Overview

Quick Summary

To provide the guidelines for New Facility Enrollment.

Contents

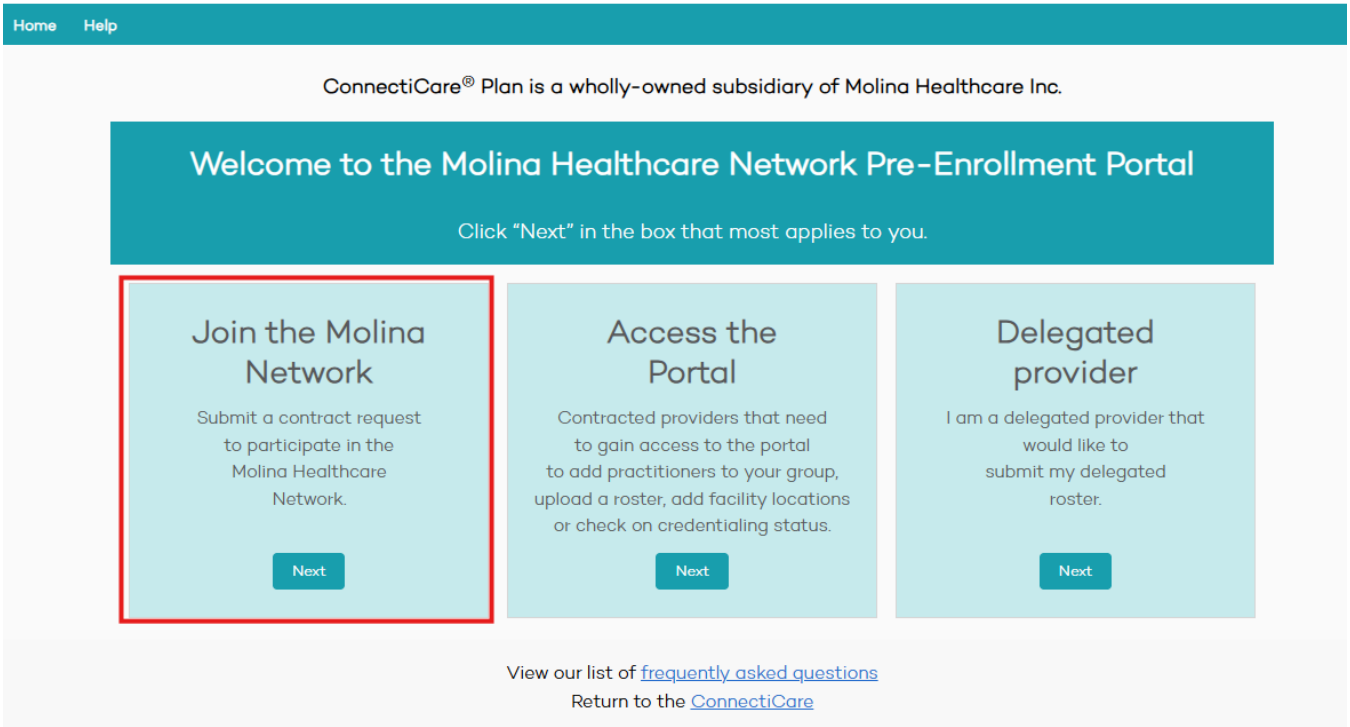
This publication contains the following topics:

