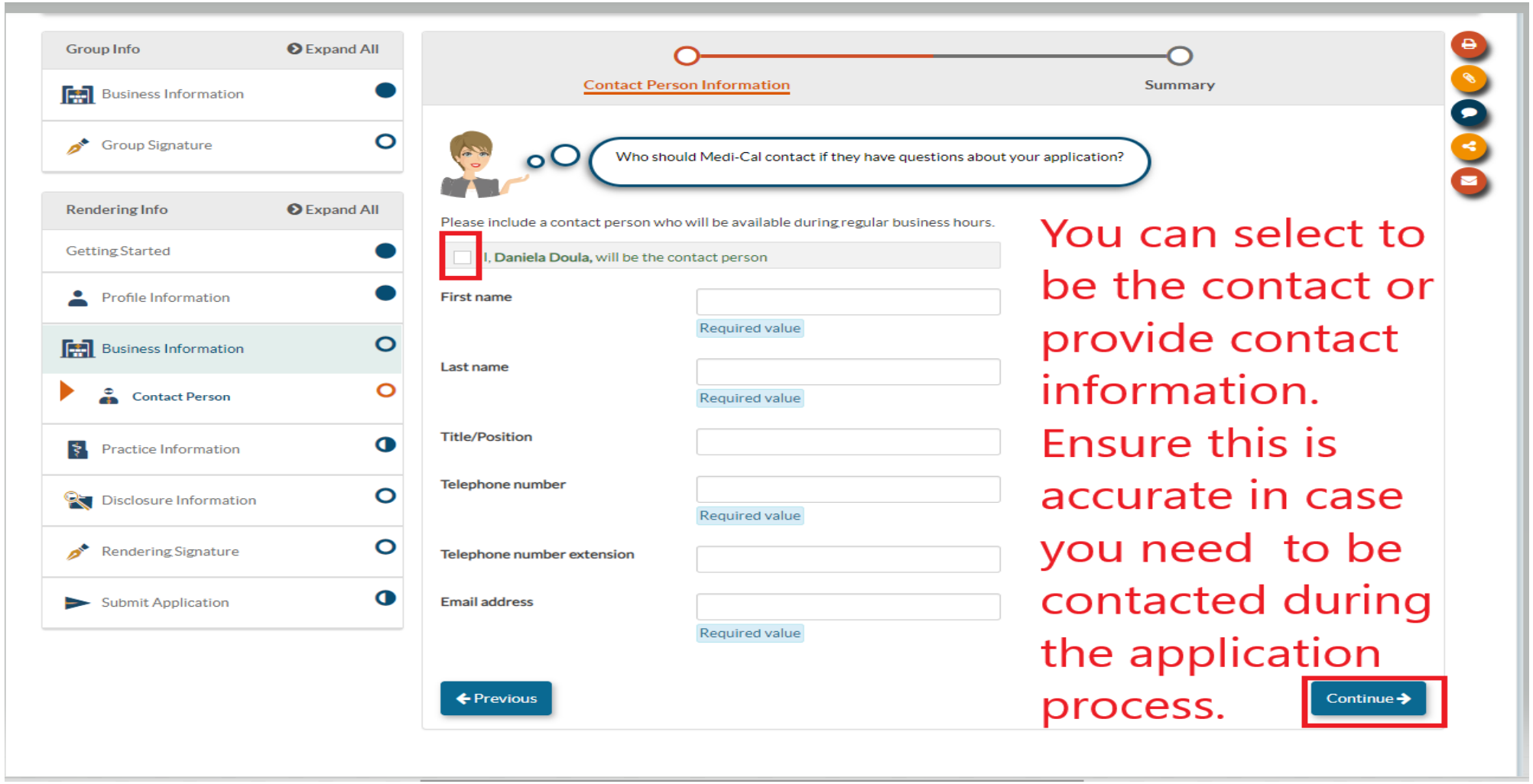


Identification

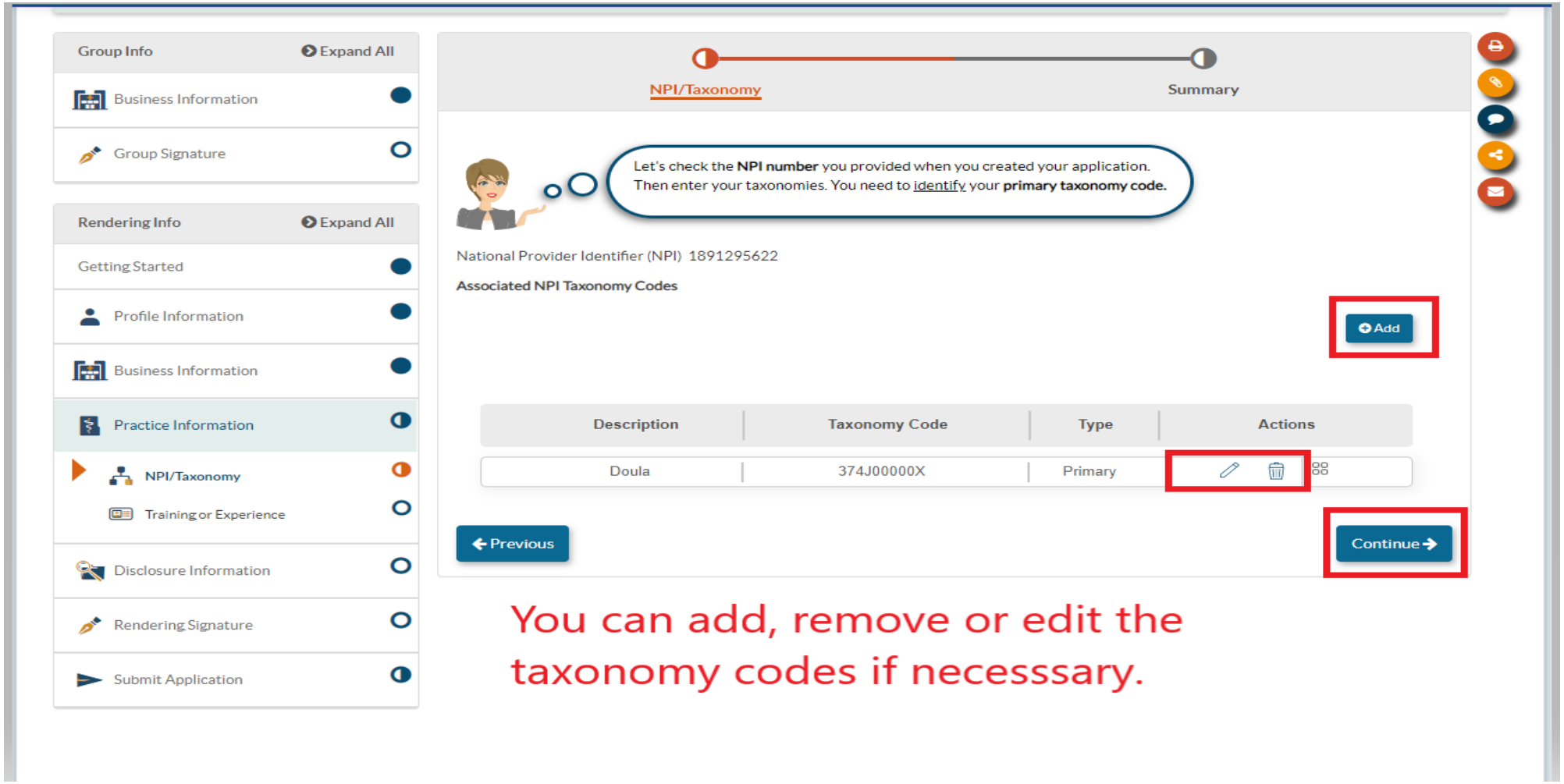


- You are required to provide a copy of your drivers license or state issued identification card. It must be a current **unexpired** copy of the card.

