

TITLE: Supplemental to add a new FBP locations

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Hi, Sandy Jones here. Welcome to another training video.

In this training video you will learn how to create and complete a supplemental application to report a new service location if you are enrolled as a Facility Based Provider.

I need to report 3 additional locations where this Group is now providing services,

First, let's locate the business enrolled Medi-Cal accounts records from the Accounts tab. If you have multiple facility-based locations, just locate one of them.

Now from the column Actions, locate the Update account icon.

Once you select the Update account action, you will see displayed the Make Supplemental changes window

Select the Business Information tab and locate in the Place of Business section, the Add a Facility Based location.

Slide the button from No to Yes to include this change in your Supplemental application and select Apply Changes.

PAVE Portal will generate a supplemental application that will allow you to disclose any new facility-based location that you need to add.

Perfect, now I have my supplemental application to report the three Facility-based locations that I need to.

Let's review the supplemental application.

In the Account Information section, you will be able to see a brief summary of the Medi-Cal account record from where this application was created.

On the Type of Change social form, you will find that PAVE Portal had created a table with the type of supplemental changes you are making. In this case Add a Facility Based location.

You do not need to complete anything here just select Continue.

Let's review the Facility-Based Location sub-form. This is the form that you will need to complete with the information for the new facility-based location you need to report.

Select the Add a Facility Based Location button.

Complete the Facility's legal name, the provider type of your group/practice at this location, the facility's address and at least one rendering provider that provides services at this location.

Remember that the rendering provider added here it's just a reference. You will still need to create an affiliation application, complete it and submit it against the rendering providers disclosed here.

In my application I added Dr. Jones. You can add as many rendering providers as you need to, by completing the Rendering's NPI and the legal name and select the Add another rendering button.

To complete adding this location I select the Save button

You can disclose as many facility-based locations as you need up to 99 locations in one supplemental application.

Don't forget that the affiliation applications against those facility-based locations need to be created and submitted per **each rendering provider** associated to each location.

Complete the Electronic Signature for the Group. Remember that the supplemental application needs to be signed by an authorized signatory of organization or group.

Thank you for watching another one of our training videos.