References

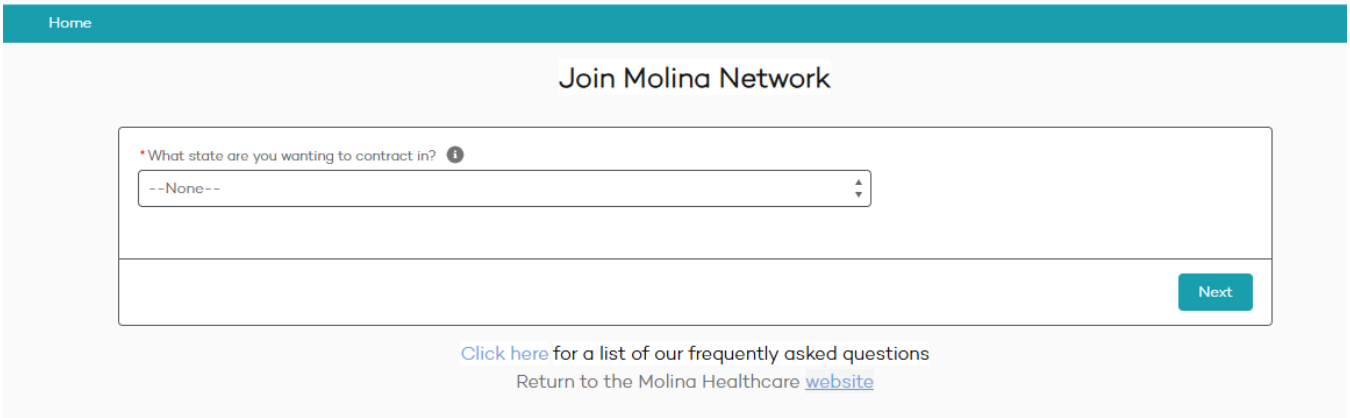
New Facility Workflow

Pre-Enrollment Portal

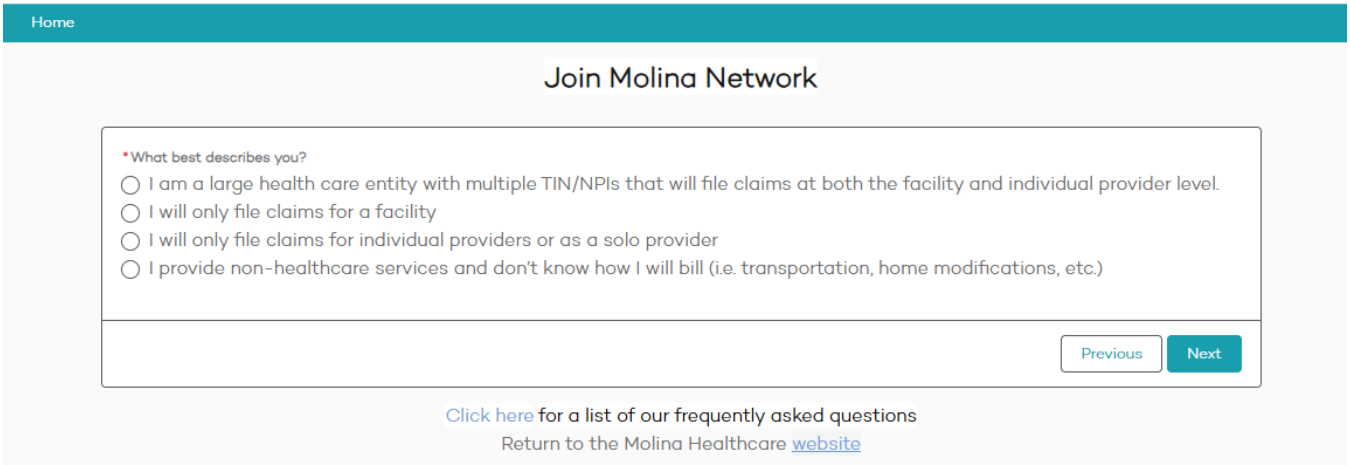
Note: No login is required to access the Pre-Enrollment portal.



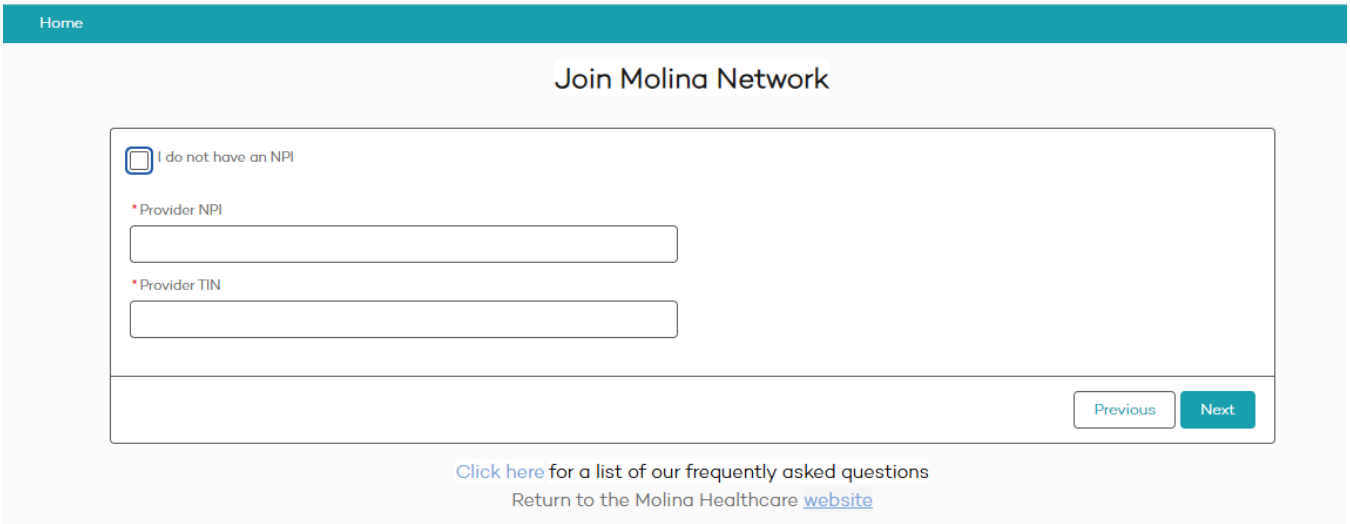
You will select the state you wish to be contracted in.



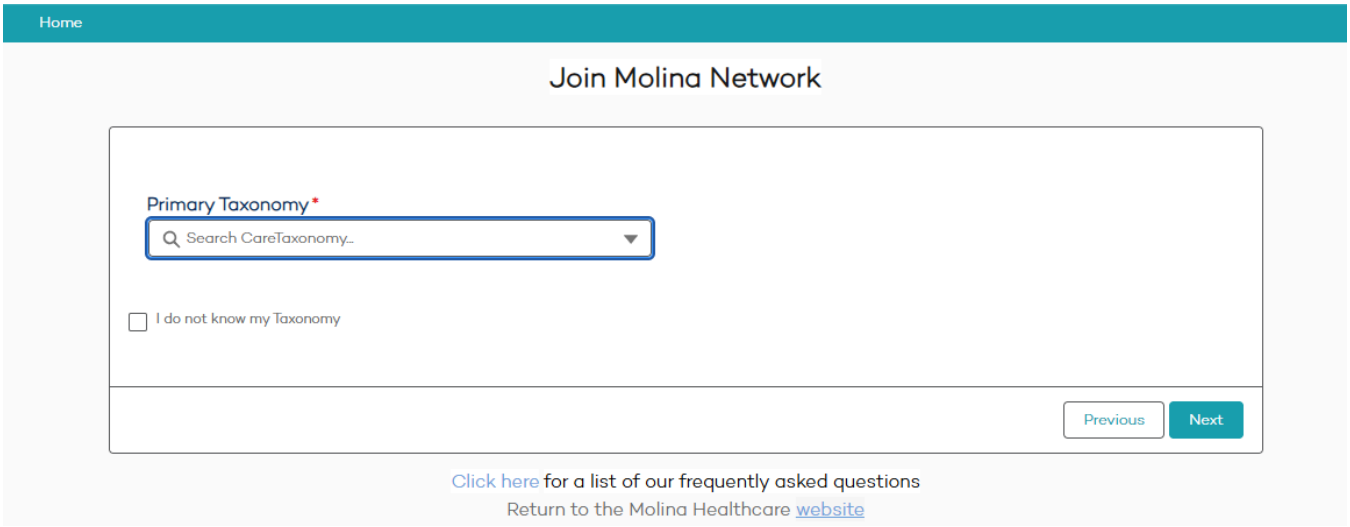
You will then select the best billing method that describes your request.

