CNSI innovation@work

Individual Enrollment

HOKU New Application Path

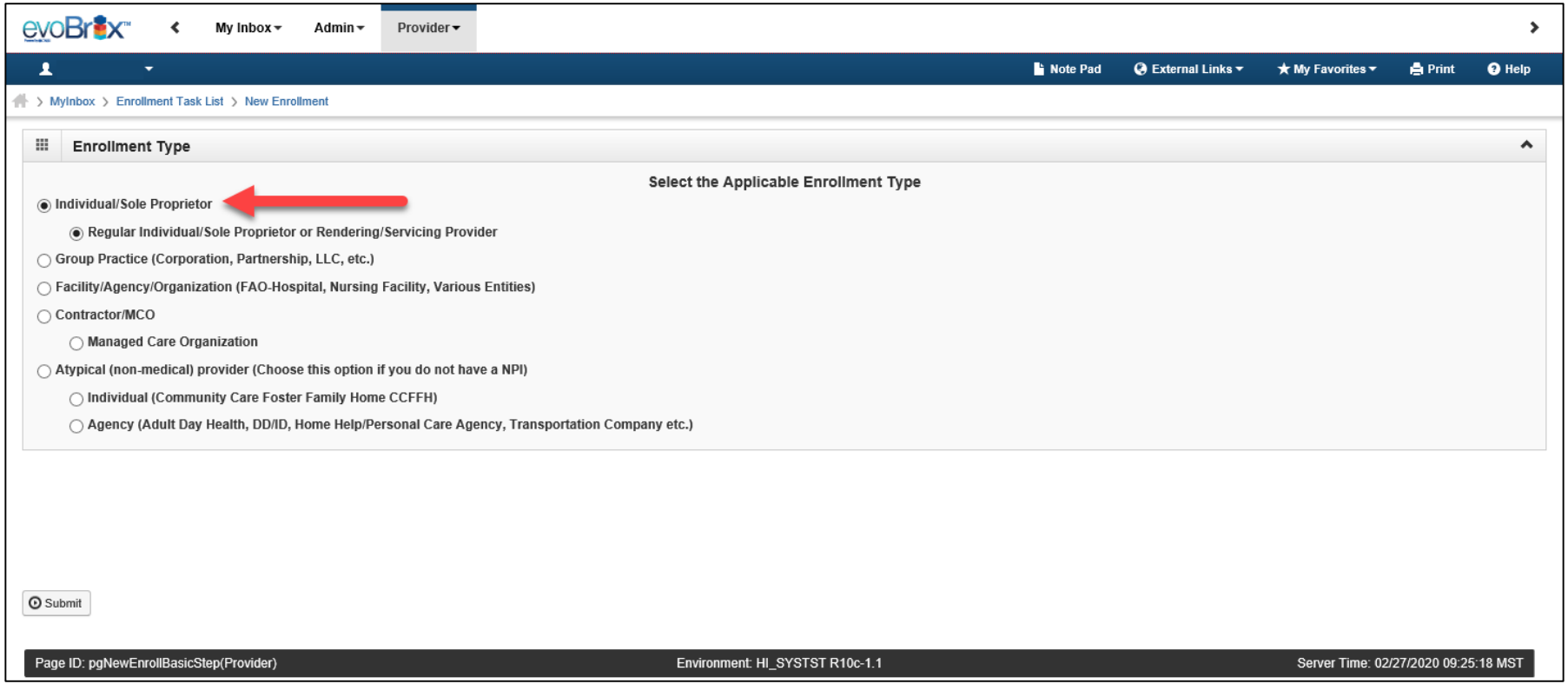
Hawaii Train-the-Trainer Materials

Created February 28, 2020

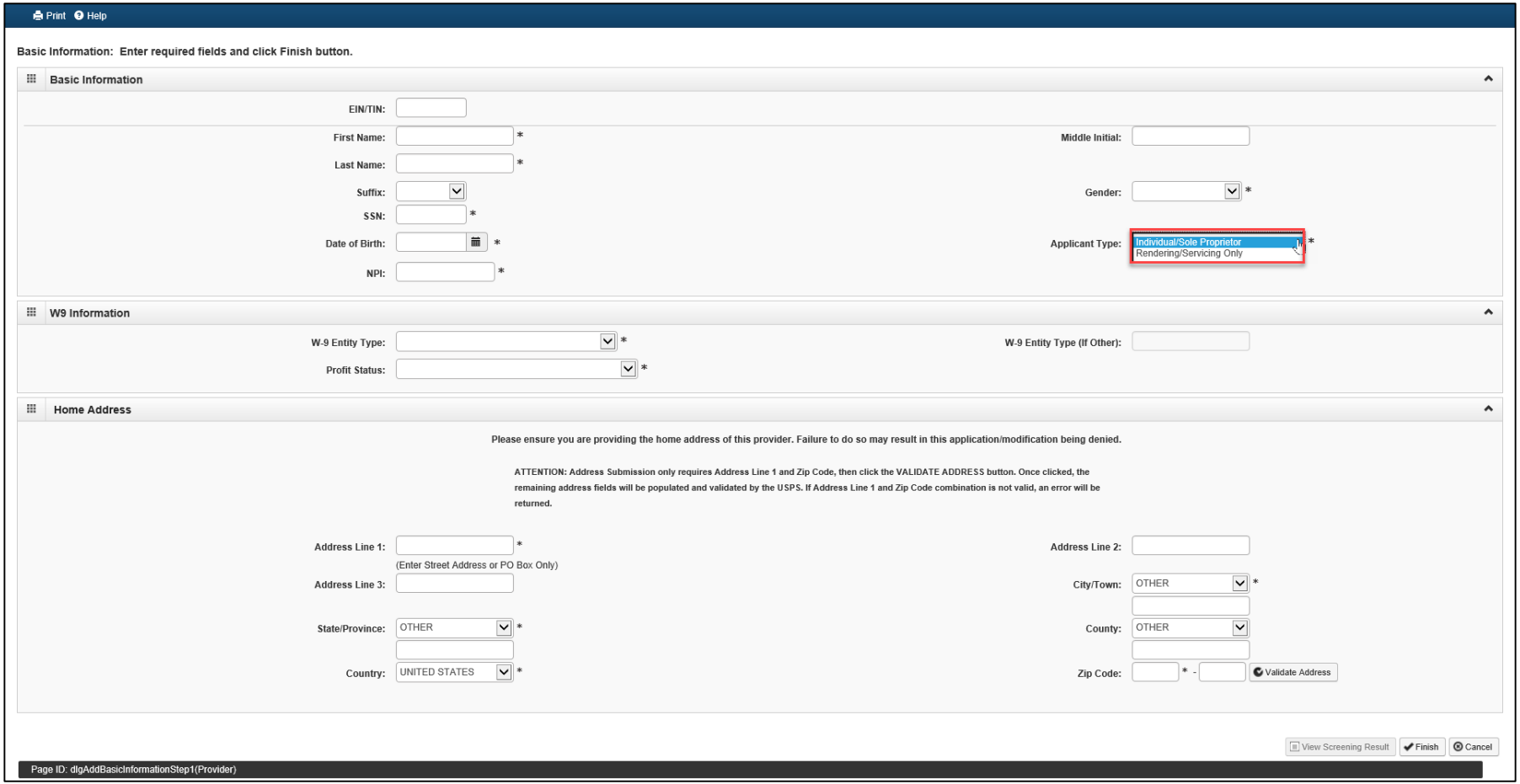
Selecting Individual Enrollment Type

- Select the Individual Enrollment Type if the provider being enrolled is an individual or sole proprietor operating his/her own medical/health care practice and has an NPI.
- These providers include:
  - Individual Doctors and Physicians in Private Practice
  - Nurse-Practitioners and Physician's Assistants in Private Practice
  - Rendering/Servicing Only providers - Individuals with an NPI, but rendering/servicing only, another provider(s) (Individual or Organization) such as a parent physician or medical group conducting all billing for you
  - Psychologists
  - Audiologists
  - Dentists
  - Chiropractors
  - Occupational or Physical Therapists that have an NPI operating independently

