

Governing Body: MARION COUNTY COMMUNITY AND PROVIDER SERVICES (CAPS)	Function: INTEGRATED DELIVERY SYSTEM (IDS) HANDBOOK	
Subject: Clinician Qualifications/IDS Request Form for a New Provider & Obtaining NPI Identifiers	Prepared By: CAPS	Original Date: 10/01/2007 Revised Date: 01/01/2009

PURPOSE AND SIGNIFICANCE:

The IDS statements regarding Clinician Qualifications are designed to be consistent with the State of Oregon Administrative Rules (OARs) and the Mid-Valley Behavioral Care Network (MVBCN) process. IDS Provider staff identified in the MVIPA Website must be credentialed as Qualified Mental Health Professional (QMHP), Qualified Mental Health Associate (QMHA), or Licensed Medical Practitioner (LMP), according to the OAR credentialing requirements; credentialed professionals are expected to deliver services within the scope of their credentials according to the Medicaid Procedure Codes and Reimbursement Rates. An IDS Provider may only deliver services within the scope of a treatment plan developed and supervised by a QMHP or LMP.

Community and Providers Services (CAPS) requires a National Provider Indicator (NPI) for each individual service provider who will be identified on a claim as delivering and receiving reimbursement for service(s) to a Member. A federal mandate of Health Insurance Portability and Accountability Act (HIPAA) requires that all providers of service(s) must possess an NPI. A NPI is a 10-digit number used to identify an individual Clinician to all his/her health care partners, including payers in all HIPAA standard transactions. NPIs replace all previous individual identifiers used in claim transactions. NPIs are required for all individual Clinicians currently in the IDS and will need to be included on the *IDS New Practitioner Form*.

PROCESS AND/OR PROCEDURE:

When an agency is considering hiring or replacing a practitioner, CAPS requires that all IDS Providers fill out the attached *IDS New Practitioner Form*. This process is only applicable to practitioners who you intend to provide Outpatient mental health services for Members. The *IDS New Practitioner Form* is official notification of the change in or changing of practitioners within the IDS. This process assists in management of the IDS panel as a whole, creating a system that can respond to overall OHP needs, and providing consistent equal opportunity for new OHP business.

When an IDS provider expands or terminates a provider within their agency, an *IDS New Practitioner Form* is required to be filled out and faxed to (503) 361-2782 Attn: Health Resource Coordinator. This form is to be signed by an authorized agency representative. Once CAPS receives and verifies that the form is complete, it will then be sent to the Third Party Administrator (TPA) to enroll them in the MVIPA website. The TPA will then inform CAPS that the new Clinician is entered into the system. All **completed** forms received by a providing

agency will be sent over to our Third Party Administrator within three (3) business days. CAPS will notify the data manager assigned, as well as the clinical supervisor, from that providing agency that their employee is able to bill Members. You may e-mail the Health Resource Coordinator at cbmccollum@co.marion.or.us IDS Providers are required to send a Clinician list (*Monthly Practitioner Report*) to the Health Resource Coordinator on the 1st of each month. This report should contain a list of current and recent terminated providers in your agency. In addition, the *Monthly Practitioner Report* should identify providers who are licensed and are bilingual.

Guidelines for Obtaining National Provider Identifiers (NPIs)

CAPS is requiring an NPI for each individual service provider who will be identified on a claim as delivering and receiving reimbursement for a service to a Member. NPIs are required for all individual providers currently in the IDS and will need to be included on the *IDS New Practitioner Form* in order for a request to be processed. All Clinicians within the IDS will need an NPI in order to have claims processed by the TPA.

Individual NPIs must be obtained for all MDs, LMPs, RNs, QMHPs, QMHAs, and Interpreters in the IDS. There are three (3) ways for Clinicians to apply for an NPI:

1. A web-based application process at <https://nppes.cms.hhs.gov>.
2. Complete the paper application, Form CMH-10114 (02/05) EF (05/2005), and mail the application to:
NPI Enumerator
PO Box 6059
Fargo, ND 58108-6059
The paper application is available at <https://nppes.cms.hhs.gov> or by calling 1-800-465-3203.
3. With the Clinician's permission, the agency can submit all individual clinicians' applications in an electronic file transmission.

Each individual provider's NPI application requires a Taxonomy Code. A Taxonomy Code is a 10-digit code that identifies the individual's provider type or specialty. A list of Taxonomy Codes is available at www.wpc-edi.com/taxonomy or an individual may submit his/her application by providing a written description in the space provided on the application. If you provide a written description, a code will be assigned. When you go into the website, you will be able to select the most appropriate code for the QMHPs and medical staff at your agency. These codes are not "assigned" to health care providers; rather, health care providers select the taxonomy code(s) that most closely represents their education, license, or certification. Below are the *only* codes used for QMHAs and Interpreters.

Qualified Mental Health Associates (QMHAs) are required by CAPS to provide a Taxonomy Code. The code that best describes the provider type or specialty for a QMHA is:

Taxonomy Code # 171M00000X – Case Manager, Care Coordinator: A person who provides case management services and assists an individual in gaining access to needed medical, social, educational, and/or other services. The person has the ability to provide an assessment and review of completed plan of care on a periodic basis. This person is also able to take collaborative action to coordinate the services with other

providers and monitor the enrollee's progress toward the cost-effective achievement of objectives specified in the plan of care. Credentials may vary from an experience in the fields of psychology, social work, rehabilitation, nursing or a closely related human service field, to a related Assoc of Arts Degree or to nursing credentials. Some states may require certification in case management.

Interpreters who have on-going employment with an agency and are identified as themselves on claims are required to provide a Taxonomy Code. The code that best describes the provider type or specialty for an Interpreter is:

Taxonomy Code # 171R00000X – Interpreter: An Interpreter is a person who translates oral communication between two or more people. This includes translating from one language to another or interpreting sign language. An interpreter is necessary for medical care when the patient does not speak the language of the health care provider or when the patient has a disability involving spoken language.

IDS Providers who use Interpreters for occasional services can also submit claims using an interpreter staff name identified by the agency and agency's NPI number.

Additional information about NPI can be obtained at: <http://www.cms.hhs.gov/NationalProviderStand/>