

ATTACHMENT C – PROVIDER ENROLLMENT

All Blended Case Management providers shall be licensed/approved by the Office of Mental Health and Substance Abuse Services (OMHSAS) to provide blended case management (BCM) services. OMHSAS-approved/licensed providers of BCM services shall be enrolled into Pennsylvania's Medical Assistance (MA) Program to receive payment for BCM services rendered to eligible recipients. Enrollment in the MA Program includes meeting the conditions of these guidelines and enrolling in PROMISe™ as a BCM provider prior to billing for services. When in conflict, these guidelines shall prevail over requirements established in other bulletins.

New BCM providers shall apply for a PROMISe™ service location number. This is accomplished by completing a PROMISe™ Provider Enrollment Base Application. For any new provider, or for a provider expanding services to include BCM, the county must notify the Department in writing of their intent to support the program under county funding, MA fee-for-service funding, and/or HealthChoices funding. Existing BCM providers do not have to take any additional steps to remain enrolled as BCM providers.

Procedure to Enroll in PROMISe as a Blended Case Management Provider

The PROMISe™ provider enrollment application can be found at: <http://www.dpw.state.pa.us/omap/promise/enroll/omappromiseenroll.asp>. The provider shall complete all the required enrollment documents for Provider Type 21, Case Manager, and list each location that will be performing blended case management services. Providers should also review the “Requirements/Additional Information/Forms” section for Provider Type 21 to ensure the application is complete when submitted. Required documentation is listed in the checklist below:

- ✓ Completed and signed Pennsylvania PROMISe™ Provider Enrollment Base Application
- ✓ Case Management Addendum for Blended Case Management
- ✓ TIN Label or document from the IRS which includes the TIN
- ✓ Signed DPW Provider Agreement for Outpatient Providers
- ✓ Copy of OMHSAS Site Survey Approval for Blended Case Management
- ✓ Letter from County indicating Financial Support for Blended Case Management

Mail the completed PROMISe enrollment application and accompanying documentation to:

DPW/OMHSAS
Provider Systems and Database Management Unit
DGS Annex Complex
Bldg #31, Shamrock Hall, 2nd Fl.
PO Box 2675
Harrisburg, PA 17105-2675

Provider will receive a letter informing them of their enrollment into PROMISe™ as a provider of Blended Case Management services.