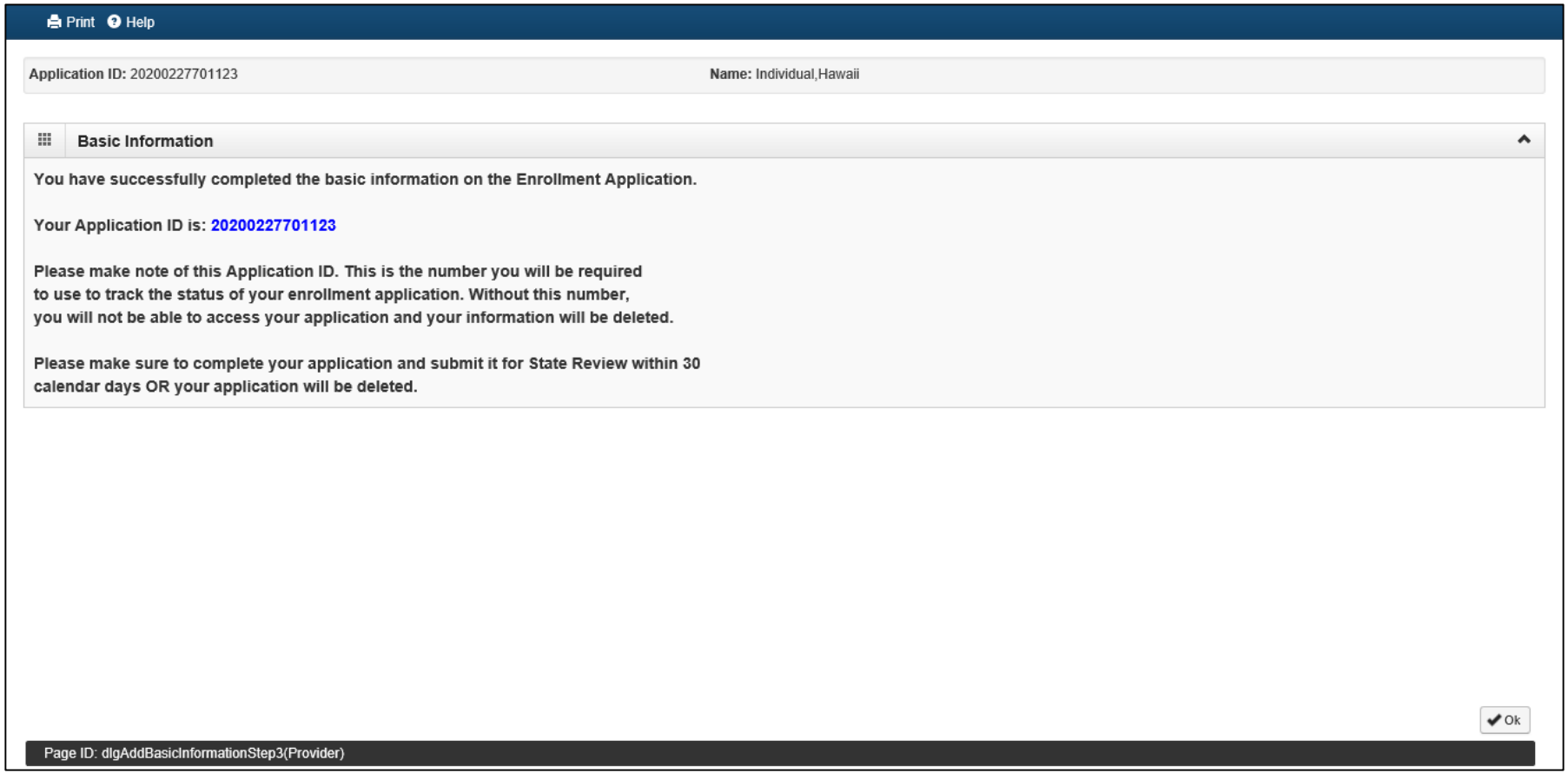
Select the Individual Enrollment Button



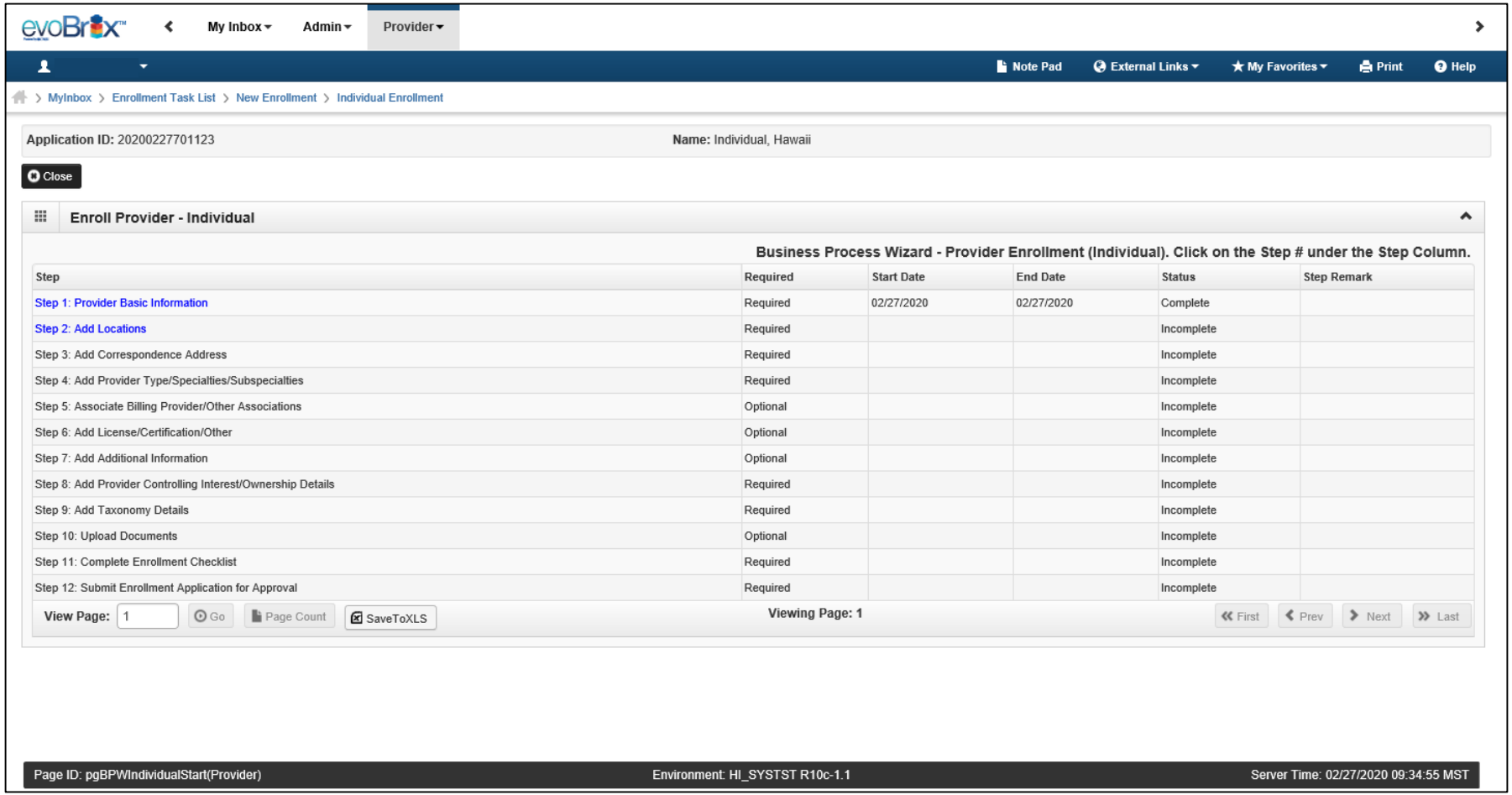
Step 1: Provide Basic Information



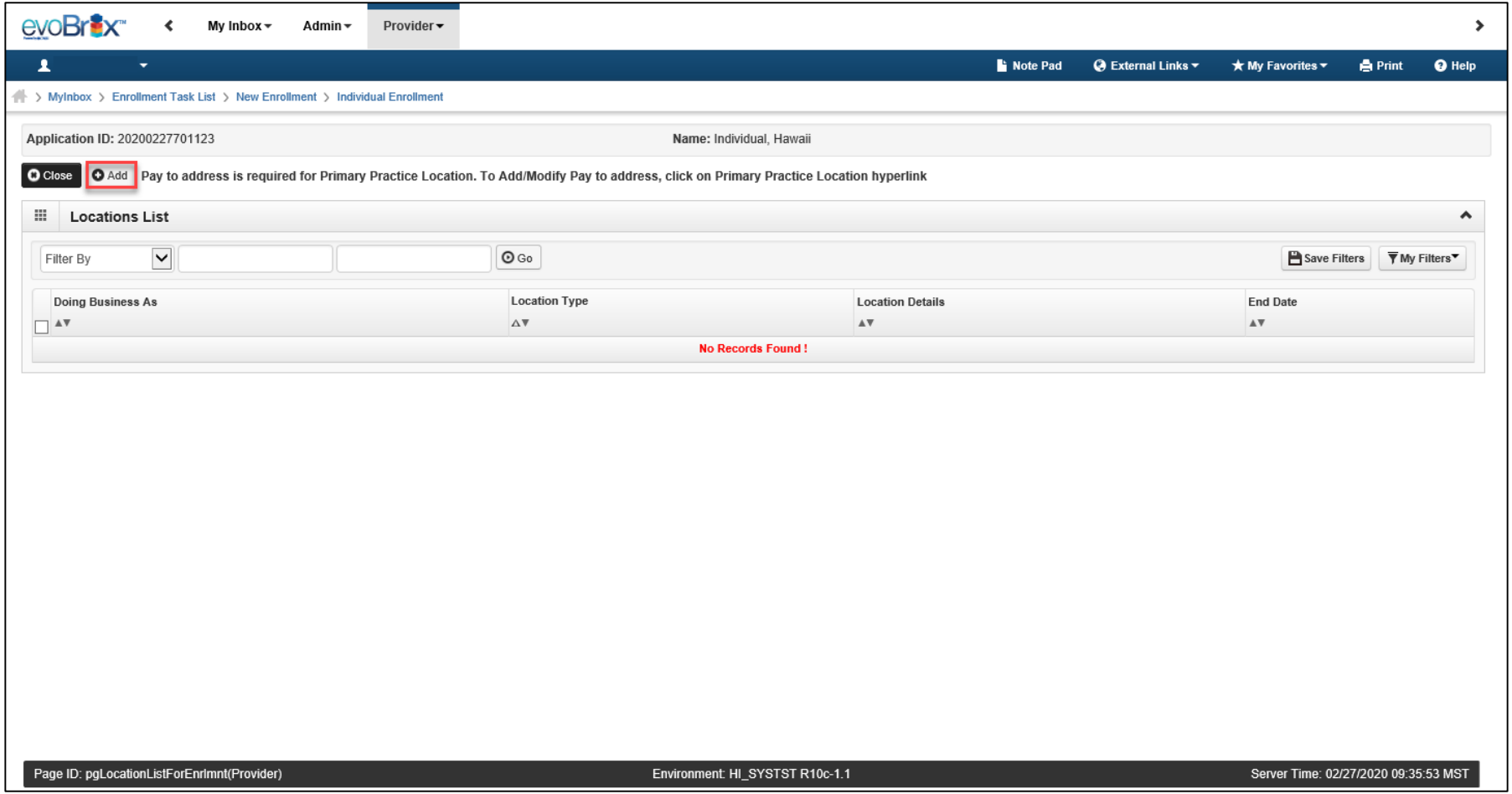
Application ID



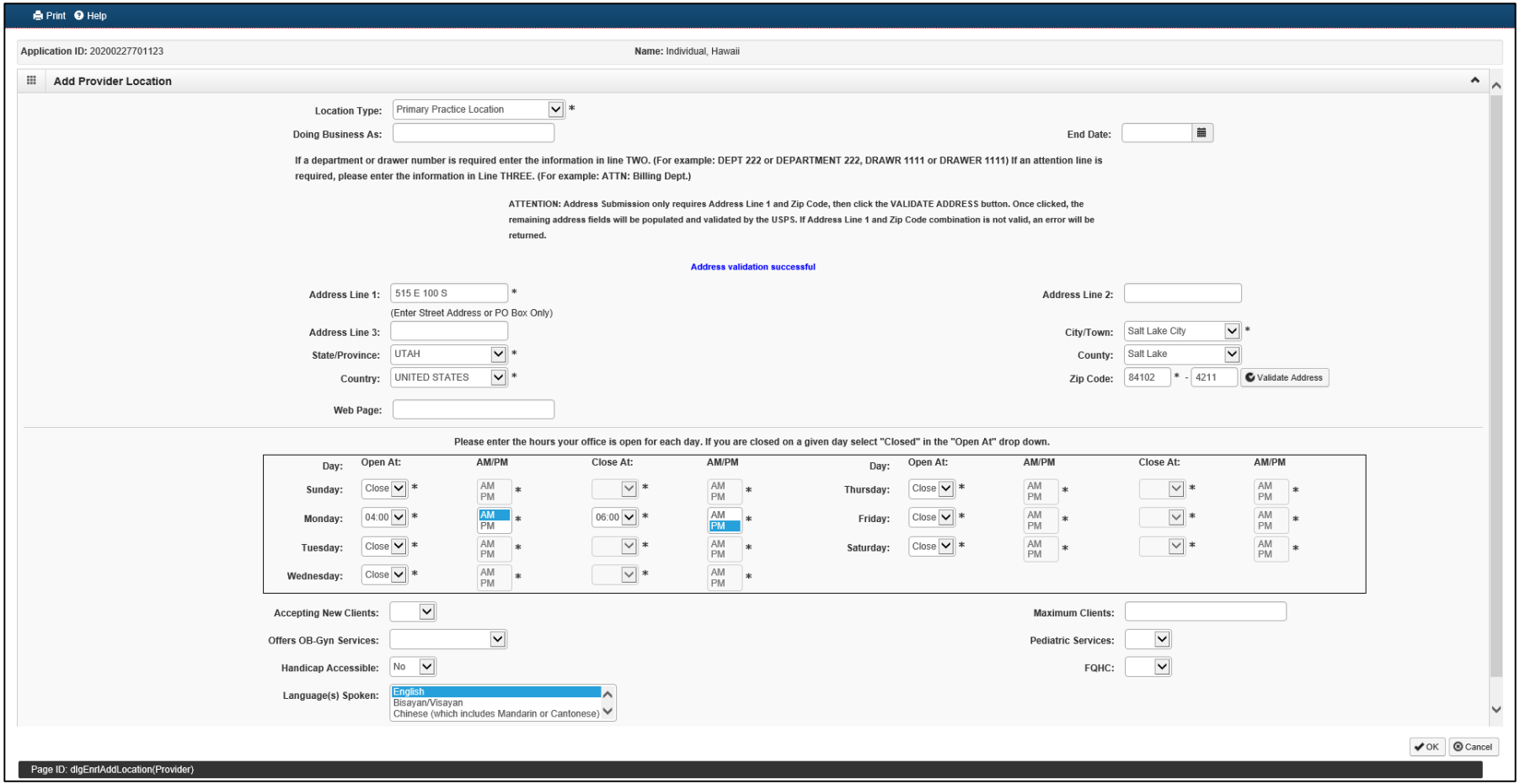