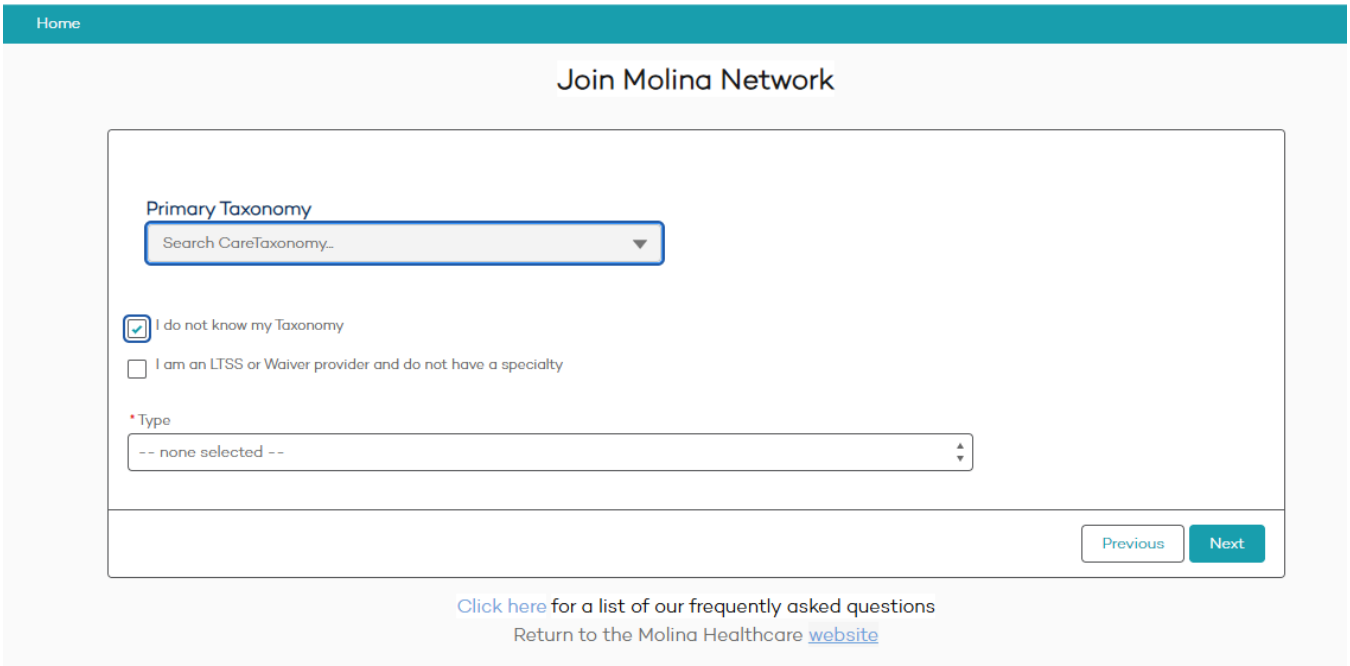


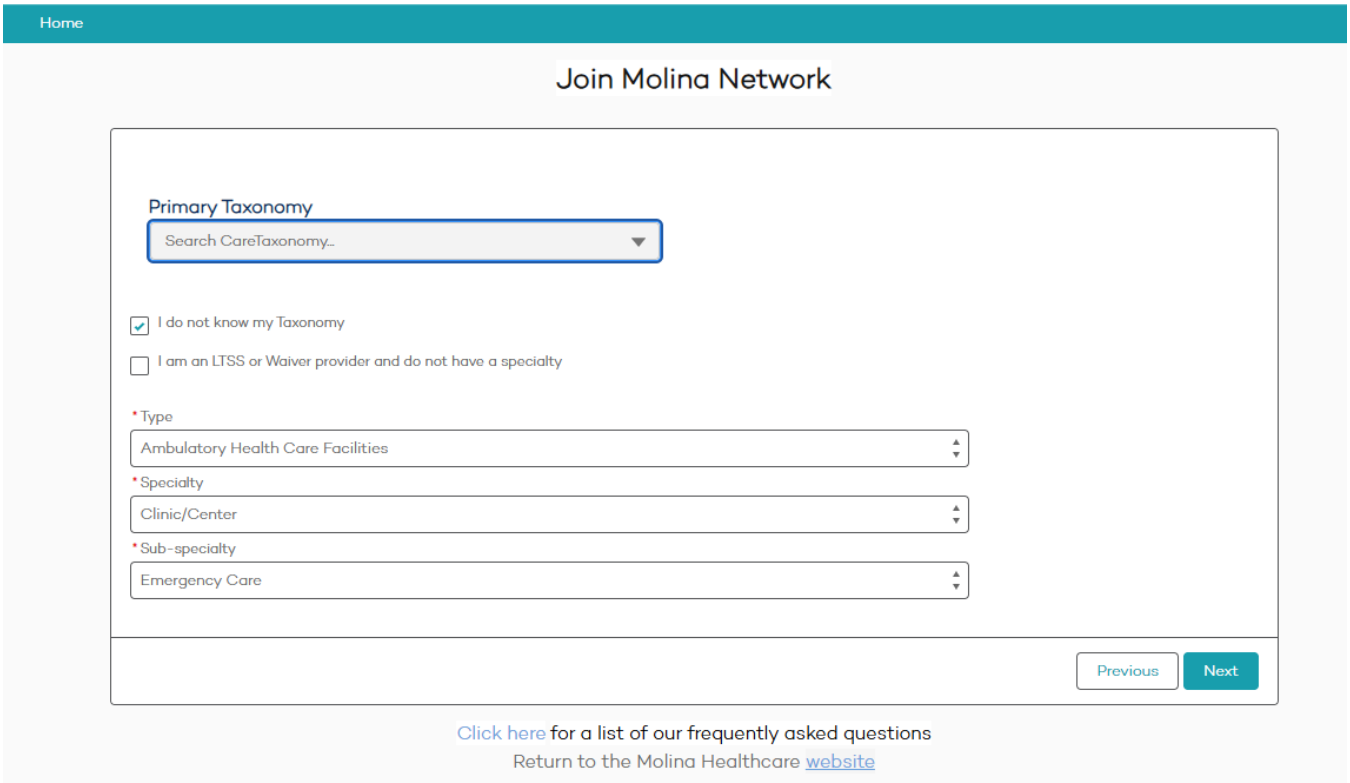
After you have selected the correct billing method you will enter your facility TIN and NPI. If you are an atypical provider type and do not have an NPI you are able to check the box to remove the NPI requirement.



