CIS PROVIDER ENROLLMENT IN HOKU



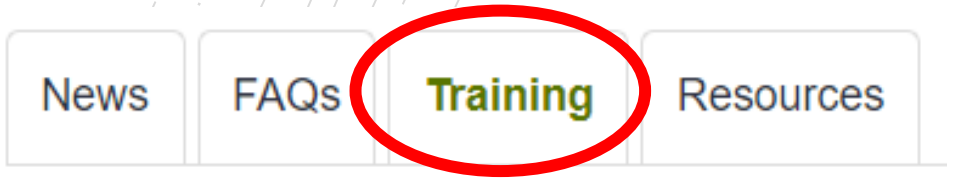
Agenda

- Become a New CIS Provider
- Enrollment Type: Atypical vs FAO
- Provider Types
- NPI: Need for NPI
- Medicaid Provider Number
- Application steps
- Documents
- Fees, Site Visit and PHE Emergency
- Repair Edit Update Agency Provider Information

Become A New CIS Provider

HOKU ONLINE-Medicaid Provider Applications

Go to: https://medquest.hawaii.gov/en/plans-providers/Provider-Management-System-Upgrade.html



Select “Training”, review slides and videos

HOKU Website Links:

Effective June 21, 2021, please bookmark the new URL after signing in

- NEW - Create HOKU Username and Password - **Click here**
- NEW - Logon to HOKU - **Click here**

Register for HOKU (additional training to follow)

Log on: 14 steps to complete the HOKU application. Have documents to upload ready

Enrollment Type: Atypical vs FAO

Atypical	FAO
"Atypical" providers deliver non-health care services	Facility/ Agency /Organization (FAO) provider is an entity that provides health care services
Agencies or Individuals	Agencies or Individuals
No NPI required	NPI Required
Ex.	Ex. CCS CBCM Providers

Provider Type

- Provider type indicates what “kind” of billable services the provider is contracted to do.
- Provider types include **individuals, facilities, and agencies**.
- **CIS Provider Types**:
  - PT A3 Community Service Agency
  - PT 77 Mental Health Rehab Option (MRO)
    - CCS providers
  - PT 02 Hospital
- A different Medicaid ID # is assigned to your agency for service/provider type you are enrolled to provide.
- HOKU Application step # 4

National Provider Identifier (NPI) Number and NPI Taxonomy Codes for CIS

NPI Number

- FAO providers require an NPI Number
- To apply for or edit an NPI, go to the NPPES link: https://nppes.cms.hhs.gov/#/
- The NPI is a unique 10-digit identification number for covered health care providers.
- A different NPI number is required for each provider type/provider ID # you apply for
- NPI is used by QI Health Plans for billing

Recommended CIS NPI Taxonomy Codes:

Primary	251S00000X	Community/Behavioral Health
Secondary	251B00000X	Case Management

A taxonomy code is a unique 10-character code that designates your classification and specialization. You will use this code when applying for a National Provider Identifier, commonly referred to as an NPI.

Medicaid Provider ID Number

- A Medicaid Provider Number is a unique 6-digit identifier issued by the Medicaid program for each type of service your agency provides.
- Your Hawaii Medicaid Provider ID #s are only good in the state of Hawaii

- **STATUS in HOKU**
- A ctive
- P ending
- T ermination

Summary Grid

Enrollment Type	Individuals	Agencies	NPI Required	Taxonomy	Provider Types
Atypical	X	X	No	No	A3 CSA
FAO	X	X	X	Primary 251S000000X	PT 77 MRO PT 02 Hospital
				Secondary 251B000000X	

HOKU Application Steps

Step
Step 1: Provider Basic Information
Step 2: Add Locations
Step 3: Add Correspondence Address
Step 4: Add Provider Type/Specialties/Subspecialties
Step 5: Associate Billing Provider/Other Associations
Step 6: Add License/Certification/Other
Step 7: Add Additional Information
Step 8: Add Provider Controlling Interest/Ownership Details
Step 9: Add Taxonomy Details
Step 10: Fee Payment
Step 11: Upload Documents
Step 12: Complete Enrollment Checklist
Step 13: Submit Enrollment Application for Approval