Enrollment Steps



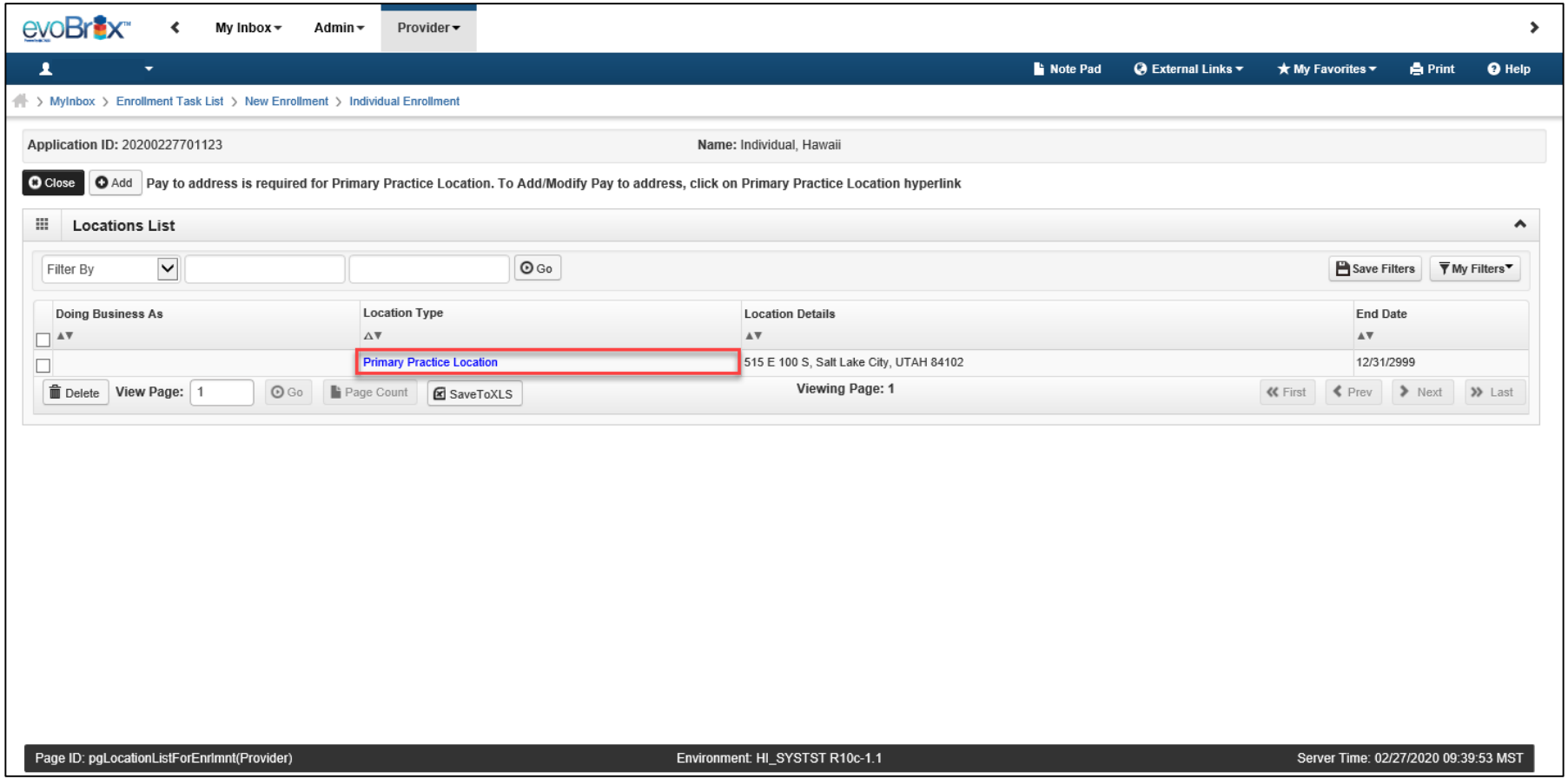
Step 2: Add Locations



Add Primary Practice Address



Add Pay To Address



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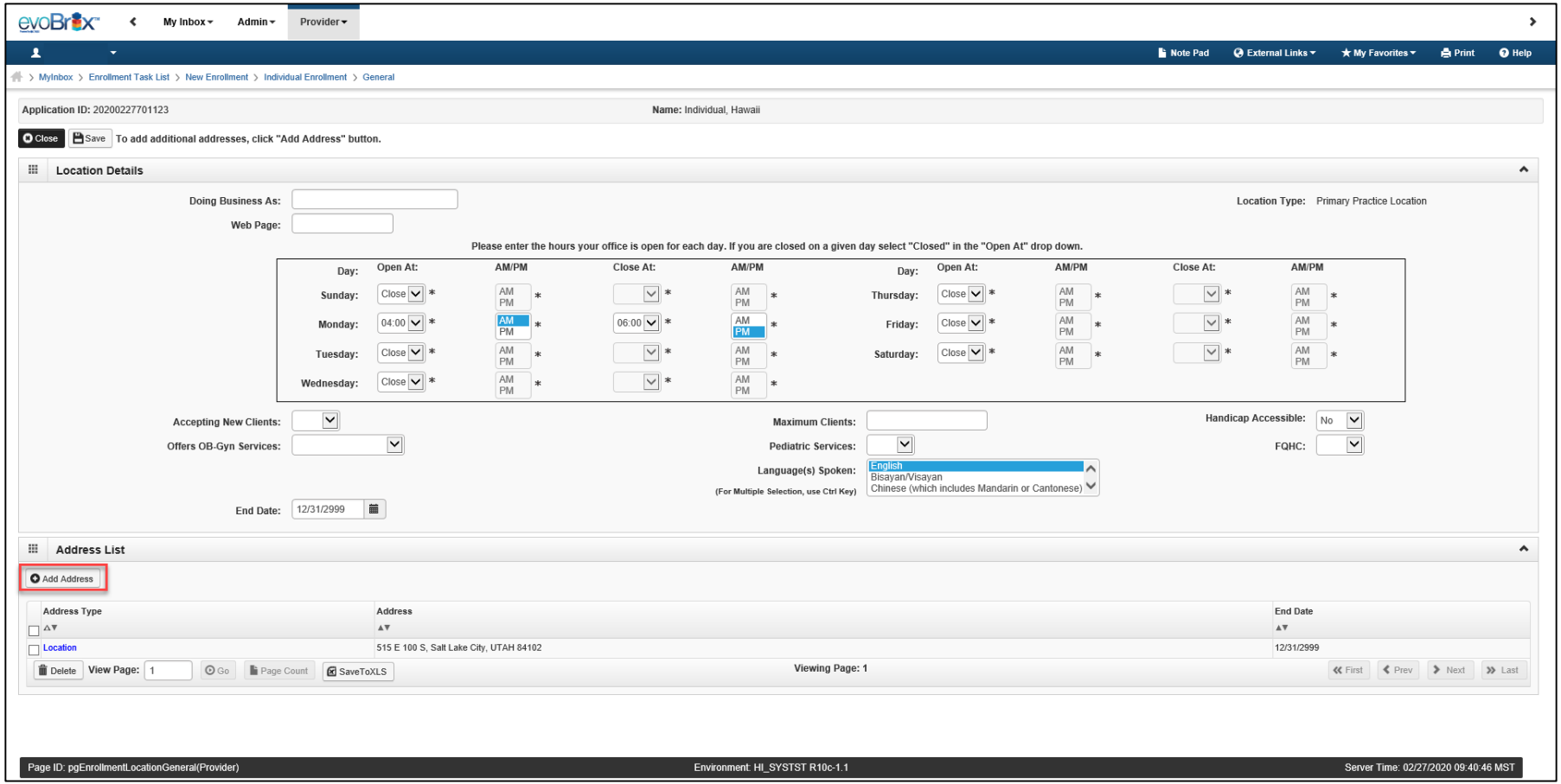