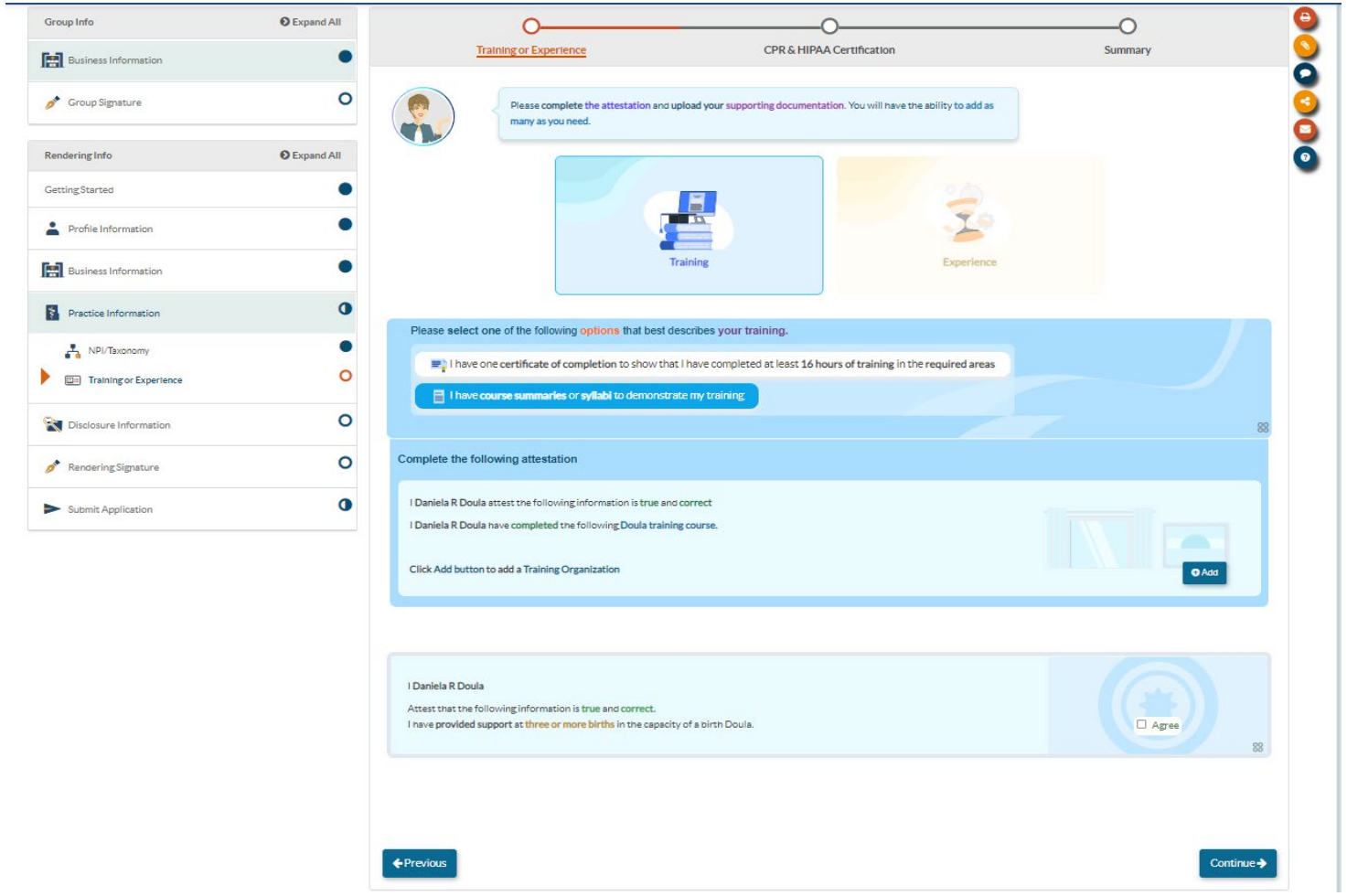
Contact Person



NPI/Taxonomy

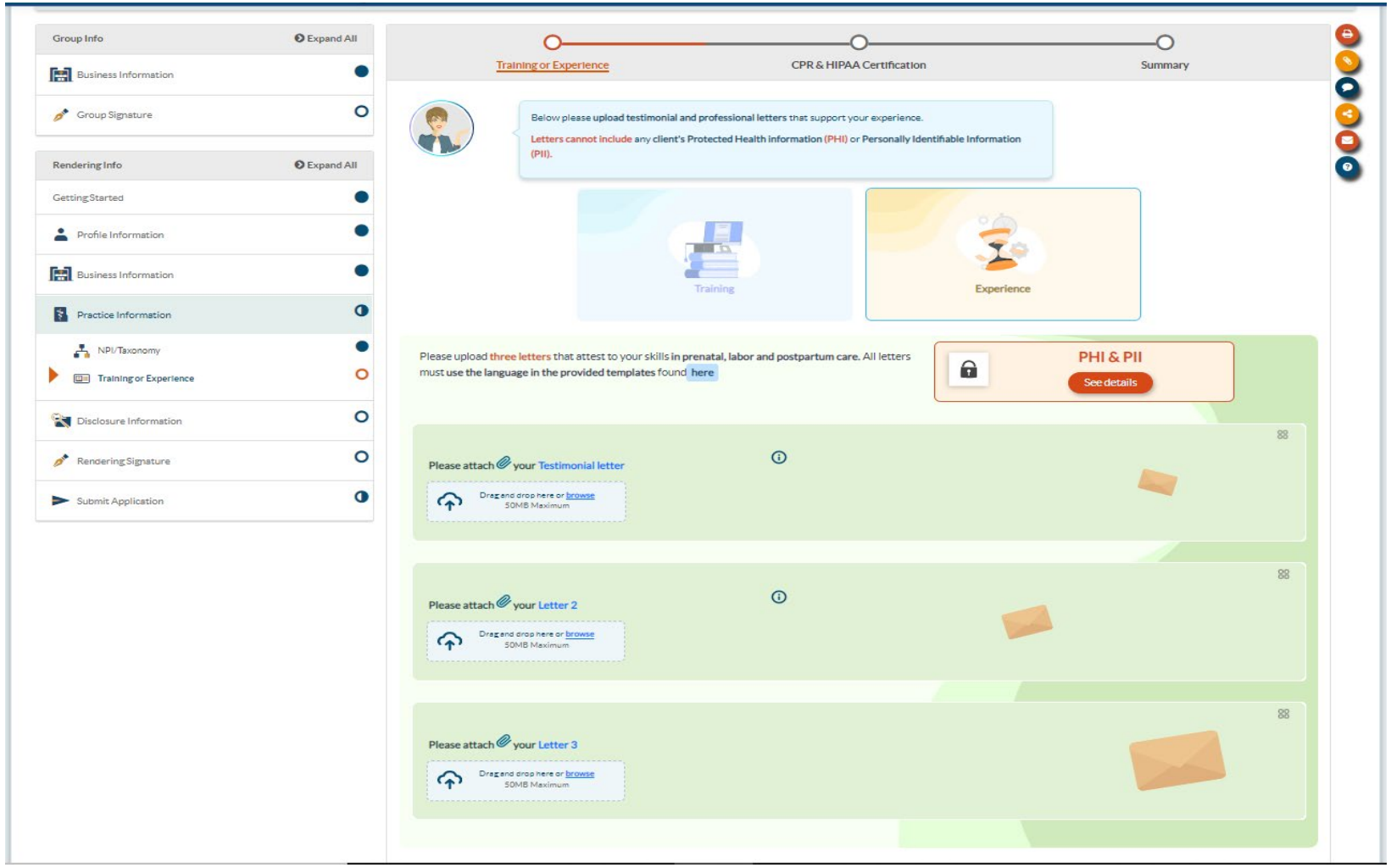


Training Pathway



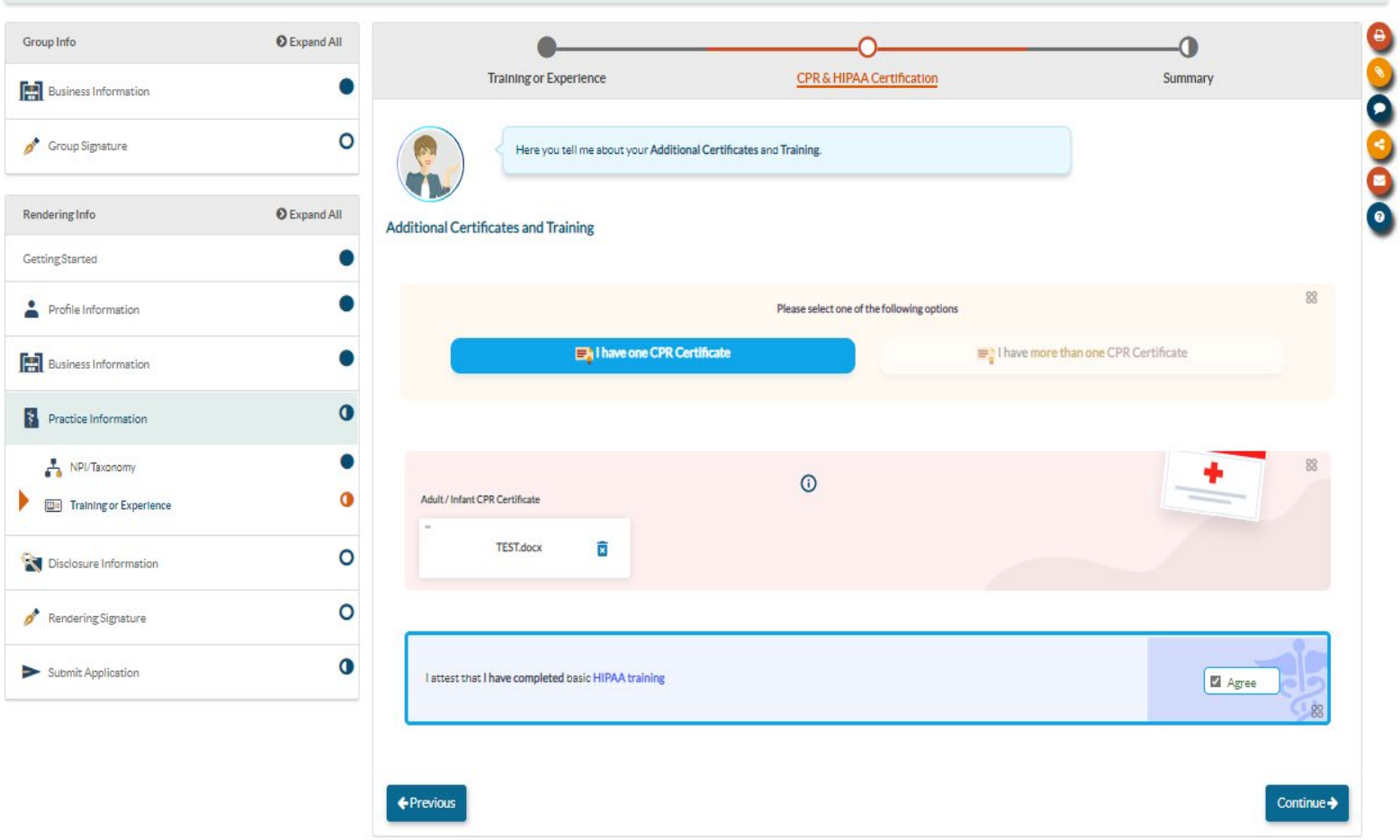
- Next you will complete either the Training or Experience pathway based on your personal qualifications. Be sure to attach required certificates or syllabus for the training pathway.