Application Tips



- Before starting your HOKU Application gather your documents
- Save application number and new Medicaid Provider ID
- Naming convention for your agency

HOKU Documents

Step #11 Upload Documents



W-9



GENERAL EXCISE TAX (GET)

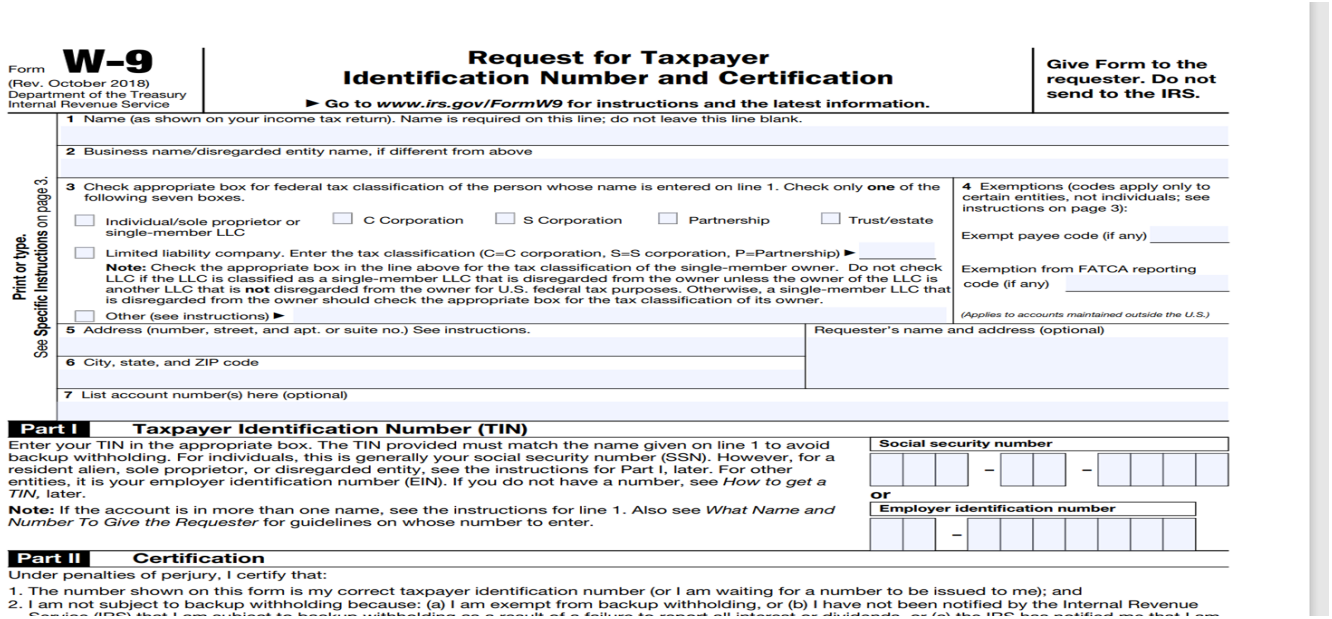


INSURANCES: **CGL** REQUIRED, **AUTO (COMPANY OWNED** VEHICLE, PROFESSIONAL AS NEEDED



LICENSES/CERTIFICATIONS AS NEEDED

W-9



Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I **Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