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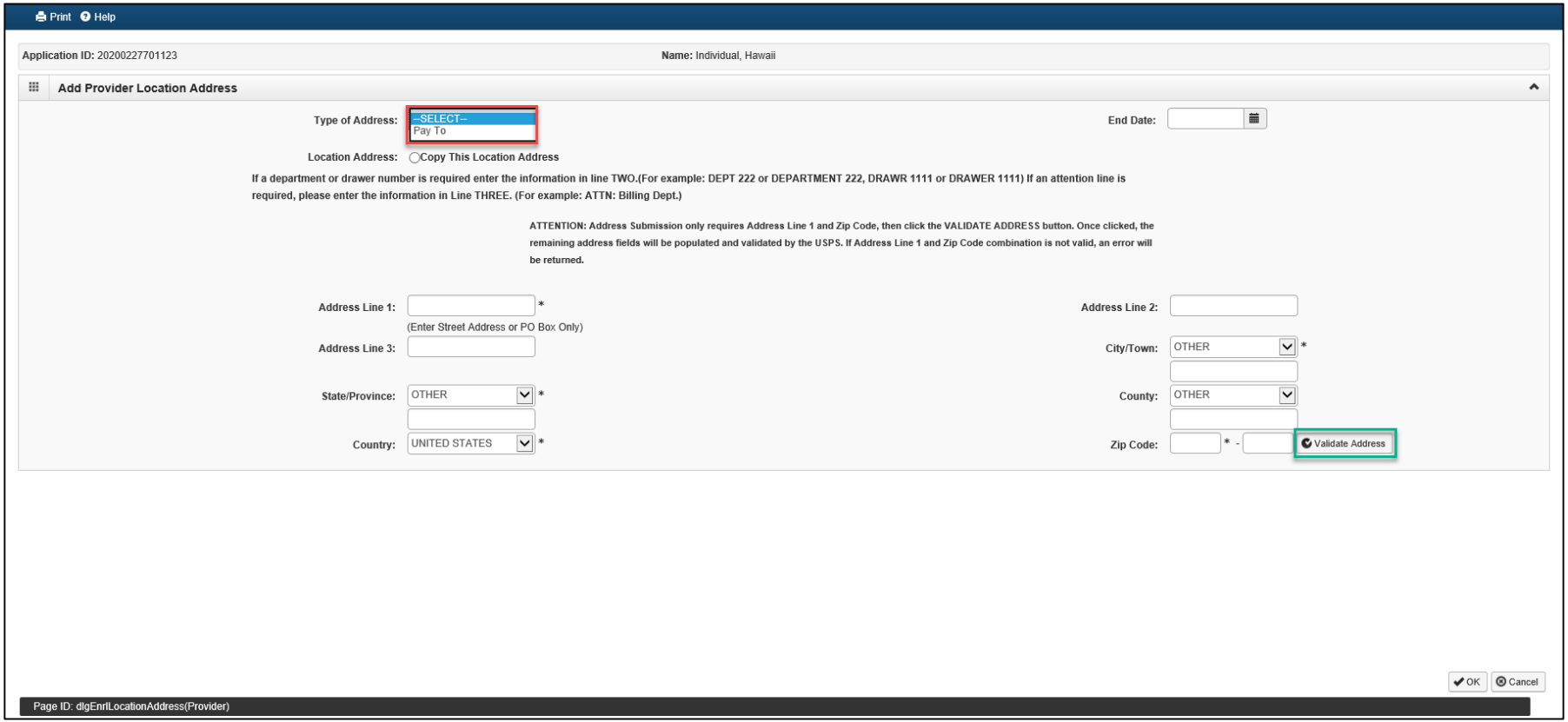
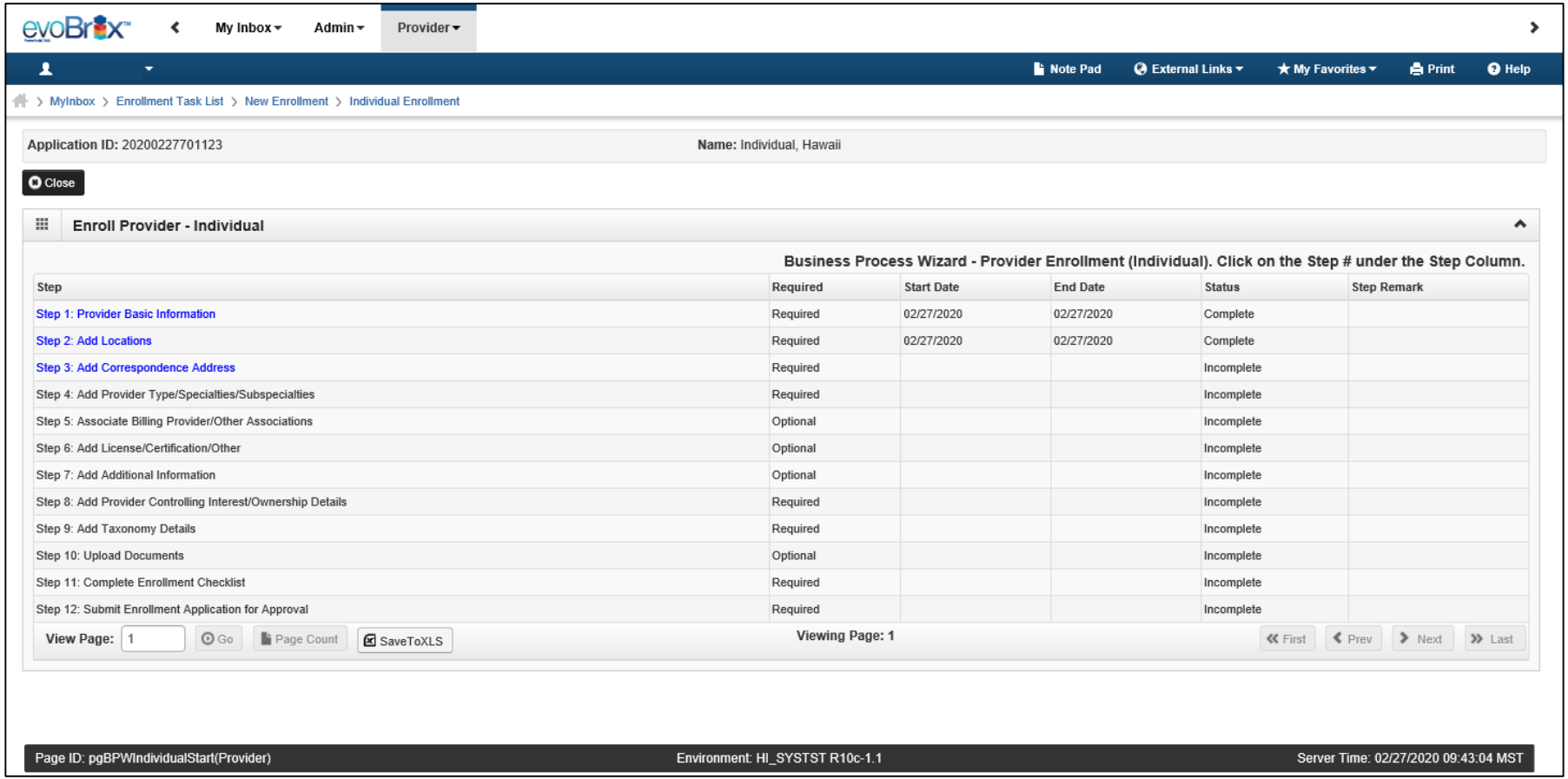