Upon clicking next, after entering the required data you will not be asked to enter the primary taxonomy for your facility. If you do not know your taxonomy you can check the box next to “I do not know my taxonomy” to select the applicable drop downs for your group.

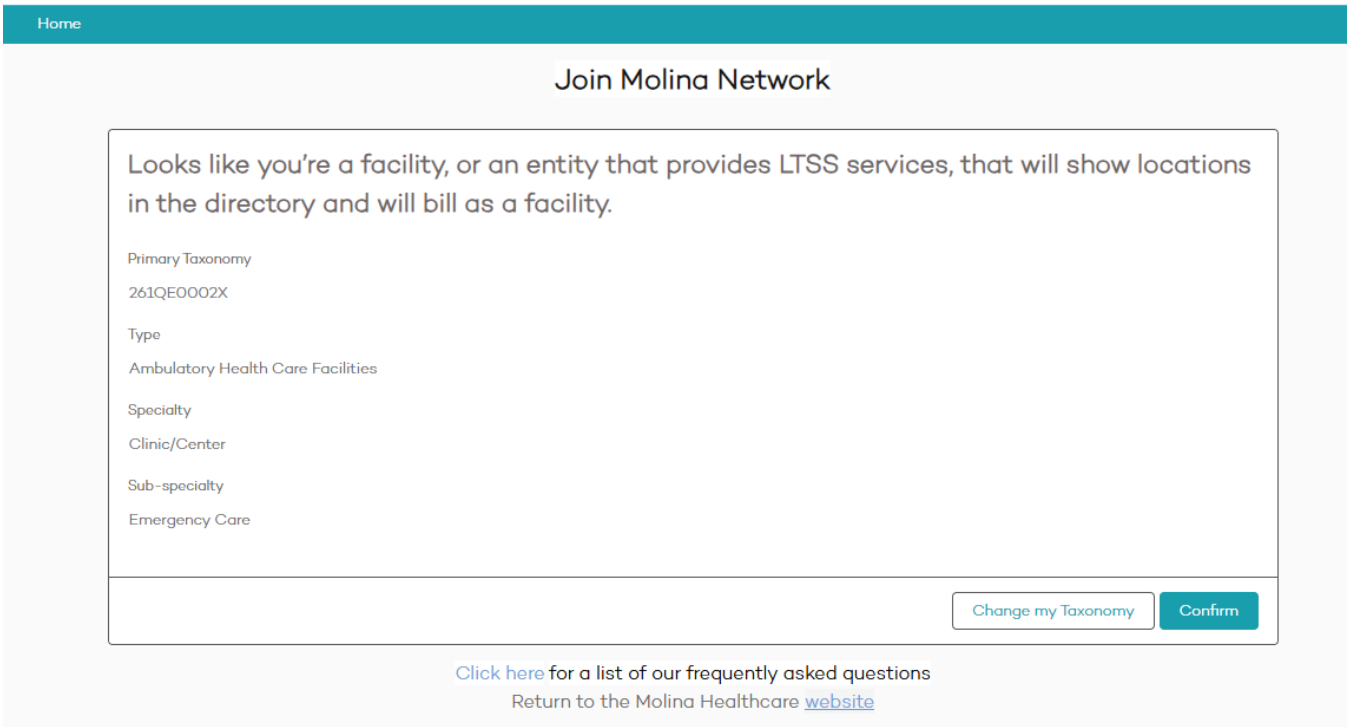

Home
Join Molina Network
Primary Taxonomy *
Search CareTaxonomy...
I do not know my Taxonomy
Previous
Next
Click here for a list of our frequently asked questions
Return to the Molina Healthcare website


Home
Join Molina Network
Primary Taxonomy
Search CareTaxonomy...
I do not know my Taxonomy
I am an LTSS or Waiver provider and do not have a specialty
*Type
-- none selected --
Previous
Next
Click here for a list of our frequently asked questions
Return to the Molina Healthcare website