– –

or

Employer identification number

–

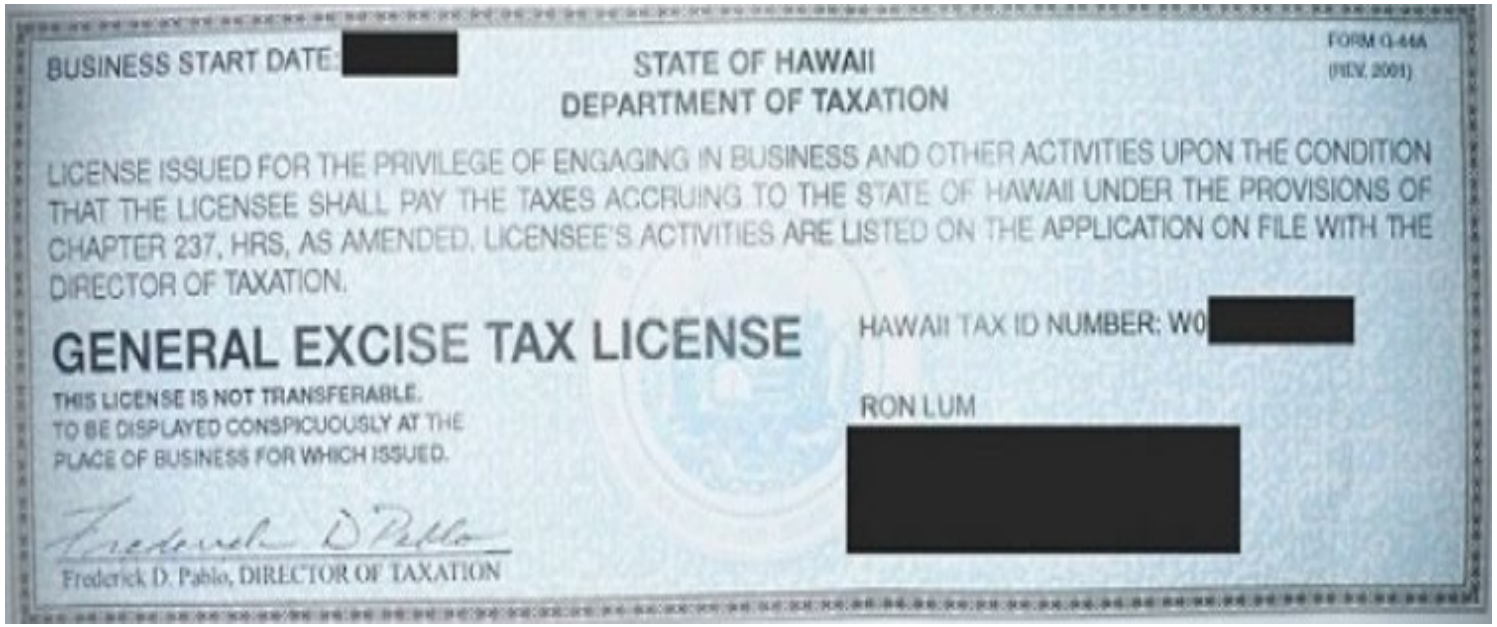
Part II **Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue

- IRS form used to request a taxpayer identification number (TIN).
- The W-9 form requires the contractor's name, address, and taxpayer ID number.
- The W-9 tax form can also show the legal organization of the contractor’s business.

General Excise Tax (GET)



BUSINESS START DATE: [redacted]

STATE OF HAWAII
DEPARTMENT OF TAXATION

FORM G-66A
(REV. 2001)

LICENSE ISSUED FOR THE PRIVILEGE OF ENGAGING IN BUSINESS AND OTHER ACTIVITIES UPON THE CONDITION THAT THE LICENSEE SHALL PAY THE TAXES ACCRUING TO THE STATE OF HAWAII UNDER THE PROVISIONS OF CHAPTER 237, HRS, AS AMENDED. LICENSEE'S ACTIVITIES ARE LISTED ON THE APPLICATION ON FILE WITH THE DIRECTOR OF TAXATION.

GENERAL EXCISE TAX LICENSE

HAWAII TAX ID NUMBER: W0[redacted]

THIS LICENSE IS NOT TRANSFERABLE.
TO BE DISPLAYED CONSPICUOUSLY AT THE PLACE OF BUSINESS FOR WHICH ISSUED.

RON LUM
[redacted]

Frederick D. Pablo, DIRECTOR OF TAXATION

- GET is the registration of your business in Hawaii for tax purposes.

Fees, Site Visits and PHE Changes



- $500 Provider Enrollment Fee (Initial and every 5 years)
- Site visit (Initial and every 5 years???)
- Other: PHE related changes and waivers

Your Responsibility

Please update your agency information in the Medicaid HOKU online record (ongoing basis)



OWNERS



ADDRESS(ES)



PHONE



EMAIL