Experience Pathway



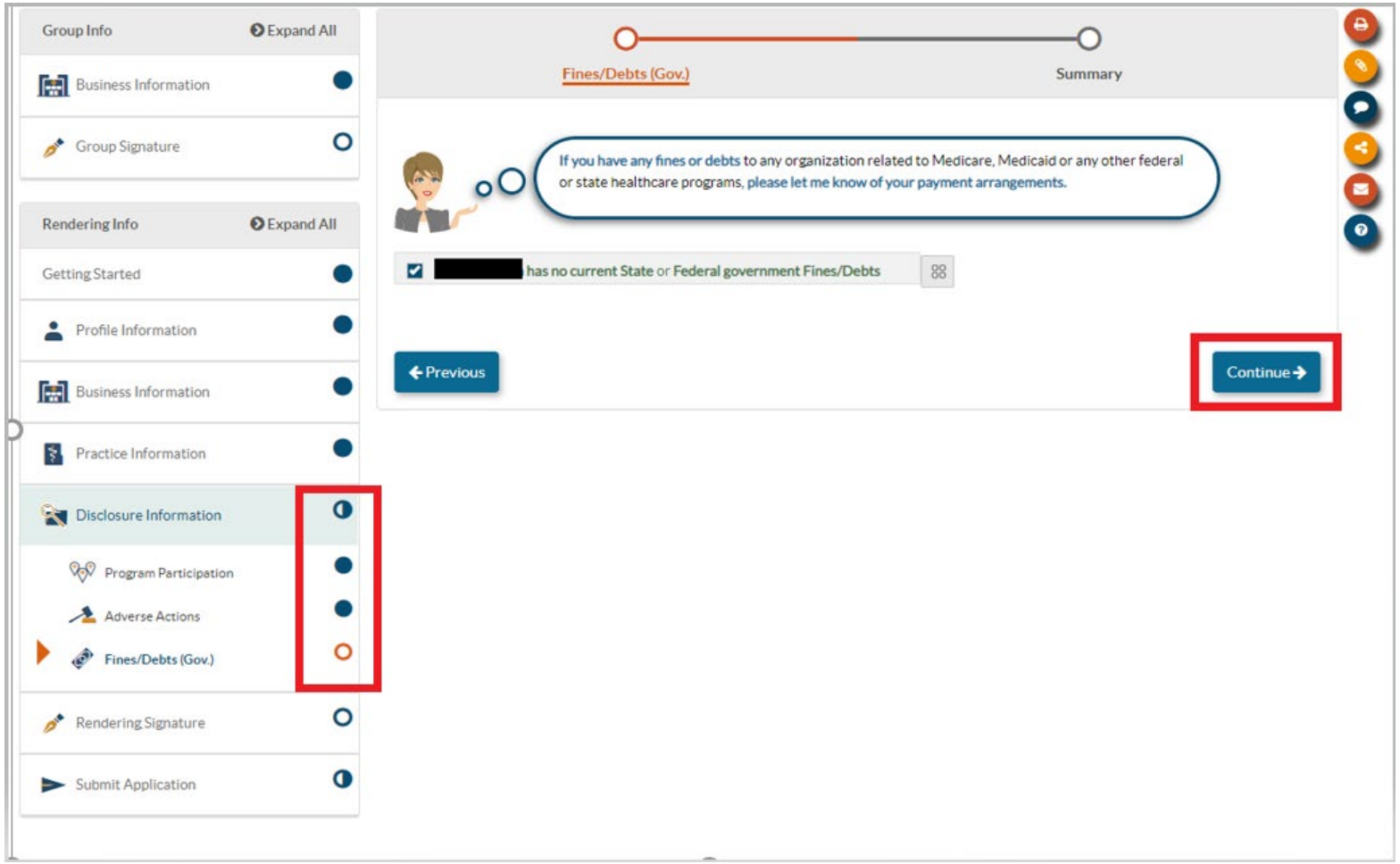
- The experience pathway requires you to attach three different attestation letters.