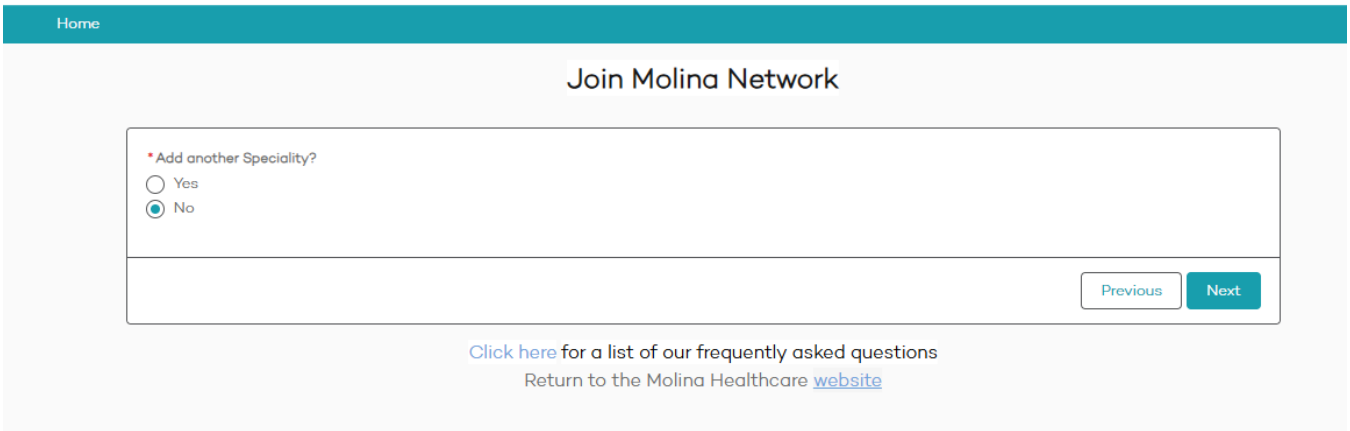


Upon selecting next you are brought to a preview screen of the selections that you have made. The screen provides what request type is appropriate based on taxonomy. To proceed with the request click confirm. You could change the proposed taxonomy by selecting change my taxonomy if what is proposed does not align with your facility.

NOTE: If you select the check box “I am an LTSS or Waiver provider and do not have a specialty” the system will allow you to bypass entering your provider type and specialty.



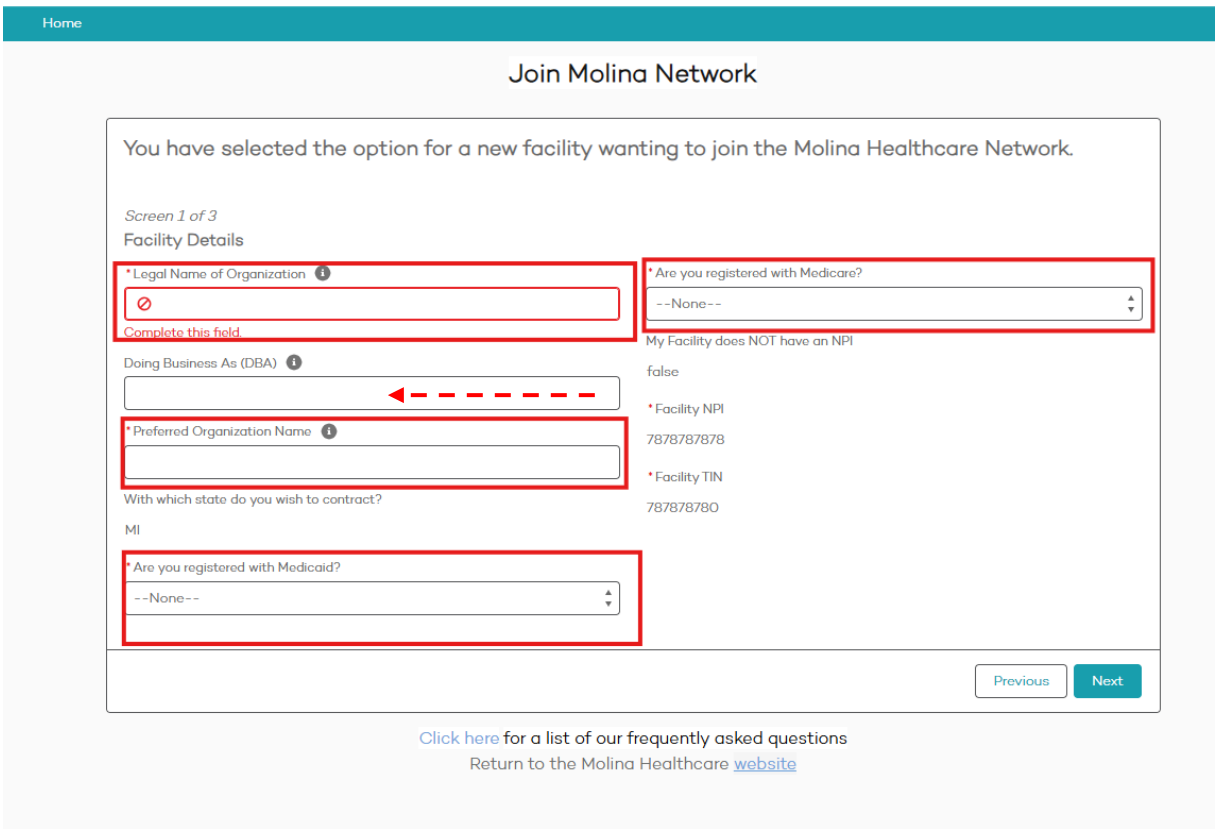
You can add another specialty by clicking yes on this screen. If you do not have any additional to add select no and then click next.