Step 3: Add Correspondence Address



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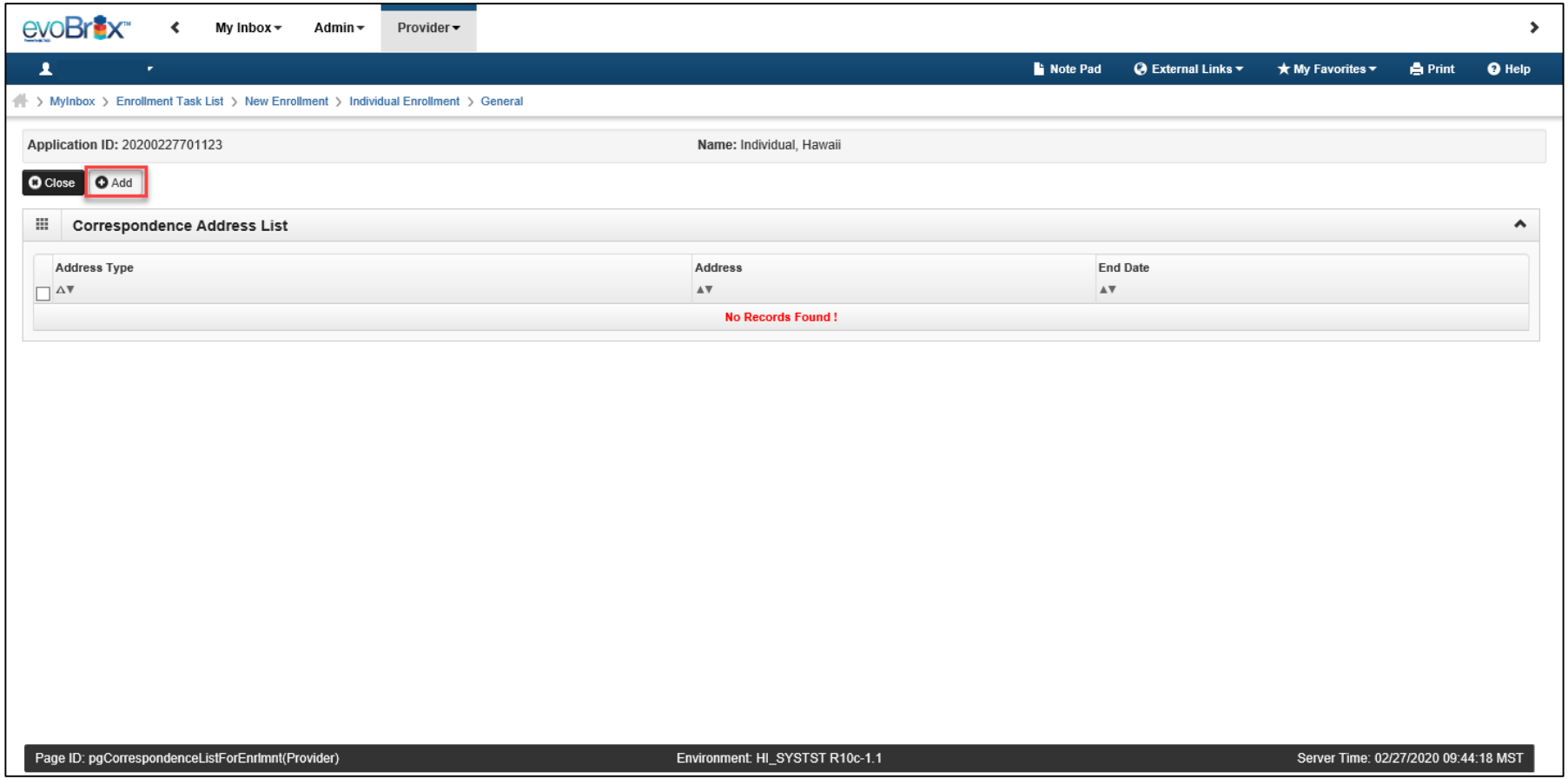

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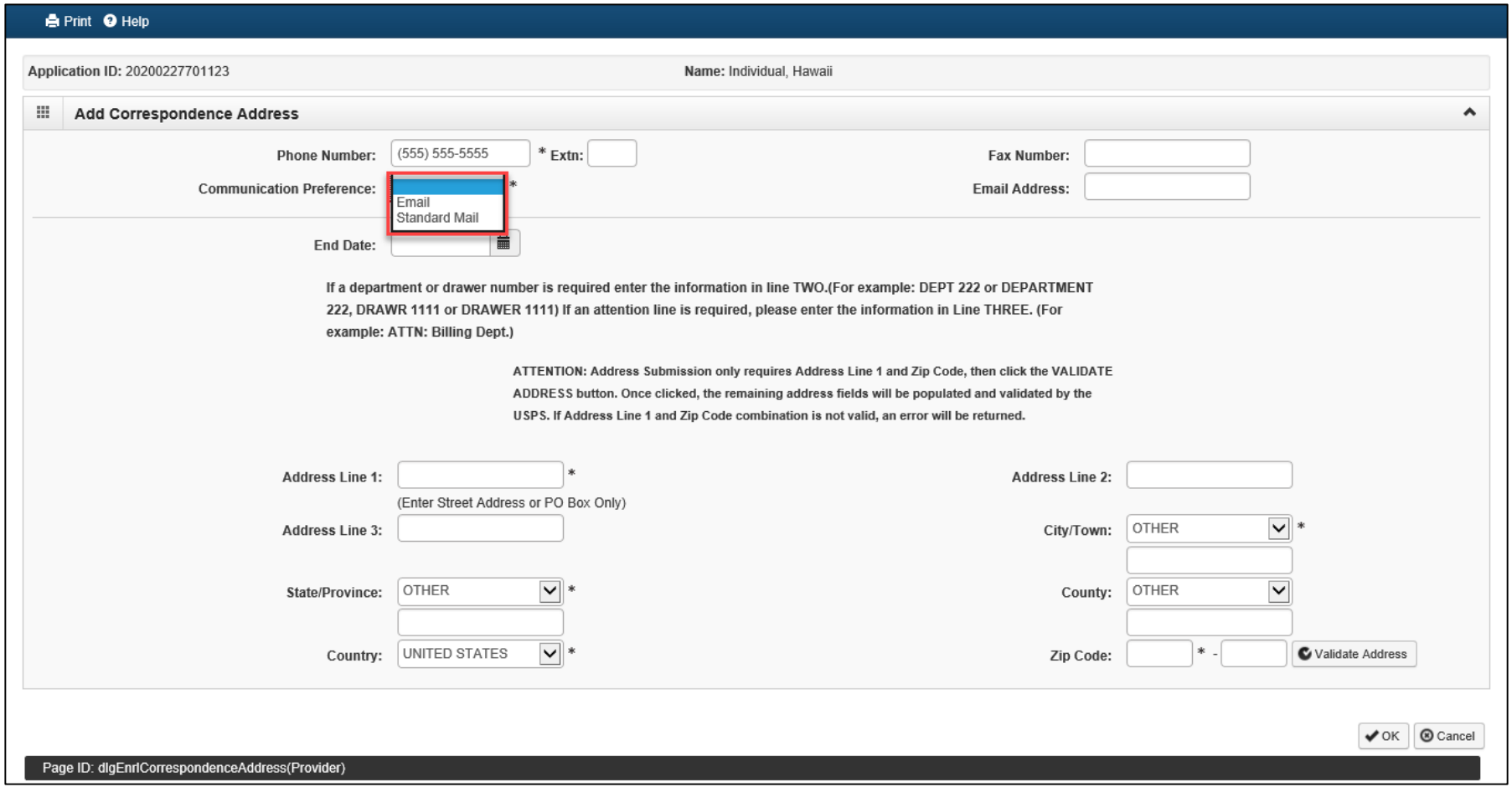
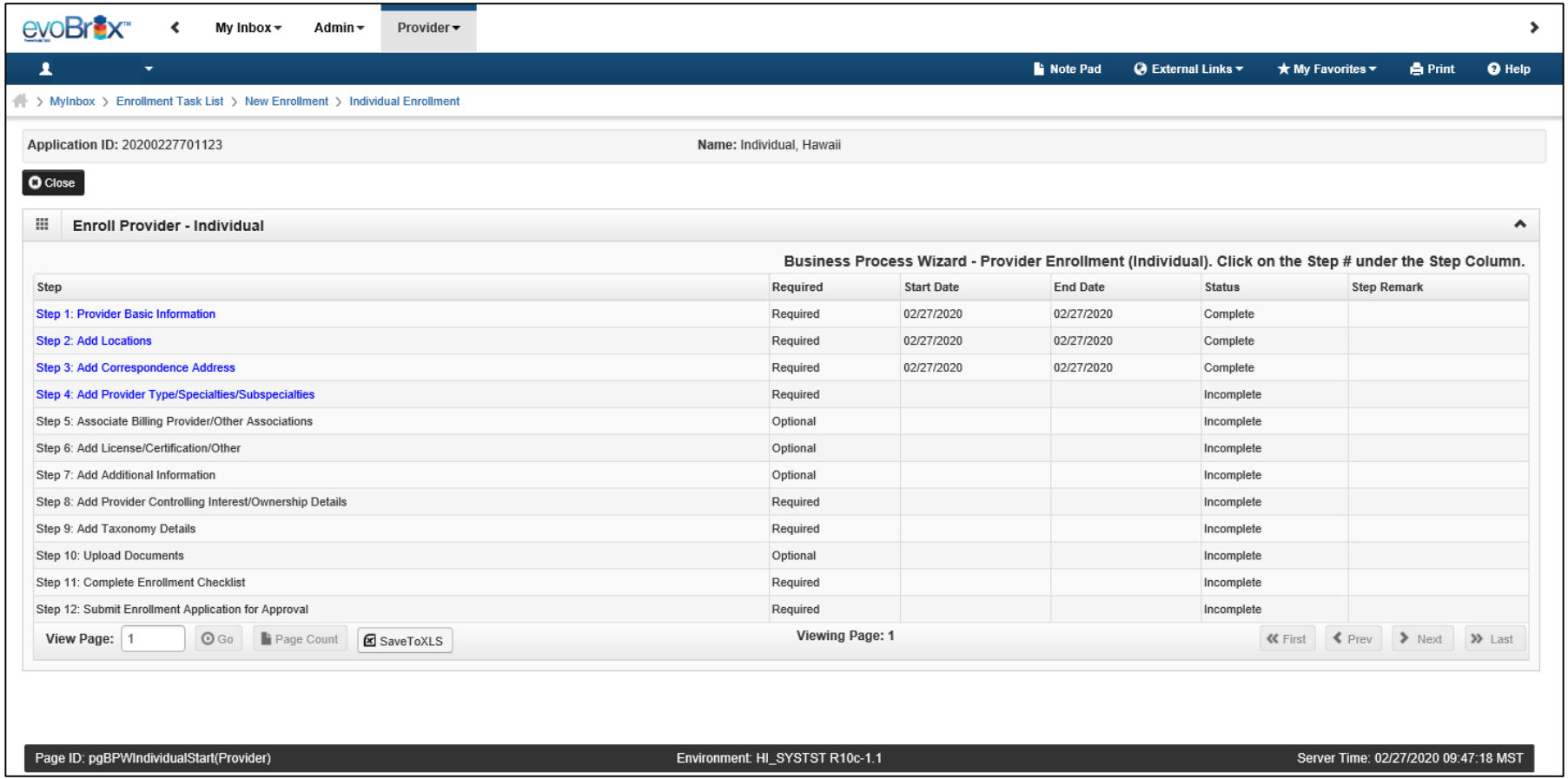
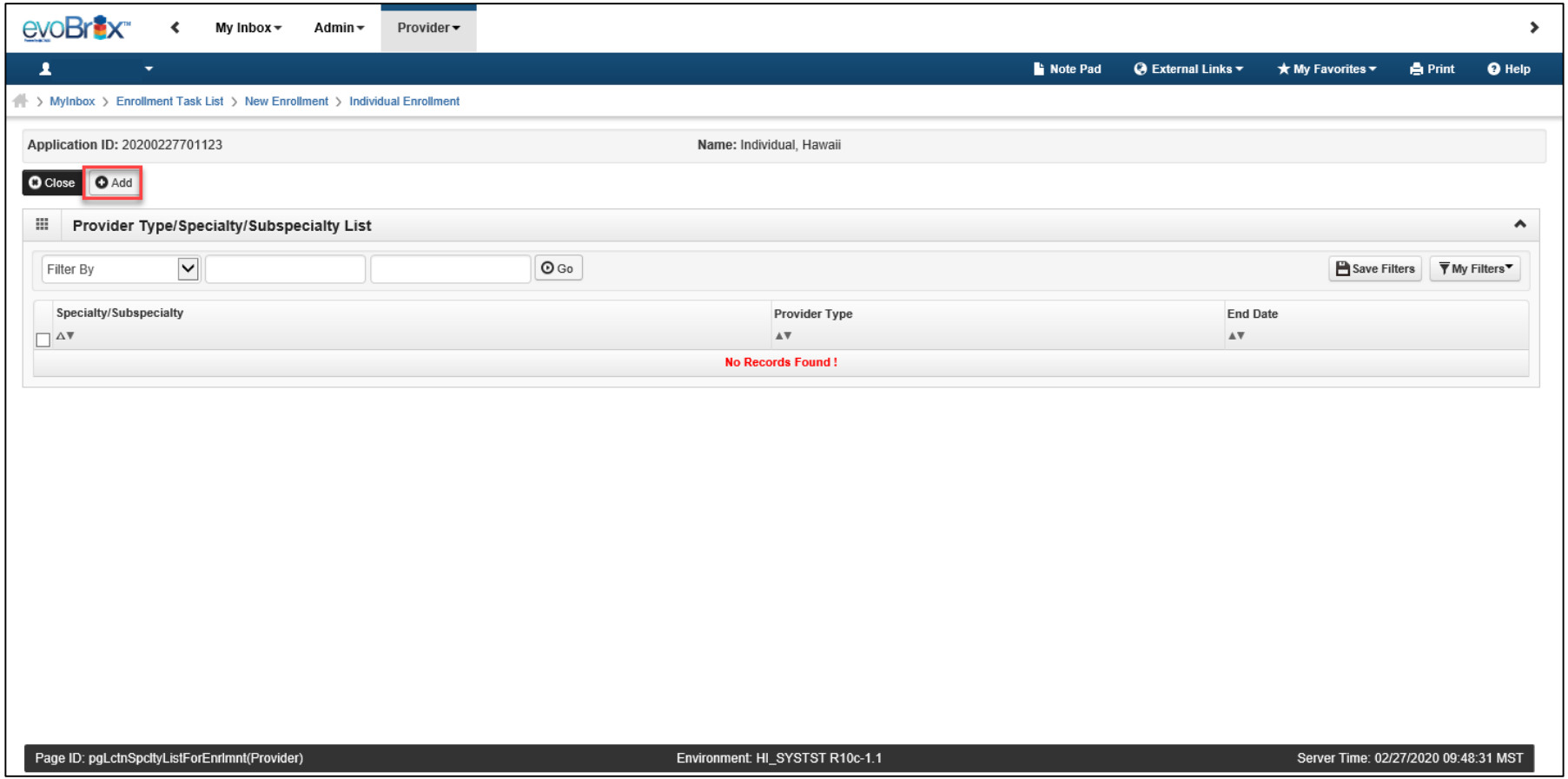