CPR Certification/HIPAA



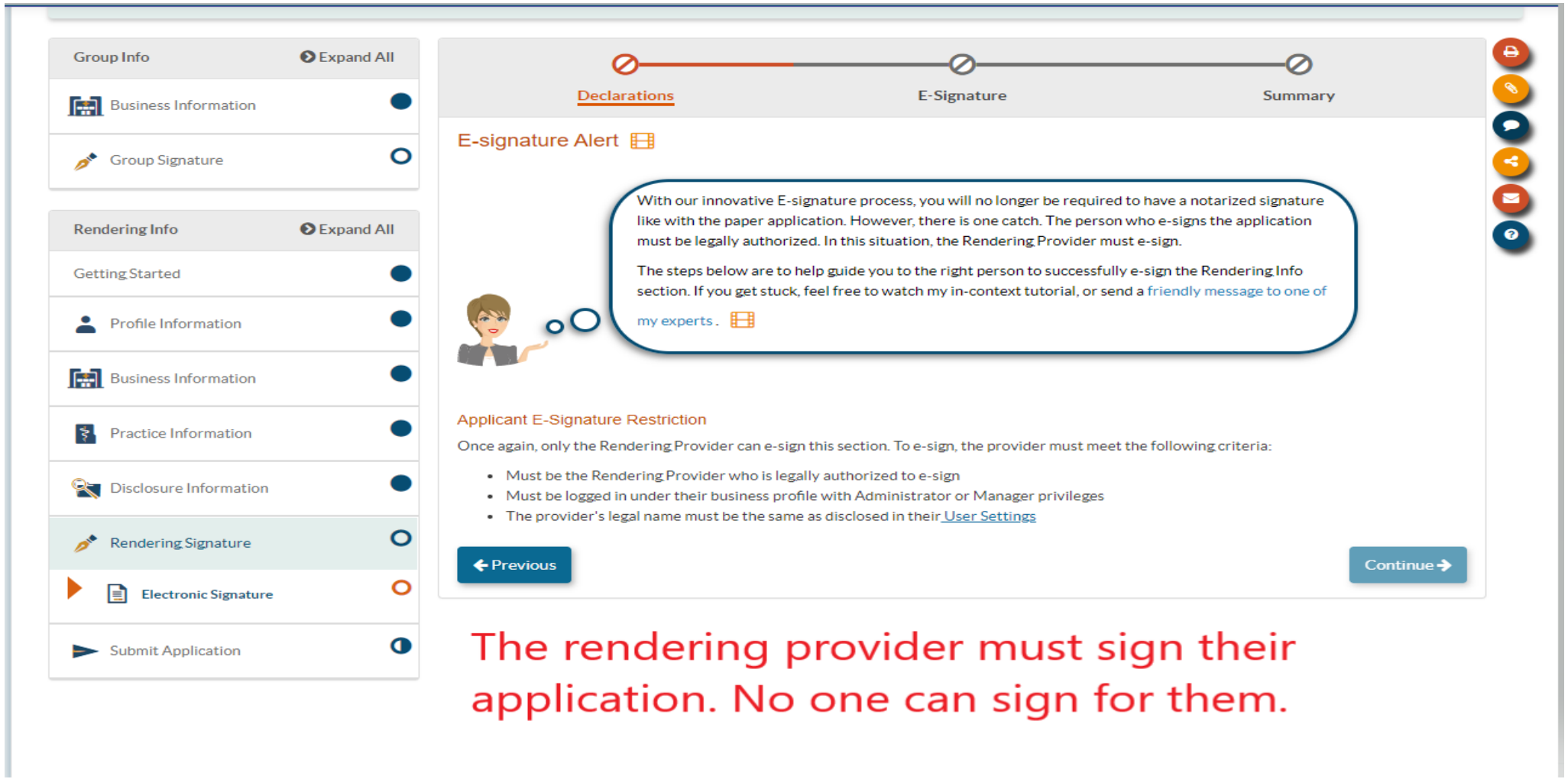
- You must attach proof of your CPR Certification and attest that you have completed HIPAA training.