New Facility Request Form Overview

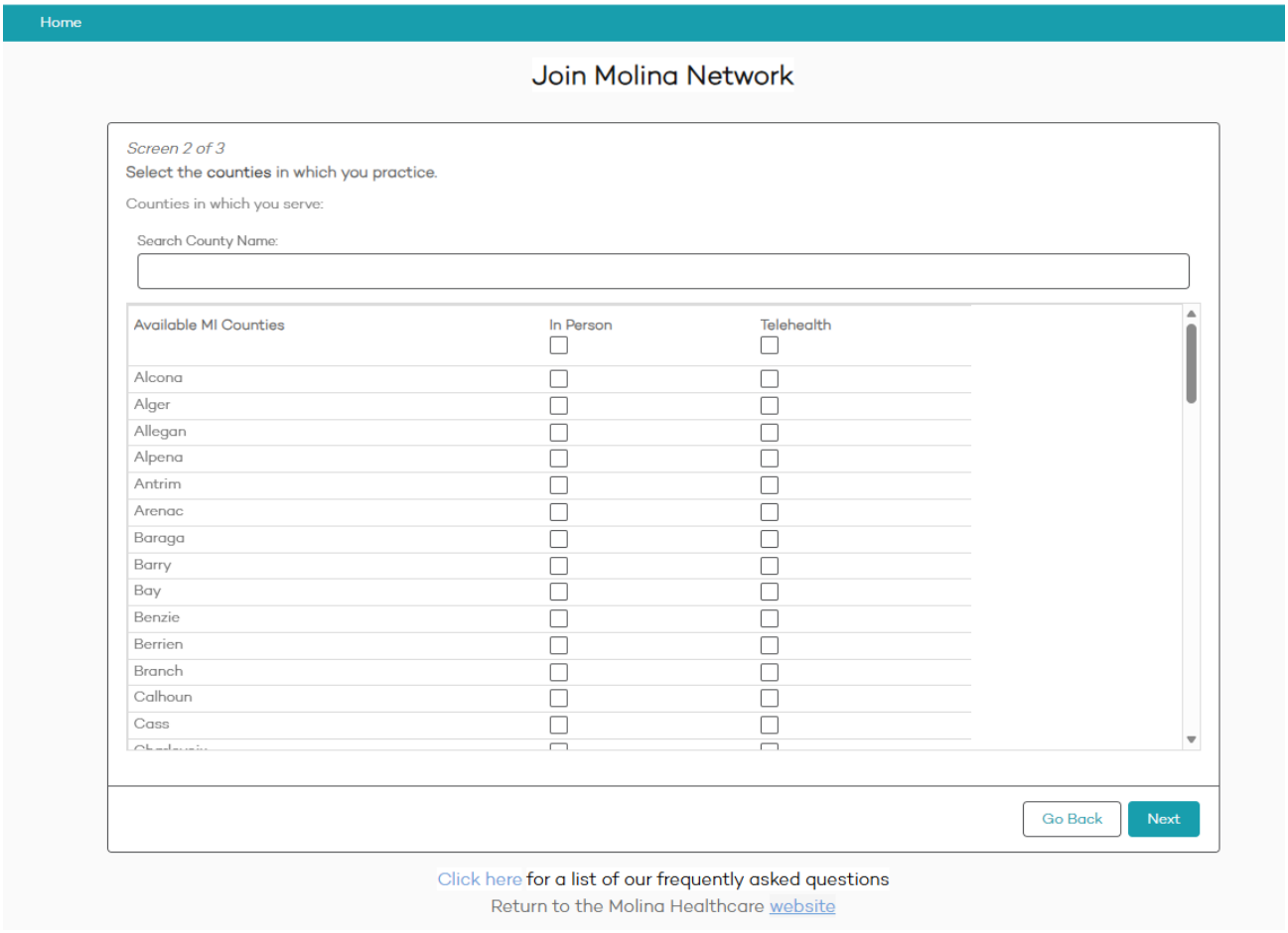
The New Facility request form is completed by the Practice Manager and consists of 3 pages. The following notes are important for this process.

Form Entry Notes
Fields with a * are required fields.
Page 1: **Enter the required data into the fields. If you do not enter all required data, you will not be able to advance to the next screen** -Legal Name of Organization -Preferred Organization Name -Your Medicaid and Medicare participation Note: Other required data that was previously entered on the previous screens will be transferred to the request.
The "Preferred Organization Name" is the name under which the organization operates.



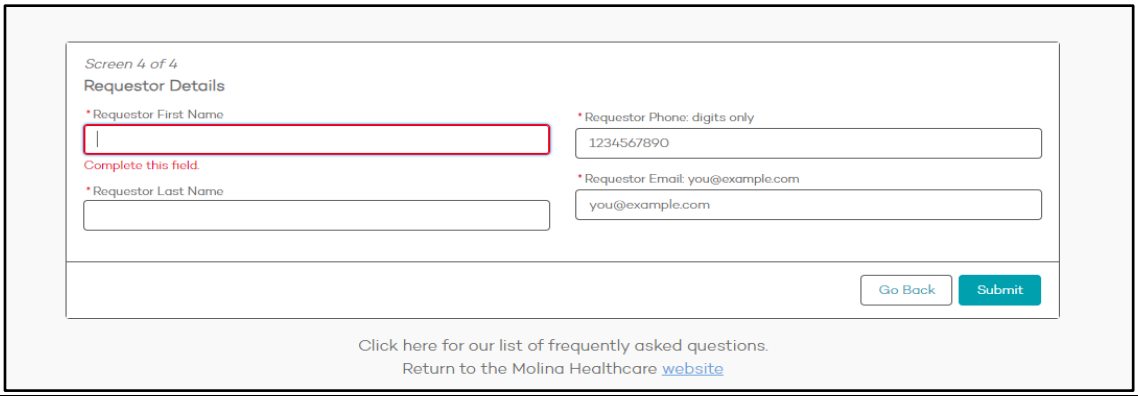
Select the counties in which you practice (Page 2 of 3):