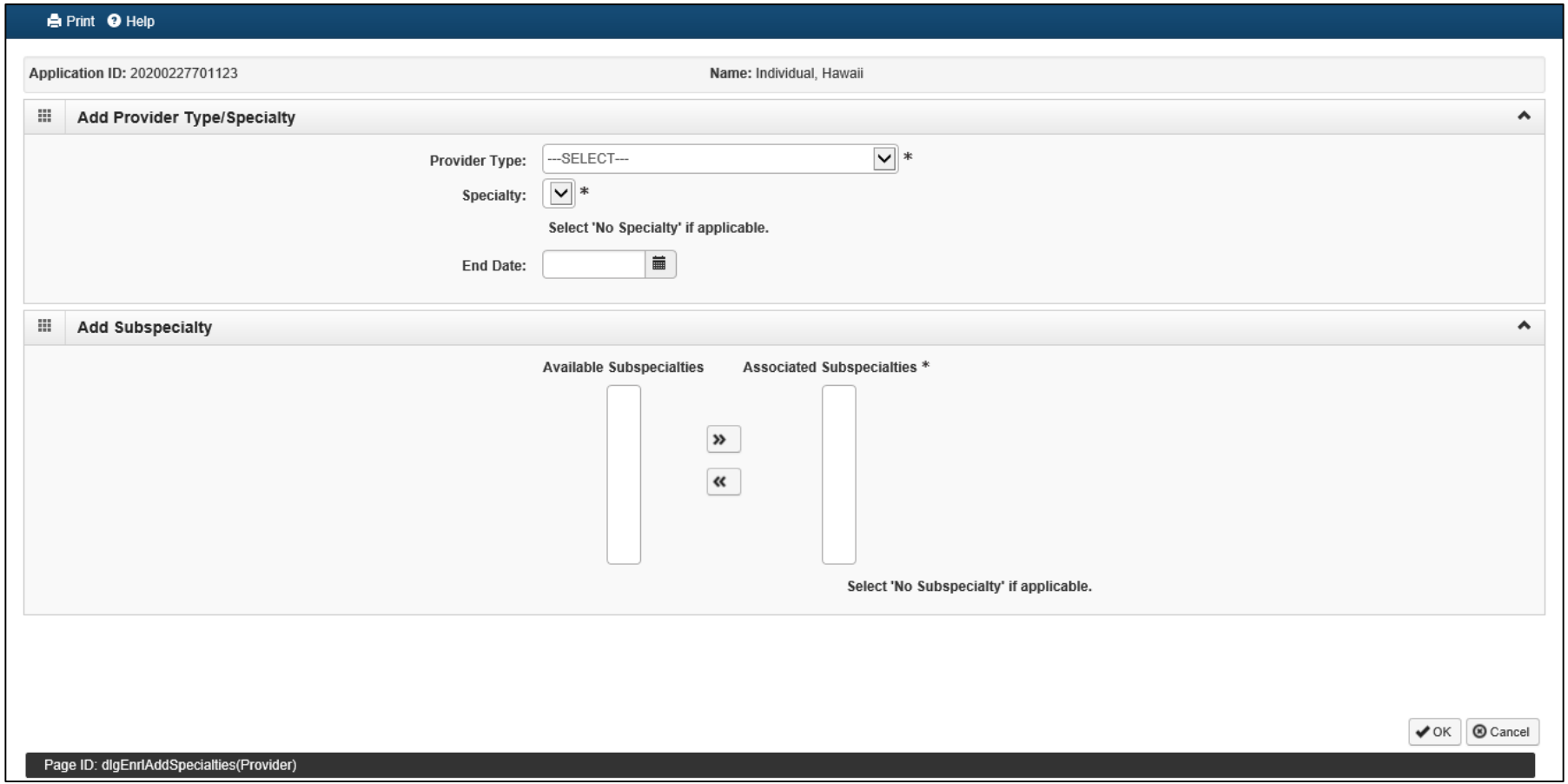
Step 4: Add Provider Type/Specialties/Subspecialties



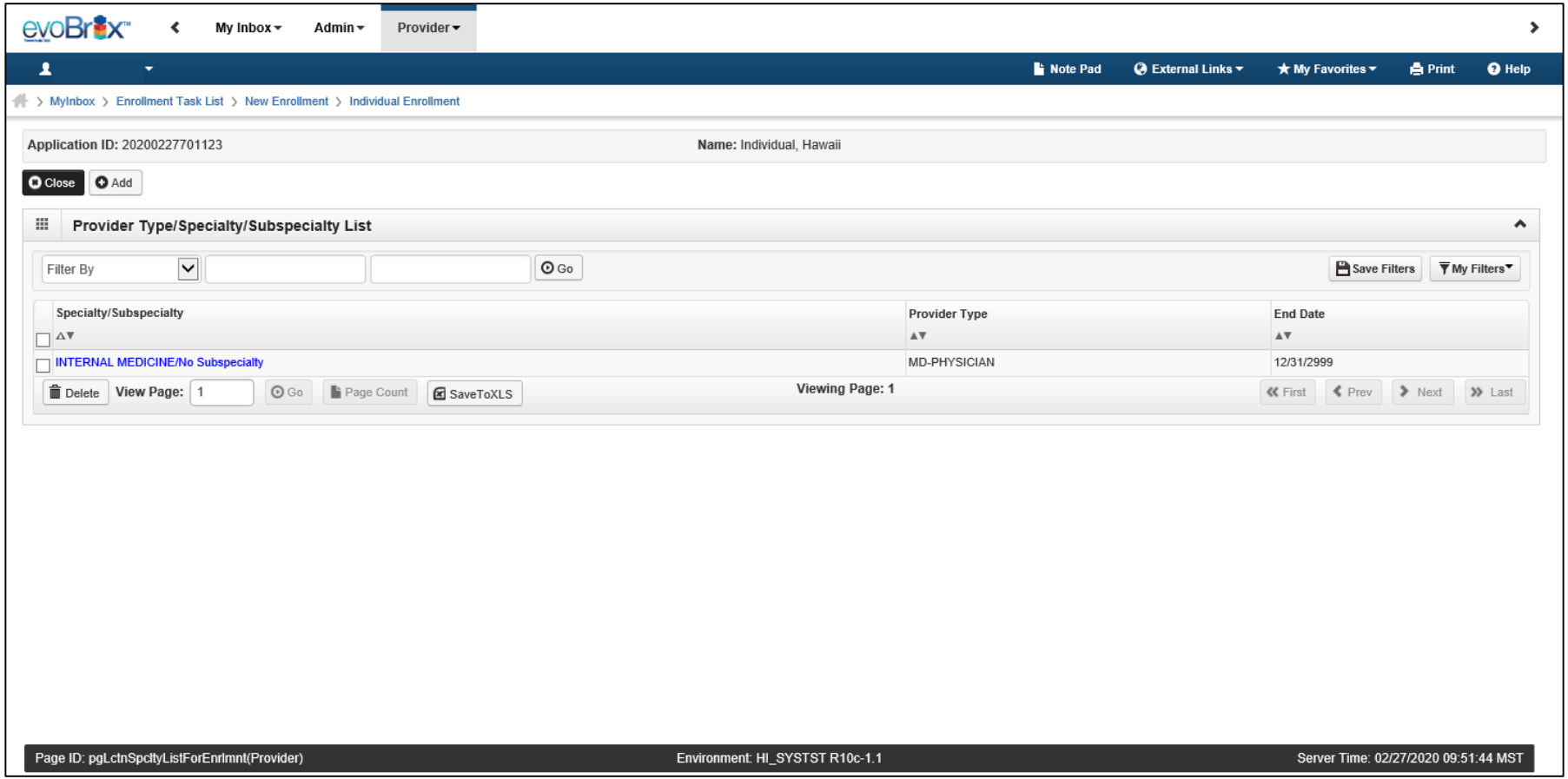
Add Provider Type/Specialties/Subspecialties



