

Doula Enrollment Tips and FAQs

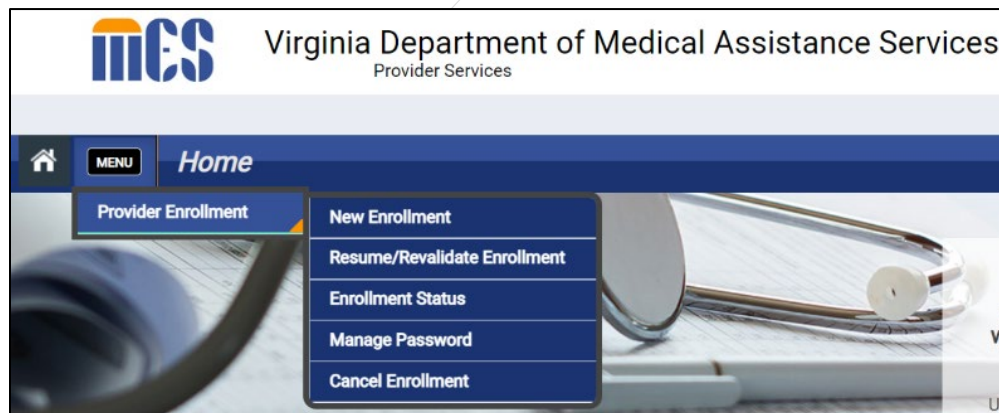
Enrollment Application Overview

- There are multiple sections to the provider enrollment application.
- Each section has required fields.
- You cannot proceed to the next section of the enrollment application if you have not completed all required fields in the preceding section.
- You can start, stop and save your enrollment application for a period of 30 days. Your application will be valid for 30 days. If you do not submit your application within 30 days, you will have to start a new enrollment application.
- You can also check your enrollment status once your application has been submitted. Enrollment application decisions are made within 10 business days of the completed application submission.
- As a doula, you are required to undergo both fingerprinting and background check.

Provider Enrollment Training: <https://vamedicaid.dmas.virginia.gov/training/providers>

- There are a number of readily available resources recommended for providers
 - **PRSS 111** – Provider Enrollment Application – This course introduces the provider enrollment process, identifies the different enrollment types, and provides guidance on the documentation that providers need to prepare prior to enrolling. Then, it shows an overview of what the provider enrollment application looks like and how to submit a provider enrollment application. It also identifies the available training resources.
 - **PRSS 112** – Individual within a Group Enrollment Overview
 - **PRSS 113** – Individual Enrollment Overview
 - **PRSS 115** – Group Enrollment Overview

To initiate new enrollment, check status, resume your application, or changed your enrollment login, visit <https://virginia.hppcloud.com/>.



What should I do prior to enrollment?

- Obtain your state certification. This document must be uploaded with your application to complete processing.
- Apply for and obtain your NPI. Visit <https://nppes.cms.hhs.gov/#/>. An NPI, or National Provider Identifier, is a unique identification number for covered health care providers, created to help send health information electronically more quickly and effectively. Every Virginia Medicaid provider must obtain an NPI prior to enrolling as a Medicaid Provider.
- Obtain your proof of liability insurance. Doulas will be required to attach proof of medical liability insurance at the 1 Million per claim/3 Million per year policy levels.



For assistance with the enrollment process, doulas can contact Provider Enrollment Services at 804-270-5105 or 1-888-829-5373.

Note: If you are enrolling as an individual within a group, the group's declaration page can be submitted as proof of liability insurance; verification will be completed upon review.

Can I enroll as an individual or a group?

Doulas can enroll as a group. In addition, doulas may also enroll as an individual provider, as an individual within a group, or both.

If you wish to enroll as an individual within a group, that group must be enrolled with Virginia Medicaid before you can affiliate with that group.

If you wish to enroll as an individual provider and an individual provider within a group, you can complete the individual enrollment application and link your association to the group you wish to join. This will combine both enrollments.

Why might a doula enroll as both an individual and an individual with a group?

As an individual provider, you may service clients outside of your group affiliation. For these clients, you will bill for services you have rendered. As an individual enrolled within a group, your group will bill for the services you have rendered; the group will pay you for those services according to your employment or contract with the group.

Note: The enrollment choice you select on General Information of the enrollment application cannot be changed once it has been submitted. Once you leave General Information, that application enrollment choice **will not** change; you will need to start a new application if you have selected the incorrect choice for enrollment.

What's the difference of enrolling as an individual and enrolling as individual within a group?

As an individual provider, you will be responsible for the administrative tasks associated with claims submissions for reimbursement. When enrolling as an individual within a group, that group will submit claims on your behalf. This is a benefit for some doulas as not every doula will be experienced with Medicaid billing and reimbursement practices.

What if I already have an NPI?

Your individual NPI follow is a unique identifier that follows you for life. If you are enrolling as a doula, you must update your NPI to include the doula classification; this is associated with the taxonomy for doulas. To update your taxonomy, visit <https://nppes.cms.hhs.gov/#/>.

What is the taxonomy for doulas?

374J00000X

I am enrolling as an individual, do I use my tax id or my SSN?

You can use either your tax id or SSN when enrolling as an individual.

How do I link affiliation to my group?

In the Associations section of the enrollment application, you will link your affiliation to the group by using the group's established NPI.

What do I do if my group has multiple locations, but I am not providing services at each location?

In the Associations section of the enrollment application, you will enter in the group service locations that you will render services from using the group's location id. For the specific location id, please check with the group administrator; each group service location is assigned a specific location id.



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Note: MULTIPLE SERVICE LOCATIONS – Only certain Provider Types are allowed to add more than one Service Location on a single application. Additional Service Locations must apply to the same Provider Type, Tax ID and

NPI. If the **Create New** button is disabled after entering one Service Location, this means only one service location is allowed.

What if I enroll as both an individual and an individual with a group, but want to use the same billing address, is this possible?

Yes, you can use your group's billing address for billing purposes. You will want to ensure the group administrator is aware you will use their billing address for services you have rendered as an individual provider.