1. In the **Type** search window, locate the county.
2. Check the box next to the applicable in person or telehealth counites

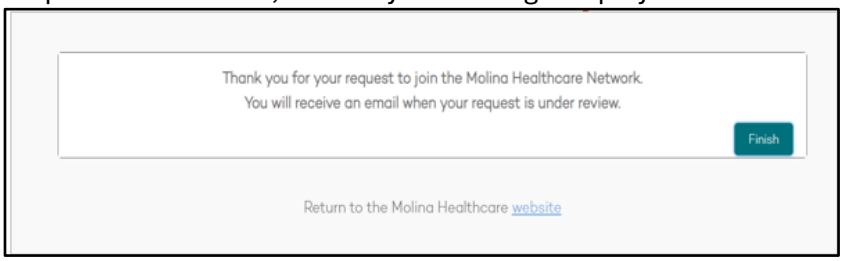


Requestor Details (Page 3 of 3):

1. Enter the requestor's information.
   Note: This information is important because this person will be the contact for any communication.



2. Click **Submit**.
   Note: Once the request is submitted, a thank you message displays.



3. Click **Finish.**
   Result: The requestor is redirected to the "Home" page.

Facility requests submitted through the "Pre-Enrollment Portal" are reviewed by the health plan in Salesforce.

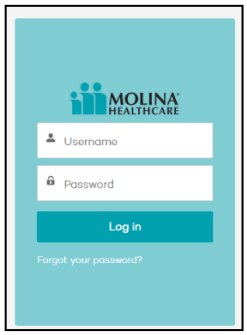
After a thorough review of the information submitted, facility leads are approved or rejected by the health plan based on the health plan requirements (i.e., by service area, provider type, etc.).

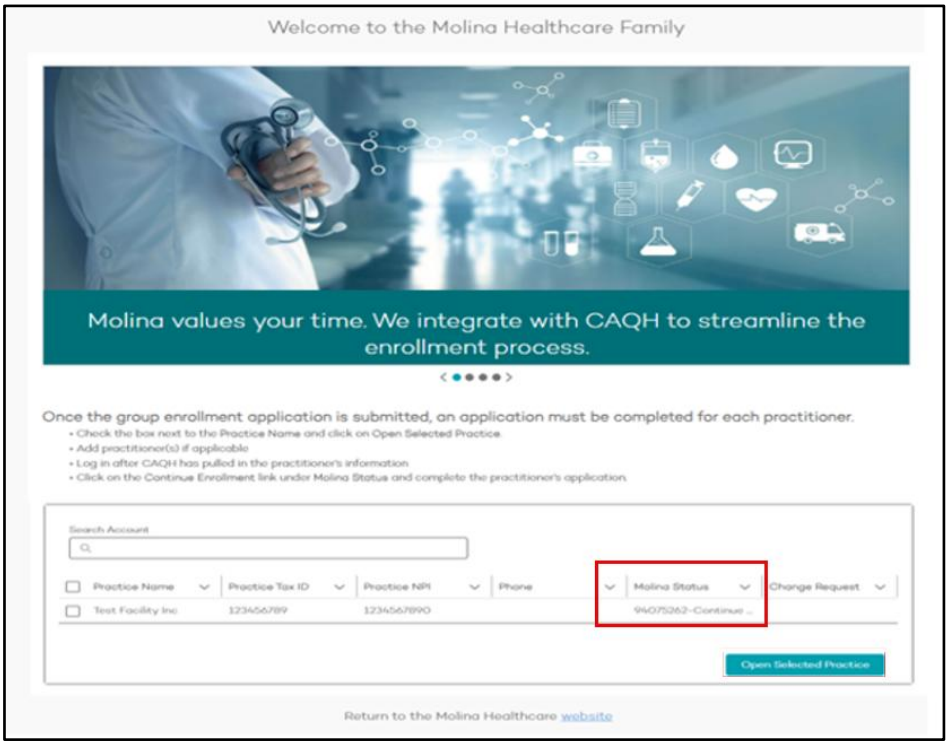
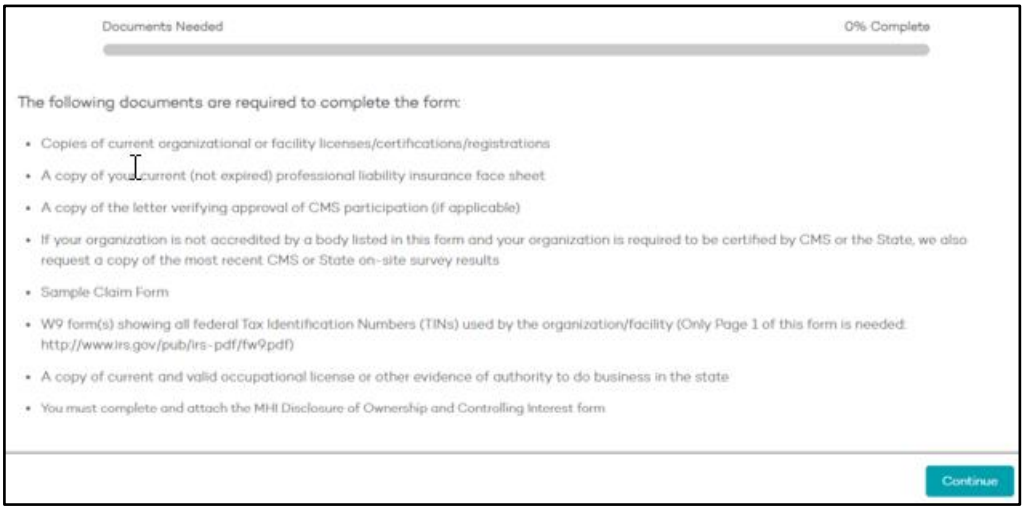
If…	Then…
the health plan approves the request,	the provider receives an email notification regarding the approved status and instructions to log in to the "Provider Network Management (Authenticated) Portal" to complete the application process.
the health plan rejects the request,	the provider receives an email notification regarding the rejected status.