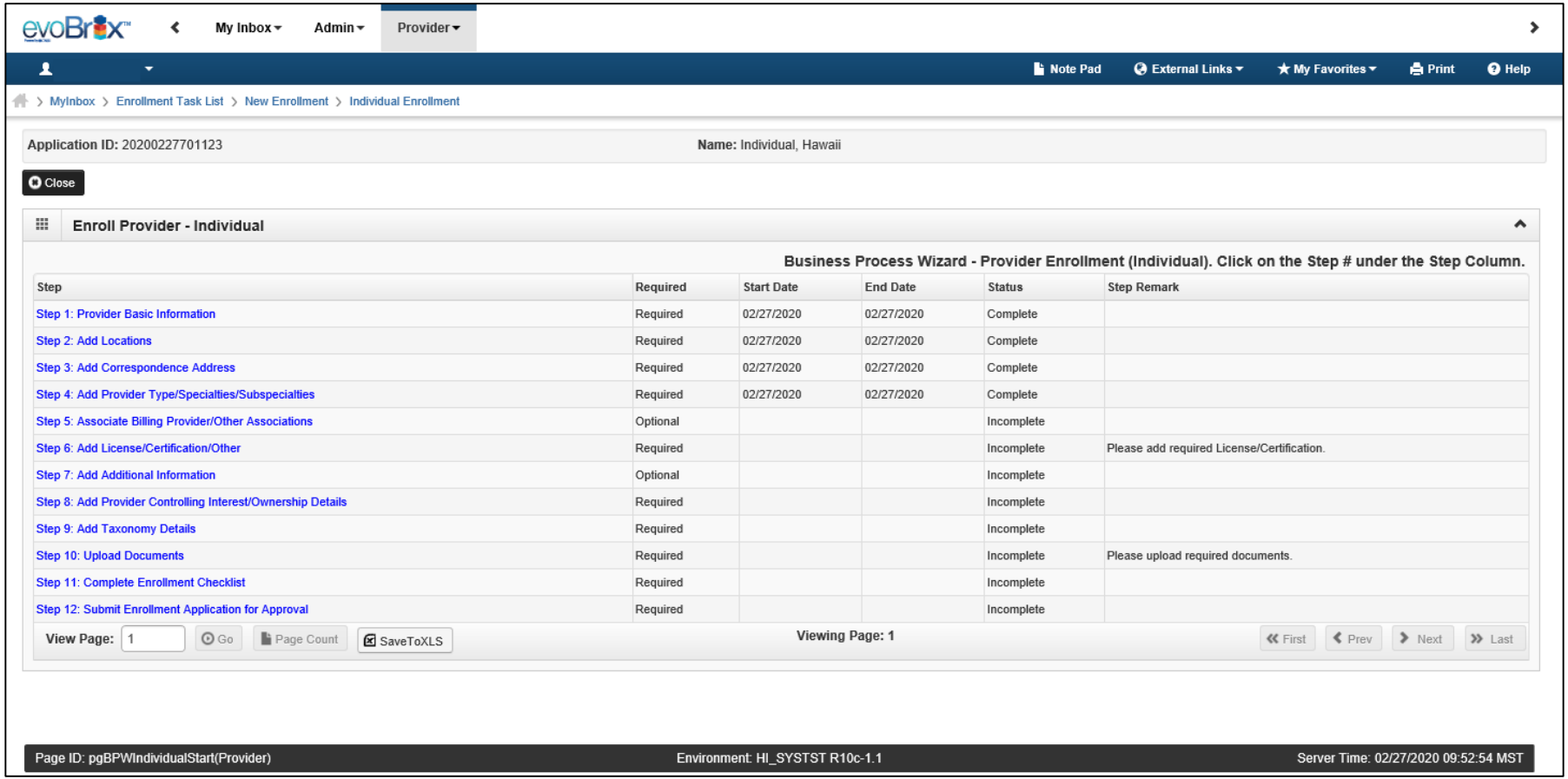
Provider Type/Specialties/Subspecialties



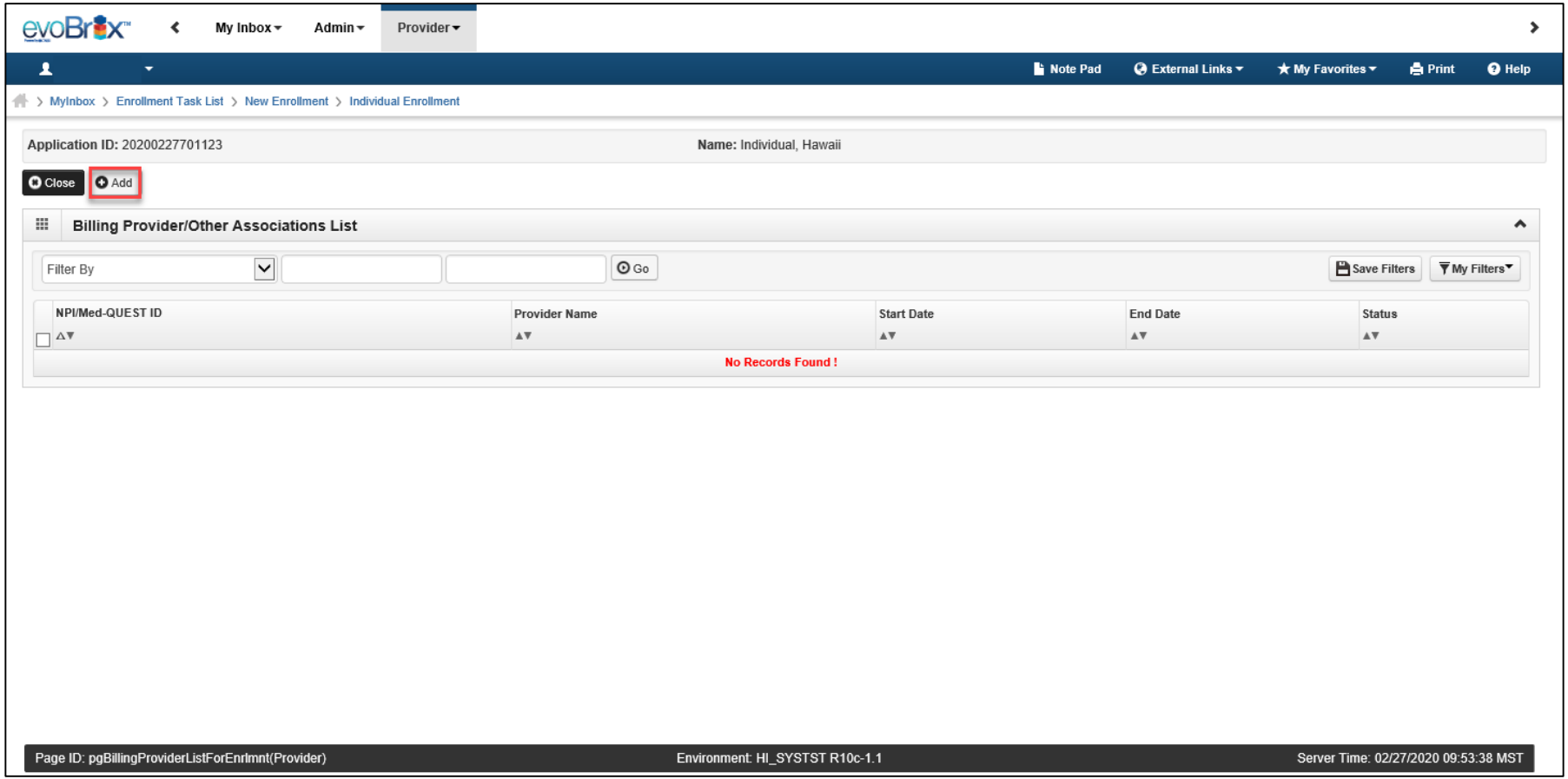
Add Provider Type/Specialties/Subspecialties



