



Iowa Department of Human Services

Iowa Medicaid Provider Enrollment

The purpose of this document is to provide direction on how to enroll as an Iowa Medicaid provider and clarify how the different provider types are associated with the services that can be performed under each provider type code. To enroll with Iowa Medicaid, providers must complete the Iowa Medicaid Provider Enrollment Application and submit it to the Iowa Medicaid Enterprise (IME) Provider Enrollment Unit. The enrollment application is used to screen and verify that the provider has met federal regulations and state requirements prior to enrollment.

How to Enroll

If the Tax ID that you are enrolling under is not actively enrolled in the Iowa Medicaid program the following forms are required:

- Provider Application Form 470-0254
- Provider Agreement Form 470-2965
- Electronic Fund Transfer (EFT) Authorization Form 470-4202
- IRS Form W-9
- Form 470-5112, Designated Contact Person

If the Tax ID is currently active in the Iowa Medicaid program and you are simply adding a new person or part to an otherwise actively enrolled entity, the following form is required:

- Provider Application Form 470-0254 (page 9-10)

Submit the completed enrollment forms and all supporting documentation to:

Iowa Medicaid Enterprise
Provider Enrollment Unit
PO Box 36450
Des Moines, Iowa 50315

Or Email: IMEProviderEnrollment@dhs.state.ia.us

Type of Provider

Iowa Medicaid assigns each enrollment a provider type code. Each provider type code is linked to a specific category of individual professionals, institutional or type of service categories. The master provider listing used to identify provider types is listed on page eight of the Iowa Medicaid Provider Enrollment Application, 470-0254.

Using the chart below, match your license or certification type to the provider type/description and enter the provider type code in box 16 of the Iowa Medicaid Provider Enrollment Application.

The chart below is intended to clarify questions related to provider category largely for those who are currently enrolled with Magellan and now need to enroll with IME.

Provider Type/Description	License or Certification Type	Services
62-Behavioral Health	<ul style="list-style-type: none"> • Licensed Marital and Family Therapist (LMFT) • Licensed Independent Social workers (LISW) • Licensed Master Social Workers (LMSW) • Licensed Mental Health Counselors (LMC) • Certified Alcohol and Drug Counselors 	<ul style="list-style-type: none"> • Assessment • Diagnosis • Interpreter Services • Treatment Plan • Treatment <p>Specific policies and excluded services are located in the Iowa Medicaid Provider manual at: http://dhs.iowa.gov/sites/default/files/BehaviorHealth.pdf</p>
63-Behavioral Health Intervention (BHIS)	<p>All Providers must be enrolled as an organization/agency- not an individual practitioner or group. Each site must have <u>one</u> of the following accreditations:</p> <ul style="list-style-type: none"> • Mental Health Provider or Community Mental Health Center Provider under IAC441 Chapter 24 • Residential group care setting licensed under IAC441 • The Joint Commission Accreditation • Health Facilities Accreditation Program • Council on Accreditation Facilities • Council on Accreditation • Accreditation Association for Ambulatory Healthcare <p>Staff education and experience is outlined in the Behavioral Health Intervention Services provider manual page 2.</p>	<ul style="list-style-type: none"> • Behavior Intervention • Crisis Intervention • Family Training • Skills Training and Development • Community-Based Behavioral Health Intervention • Residential Behavioral Health Intervention <p>Specific policies and excluded services are located in the Iowa Medicaid Provider manual at: http://dhs.iowa.gov/sites/default/files/BHlthInte_r_2.pdf</p>
64-Habilitation Services	<p>Case Management:</p> <ul style="list-style-type: none"> • Accredited Under 441 IAC – Chapter 24 for Case Management <p>Day Habilitation:</p> <ul style="list-style-type: none"> • Accredited by The Commission on Accreditation of Rehabilitation Facilities (CARF) to provide services that qualify as Day Habilitation • Accredited by CARF for Community Services: 	<ul style="list-style-type: none"> • Case Management • Day Habilitation • Prevocational • Supported Employment • Home-Based Habilitation

Community Integration,
Community Based
Rehabilitation, Adult Day Care,
or Personal and Social Services

- Accredited by The Council for Quality and Leadership in Supports for People with Disabilities (CQL)
- Certified under 441 IAC – Chapter 24 to provide Day Treatment or Supported Community Living services
- An agency that is not accredited by the Commission on Accreditation of Rehabilitation Facilities but has applied to the Commission within the last 12 months for accreditation to provide services that qualify as day habilitation under 441—sub rule 78.27(8). An agency that has not received accreditation within 12 months after application to the Commission is no longer a qualified provider.

Home-Based Habilitation:

- Certified to provide Supported Community Living services under the Intellectual Disability (ID) or Brain Injury (BI) waiver
- Certified under 441 IAC – Chapter 24 to provide Supported Community Living
- Accredited by The Commission on Accreditation of Rehabilitation Facilities (CARF) as a Community Housing or Supported Living service provider
- Accredited by The Council on Accreditation of Services for Families and Children (COA), by The Council for Quality and Leadership in Supports for People with Disabilities (CQL), or by The Joint Commission on Accreditation of Healthcare Organizations (JCAHO)

Prevocational:

- Accredited by The Commission on Accreditation of Rehabilitation Facilities (CARF) as an Organizational Employment service provider
- Accredited by The Council for Quality and Leadership in Supports for People with

	<p>Disabilities (CQL)</p> <p>Supported Employment:</p> <ul style="list-style-type: none"> • Certified to provide Supported Employment services under the Intellectual Disability (ID) or Brain Injury (BI) waiver • Accredited by The Commission on Accreditation of Rehabilitation Facilities (CARF) as an Organizational Employment service provider • Accredited by The Council on Accreditation of Services for Families and Children (COA), or by The Joint Commission on Accreditation of Healthcare Organizations (JCAHO) 	<p>Specific policies and excluded services are located in the Iowa Medicaid Provider manual at:</p> <p>http://dhs.iowa.gov/sites/default/files/Habilitati on.pdf</p>
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<p>41-Psychiatric Medical Institution for Children (PMIC)</p>	<p>PMICs must meet <u>all</u> the following conditions:</p> <ul style="list-style-type: none"> • Be accredited by a federally recognized accreditation organization, such as: <ul style="list-style-type: none"> ✓ The Joint Commission on the Accreditation of Health Care Organization ✓ The commission on accreditation of Rehabilitation Facilities ✓ The Council on accreditation of Services for Families and Children ✓ Any other organization with comparable standards • Have been issued a license by the Department of Inspections and appeals • Have been awarded a Certificate of Need from the Department of Public Health • Have received written approval of need for the Department of Human Services, Division of Adult, Children and Family Services • Be in compliance with all applicable state rules and standards regarding the operation of comprehensive residential facilities for children. 	<ul style="list-style-type: none"> • Inpatient Services • Outpatient Services <p>Coverage of Services can be found in the PMIC provider manual at:</p> <p>http://dhs.iowa.gov/sites/default/files/PMIC.pdf</p>
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If you have any questions, please contact the IME Provider Enrollment Unit at 1-800-338-7909 or by email at: imeproviderenrollment@dhs.state.ia.us.