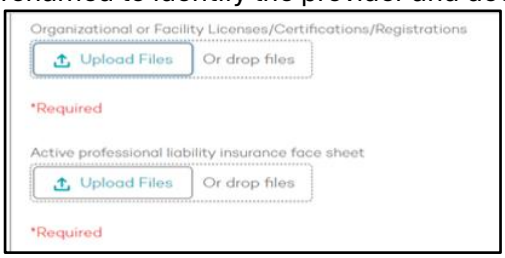
Facility Enrollment

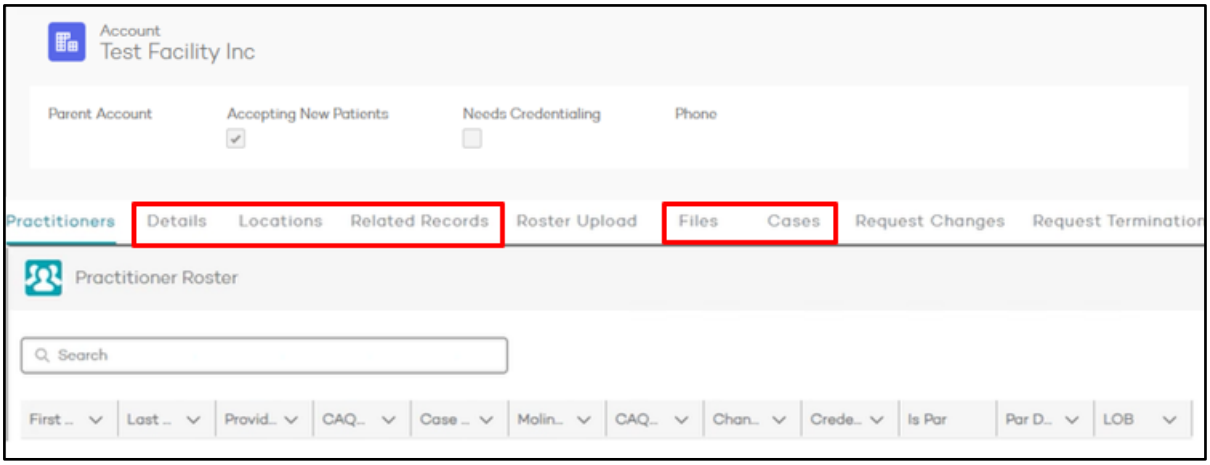
The practice manager follows these steps to enroll a facility:

NOTE: The enrollment process is where your facility information will be gathered. This information is required for your facility to begin the contracting, credentialing and complete the enrollment process.

Step	Action
1	Log in to the "Provider Network Management (Authenticated) Portal" with a username and password. 

2	From the “Welcome” page, “Molina Status” field, click **Continue Enrollment**.  Please note: If this step is not completed your information will not be sent to be credentialed and enrolled with Molina. **Result:** A window displays an all-inclusive list of the documents required for enrollment. This list may vary by state.  **Note:** Submission cannot be completed if any of the required documents are missing.

3	Enter all required information. **Note:** State-specific requirements are included in the enrollment form. a. **Roles:** • A point of contact must be entered for each role. • Add more contacts by moving the button at the bottom of the page to **Yes**. 
4	**Upload Documents:** All required documents are uploaded from this page. **Note:** Molina accepts documents in PDF format only. a. Click **Upload Files**. b. Select the appropriate document file or use the drag-and-drop function. c. Wait for the **Green Check** to appear to ensure the document has been uploaded. **Note:** Once the practice manager uploads and saves a document, the document is systematically renamed to identify the provider and document type.  d. Click **Save and Continue**. **Result**: The application is submitted.  e. Click **Back to Group**.

5	Once the facility application is submitted, the following tabs will populate in the "Provider Network Management (Authenticated) Portal"  **Note:** Practitioners can be added to a facility record via a roster upload or add practitioner button. *Please note that practitioners added to a facility will not go thrugh the credentialing process. If you have proivders that require credentialing they will need to be added to a provider group.*

Facility Cases in Salesforce

Facility Record: Created after the lead is converted in Salesforce	
Credentialing Case	A Credentialing Case is created if the facility **requires** credentialing.
Business Development Cases	A Business Development Case is created if the facility **does not require** credentialing.
Facility Record: Created after sanctions and exclusions have been verified	
Contracting Case	Once a facility application has been submitted in the Provider Network Management Portal, the provider is sent for sanction and exclusion verification. If no sanctions or exclusions are found, then a contracting case is created.
Location Record: Created once the application is submitted in the Provider Network Management (Authenticated) Portal	
Credentialing Case	A Credentialing Case is created if the location **requires** credentialing.
Business Development Cases	A Business Development Case is created if the location **does not require** credentialing.