Disclosure Information

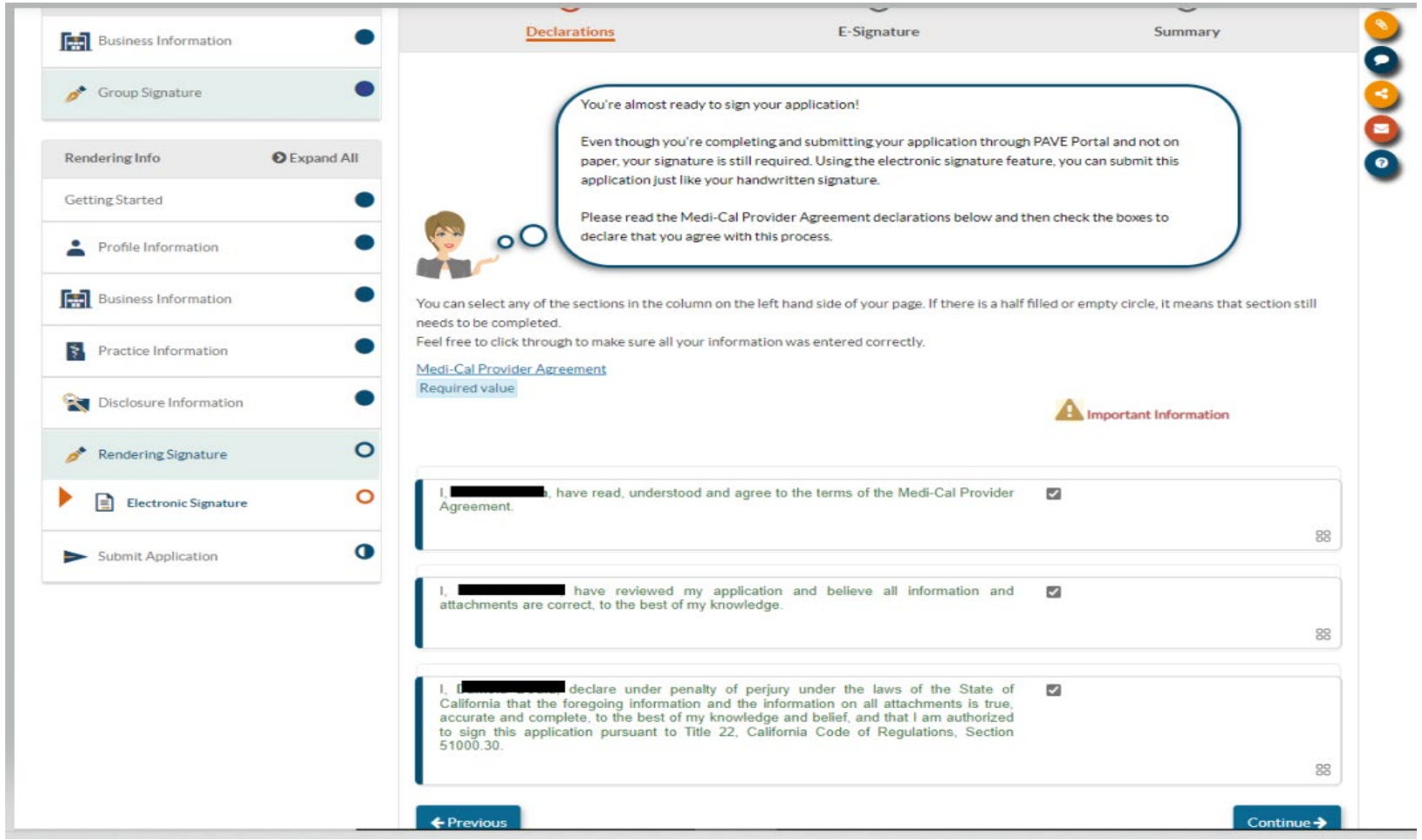


- The Disclosure Section is where you will report all federally required information. This information must be provided by each individual participating in the Medi-Cal program.

