

# Nebraska Provider Screening and Enrollment

**DATE:** November 25, 2015  
**FROM:** Kris Radke, Project Director, MAXIMUS Nebraska Provider Screening and Enrollment  
**TO:** All Nebraska Medicaid Providers  
**SUBJECT:** Nebraska Provider Screening and Enrollment

The purpose of this notice is to offer information and guidance regarding the upcoming transition of Provider Screening and Enrollment from Nebraska Medicaid & Long-Term Care (MLTC) to MAXIMUS Health Services, Inc. (MAXIMUS) planned for **December 1, 2015**.

Nebraska Medicaid & Long-Term Care (MLTC) has contracted with MAXIMUS to assist the Division in being compliant with the requirements mandated in [42 CFR, Subpart E – Provider Screening and Enrollment](#).

Beginning December 1, 2015, Service Provider Agreements must be submitted to MAXIMUS. Providers can complete, submit, and update their service provider agreements electronically using the new NE Provider Screening and Enrollment Web Portal [www.nebraskamedicaidproviderenrollment.com](http://www.nebraskamedicaidproviderenrollment.com).

**If you have any questions or need assistance please contact MAXIMUS NE Provider Screening and Enrollment:**

- MAXIMUS Provider Customer Service: 1-844-374-5022 (M-F 8:00am-5:30pm CST)
- MAXIMUS NE Provider Customer Service Email Address: [nebraskamedicaidPSE@maximus.com](mailto:nebraskamedicaidPSE@maximus.com)
- MAXIMUS Toll-Free Fax Number: 1-844-374-5026
- Mailing Address:
  - o MAXIMUS NE Provider Screening and Enrollment
  - o PO BOX 81890
  - o Lincoln, NE 68501

**Requirements for enrolling as a provider and additional Provider Screening & Enrollment information can be found on the following Nebraska Medicaid Program web sites:**

- Provider Screening and Enrollment: <http://dhhs.ne.gov/medicaid/Pages/Provider-Screening-and-Enrollment.aspx>
- Screening & Enrollment FAQs: <http://dhhs.ne.gov/medicaid/Documents/MedicaidproviderFAQs.pdf>
- Provider Enrollment: [http://dhhs.ne.gov/medicaid/Pages/med\\_providerenrollment.aspx](http://dhhs.ne.gov/medicaid/Pages/med_providerenrollment.aspx)
- Provider Handbooks: [http://dhhs.ne.gov/medicaid/Pages/med\\_ph.aspx](http://dhhs.ne.gov/medicaid/Pages/med_ph.aspx)



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## Who initiated the screening and enrollment guidelines?

The Centers for Medicare and Medicaid Services (CMS), under standards established by the Affordable Care Act (ACA), with a focus on strengthening requirements for Medicaid provider screening and other enrollment requirements.

## What are some of the new provider screening and enrollment guidelines?

- ✓ Enhanced provider screening and enrollment based on risk categories (limited, moderate and high) for fraud, waste and abuse for each provider type as assigned by CMS and Nebraska Medicaid.
- ✓ Unannounced pre and post enrollment site visits.
- ✓ Fingerprint-based criminal history records checks.
- ✓ Updated Disclosure of Ownership and Controlling Interest Statements
- ✓ Enrollment of ordering/referring providers
- ✓ Collection of application enrollment fees for business organizations and entities Implementation of a temporary moratorium on new provider enrollments, when instructed by CMS, to protect against high risk of fraud and abuse.
- ✓ Revalidation of enrolled providers *at least every five years*.

## How can I obtain more information regarding provider screening and enrollment requirements?

- Visit the [Nebraska Provider Screening and Enrollment Provider Web Portal - Provider Ed & Training Resources page](#)
- Visit the [Nebraska Medicaid Program's Provider Screening and Enrollment Website](#)
- Call MAXIMUS Provider Customer Service at 1-844-374-5022 (Monday-Friday 8:00am-5:30pm Central Standard Time)
- [Federal Register, Vol 76, No. 22, dated February 2, 2011](#)

## How can I obtain information of how to use the Nebraska Provider Screening and Enrollment Web Portal?

- Visit the [Nebraska Provider Screening and Enrollment Provider Web Portal - Provider Ed & Training Resources page](#)
- Call MAXIMUS Provider Customer Service at 1-844-374-5022 (Monday-Friday 8:00am-5:30pm Central Standard Time)

## How long will the enrollment process take?

All providers must complete certain forms. Depending on your Provider Type you may be required to submit additional documentation with your enrollment application. Most required forms can be completed electronically using the Nebraska Provider Screening and Enrollment Web Portal.

After establishing a user account, the information each provider will be prompted to enter and upload is driven by their Provider Category (Individual/Solo, Group Member, Group/Institution, Facility, or Pharmacy), their Provider Type (e.g. physician, home health, hospital), and their Provider Specialty.

- Our Web Portal allows providers to upload any additional required documentation directly from their computer.
- Enrollment requirements for all provider types can be located on the [Nebraska Medicaid Program's Provider Enrollment Website](#)

Using the Nebraska Provider Screening and Enrollment Web Portal, it can take approximately 15-20 minutes to submit an application and upload any required documentation depending on the provider's type/specialty. Your application is then reviewed for completeness and required screening is conducted. (Generally 1-3 days). Depending on your Risk Level a site visit may be required.

If an application is missing a required form or information, such as a license number, a provider will receive an electronic notification via email notifying them their application requires further attention. Providers can then return to the Nebraska Provider Screening and Enrollment Web Portal and provide the additional information or

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documentation. The application will be reviewed again for completeness and then required screening will be conducted.

## How long will the screening process take?

That depends on a provider's type and Risk Level. To find out the Risk Level that applies to your provider type visit the [Nebraska Medicaid Program's Provider Screening and Enrollment Website](#) and click on the Provider Screening Risk Levels document.

- Limited Risk** level involves required State and Federal database screening.
- Moderate Risk** Level requires database screening and may also include an unannounced Pre-enrollment Site Visit. If you require a Site Visit, it will take place within 10 days after your application is submitted and passes our review and screening process.
- High Risk Level** requires database screening, unannounced pre-enrollment Site Visit, and criminal background checks for providers, and owners with 5% or more ownership interest in the provider. This fingerprinting and criminal background check requirement will not be implemented until sometime in 2016.

### *Each category of provider/supplier must undergo different types of screening*

| Type of Screening Required  | Limited | Moderate | High |
|---|---------|----------|------|
| Verification of any provider/supplier-specific requirements established by Nebraska Medicaid  | X       | X        | X    |
| Conduct license verifications (In and Out of State)   | X       | X        | X    |
| Database Checks (i.e. Verification of National Provider Identifier (NPI), OIG & Nebraska Medicaid exclusion, SSDMF for individual practitioners and owners) | X       | X        | X    |
| Unannounced Site Visits (Pre and Post Enrollment, Revalidation)   |         | X        | X    |
| Fingerprint-Based Criminal History Record   |         |          | X    |
| Check of law enforcement repositories   |         |          |      |

## How can we get an enrollment status update?

- Contact MAXIMUS Provider Customer Service 1-844-374-5022 (Monday-Friday, 8:00am-5:30pm, Central Standard Time)
- You can also check the status of your enrollment on the Provider Management Home page by logging into your [Nebraska Screening and Enrollment Web Portal](#) account

## How will we be notified that our application is approved to participate in Nebraska Medicaid?

- Providers will receive a notification from MAXIMUS Provider Screening and Enrollment welcoming them to Nebraska Medicaid after all mandatory screening has taken place and a site visit is conducted if required.