Electronic Signature

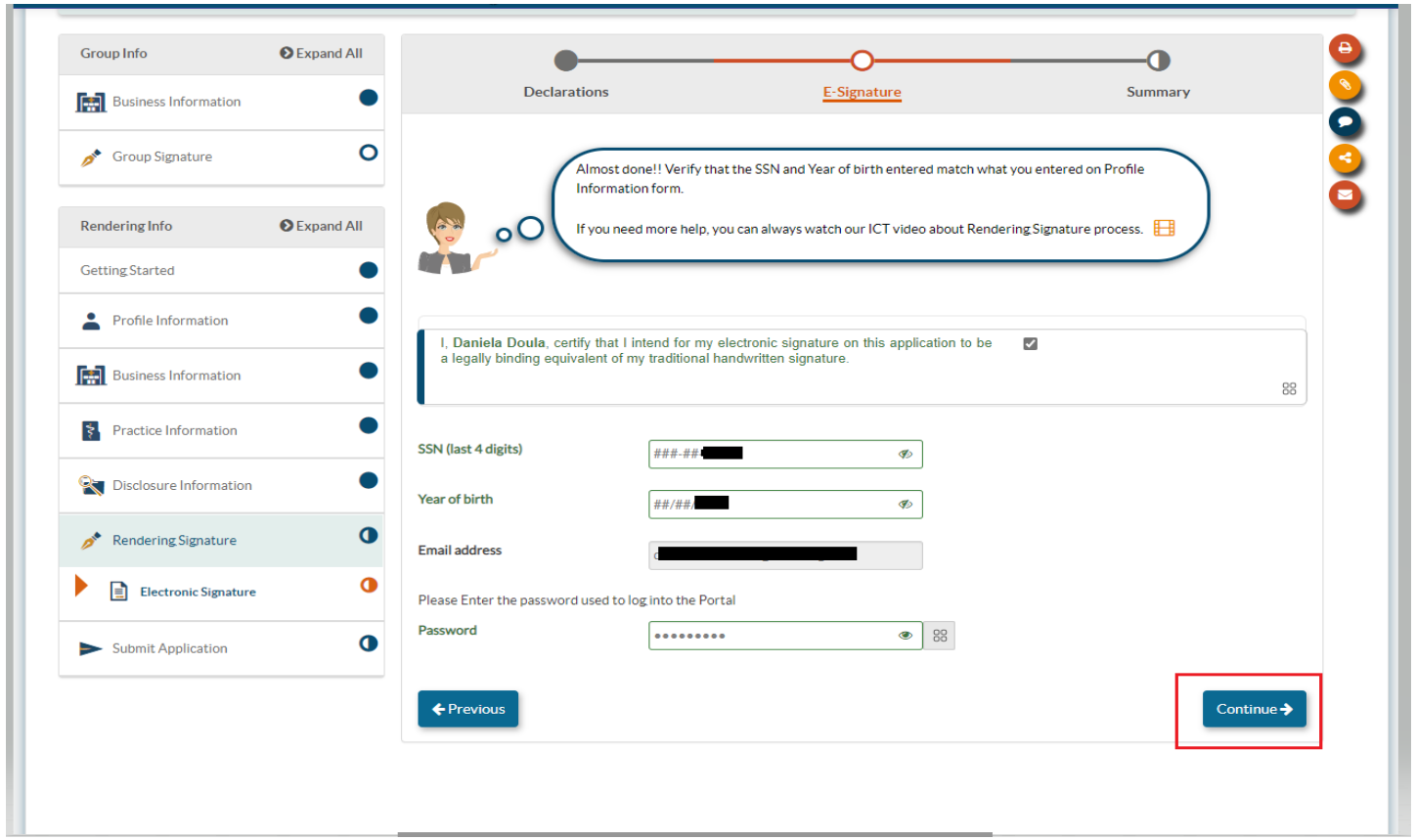


Electronic Signature



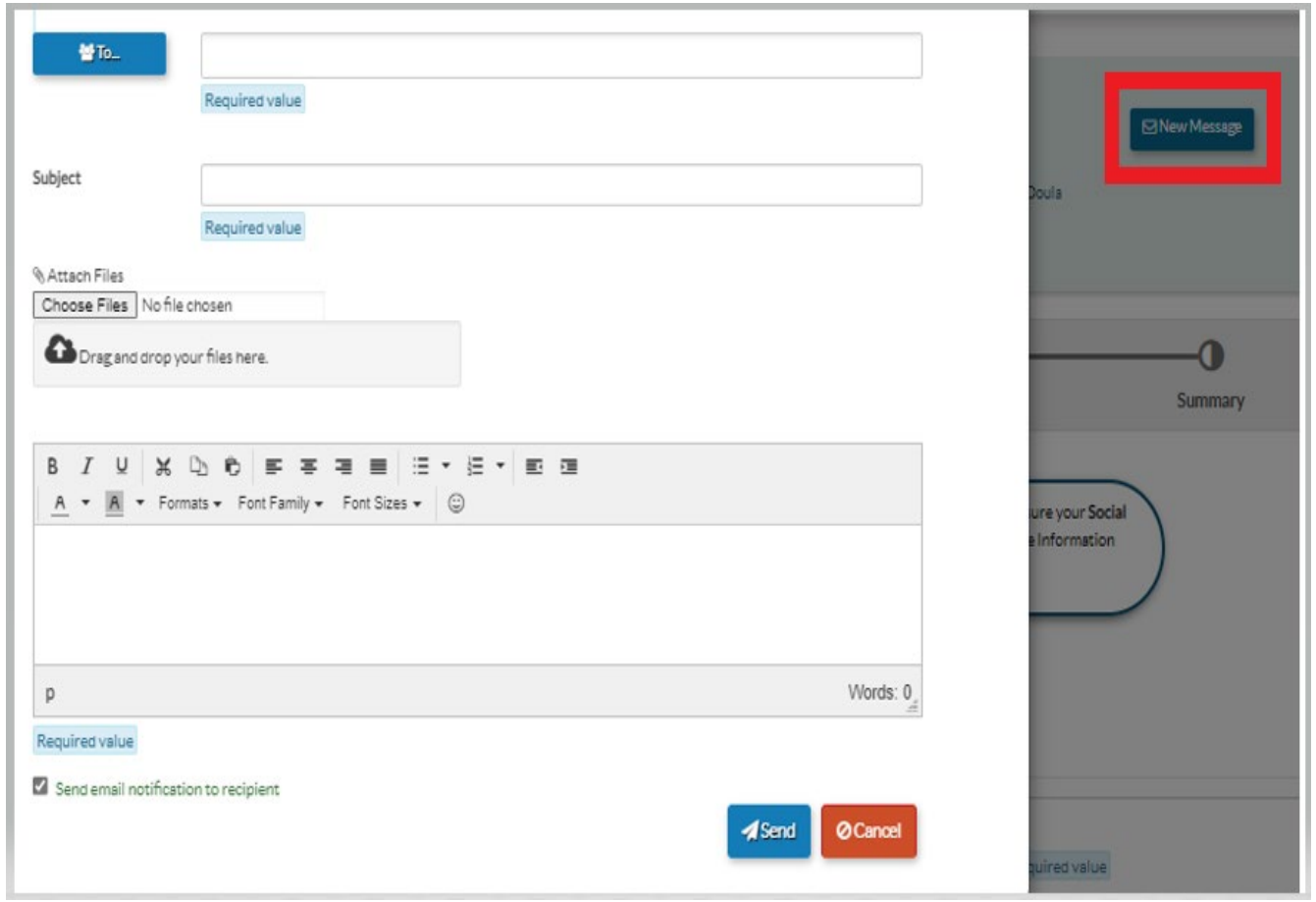
- The Rendering provider must review the Medi-Cal provider agreement and agree with the related attestations prior to electronically signing the Medi-Cal application.

Electronic Signature Verification



- 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