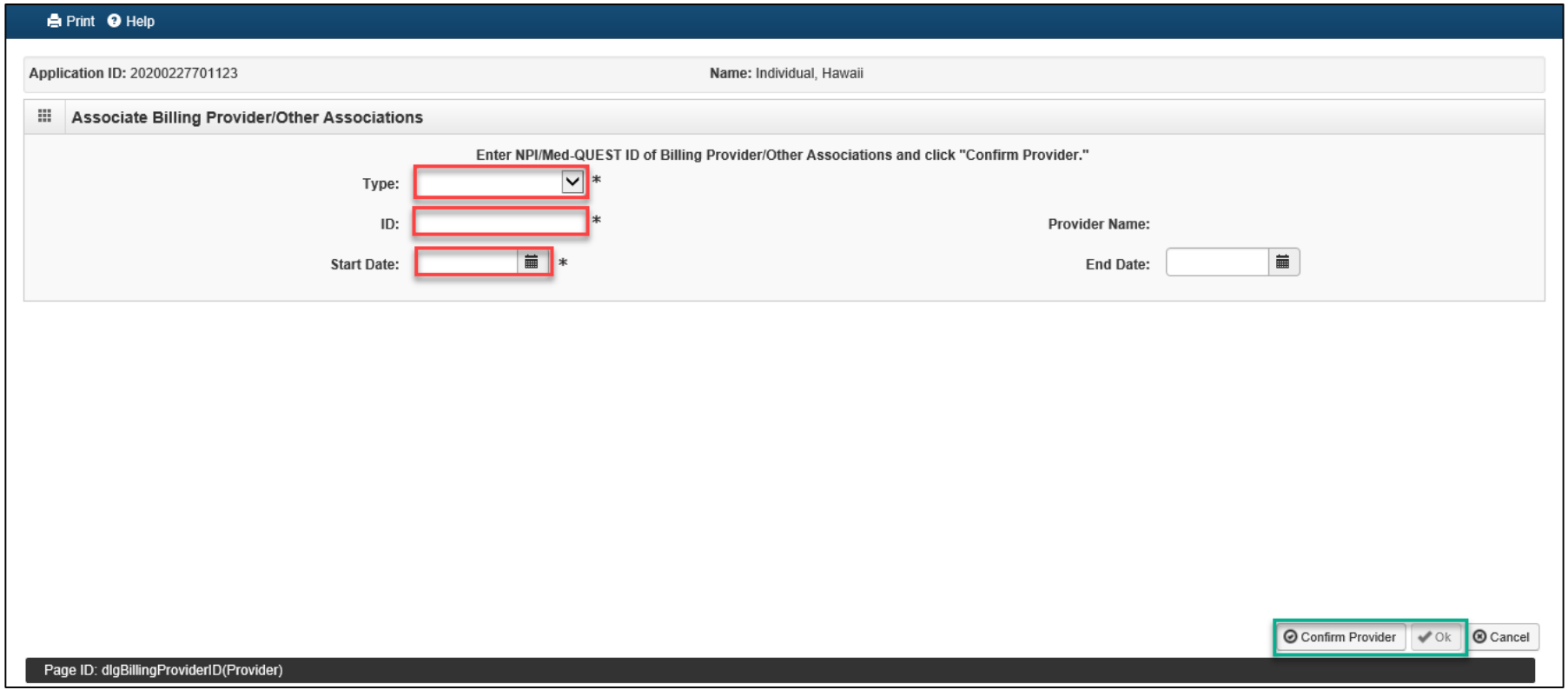
Step 5: Associate Billing Provider



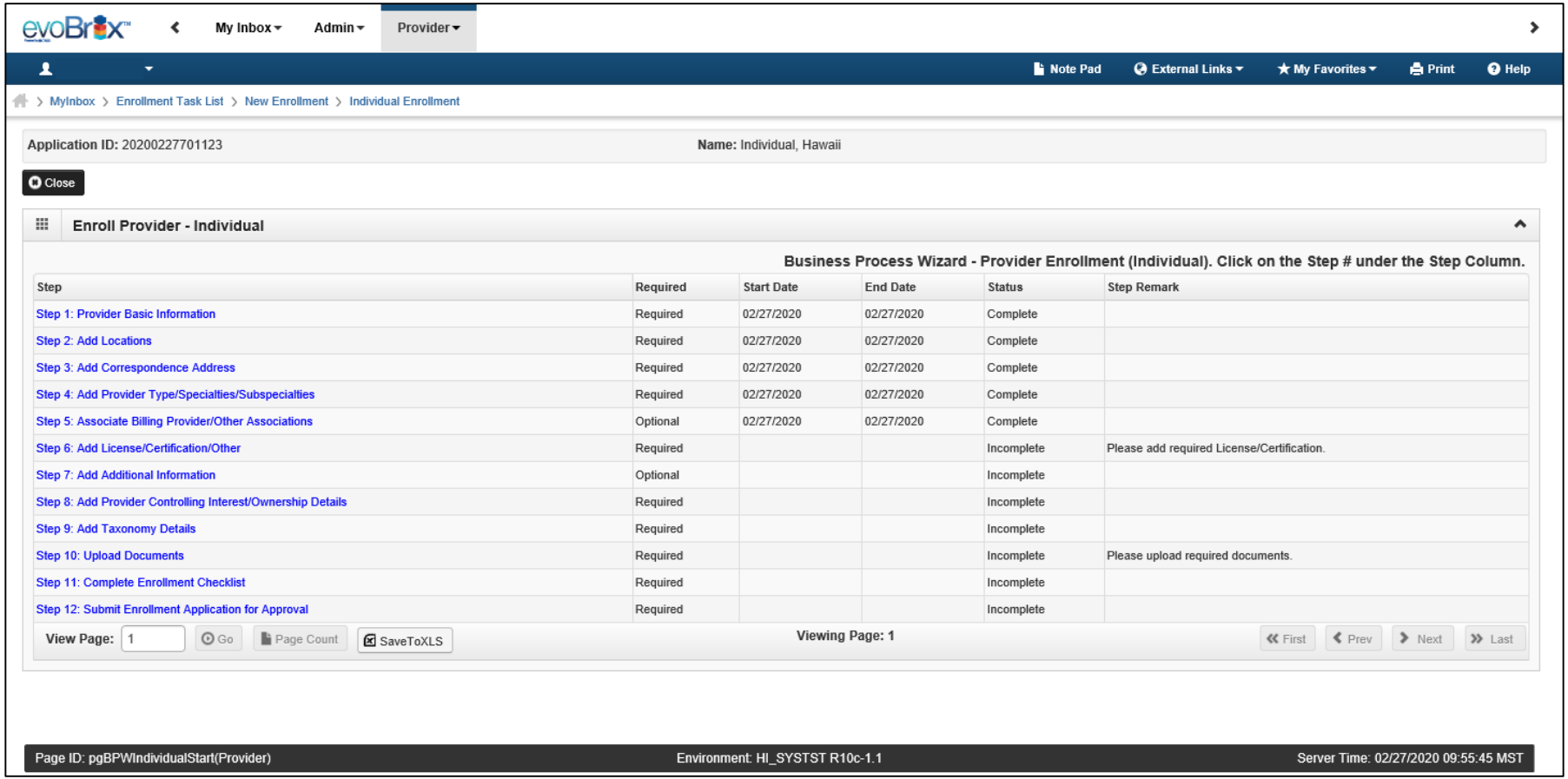
Associate Billing Provider



Associate Billing Provider



Step 6: Add License/Certification



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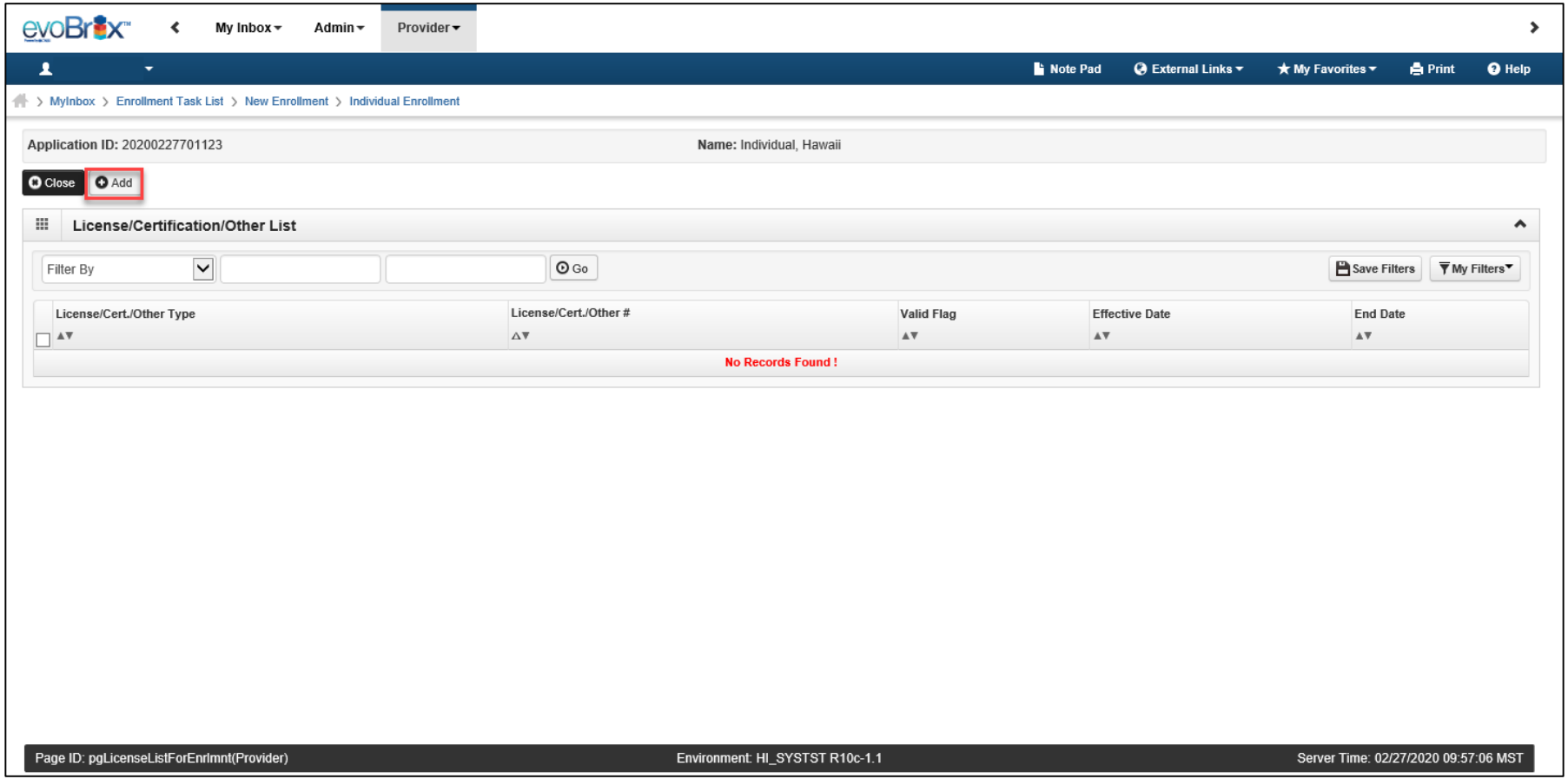

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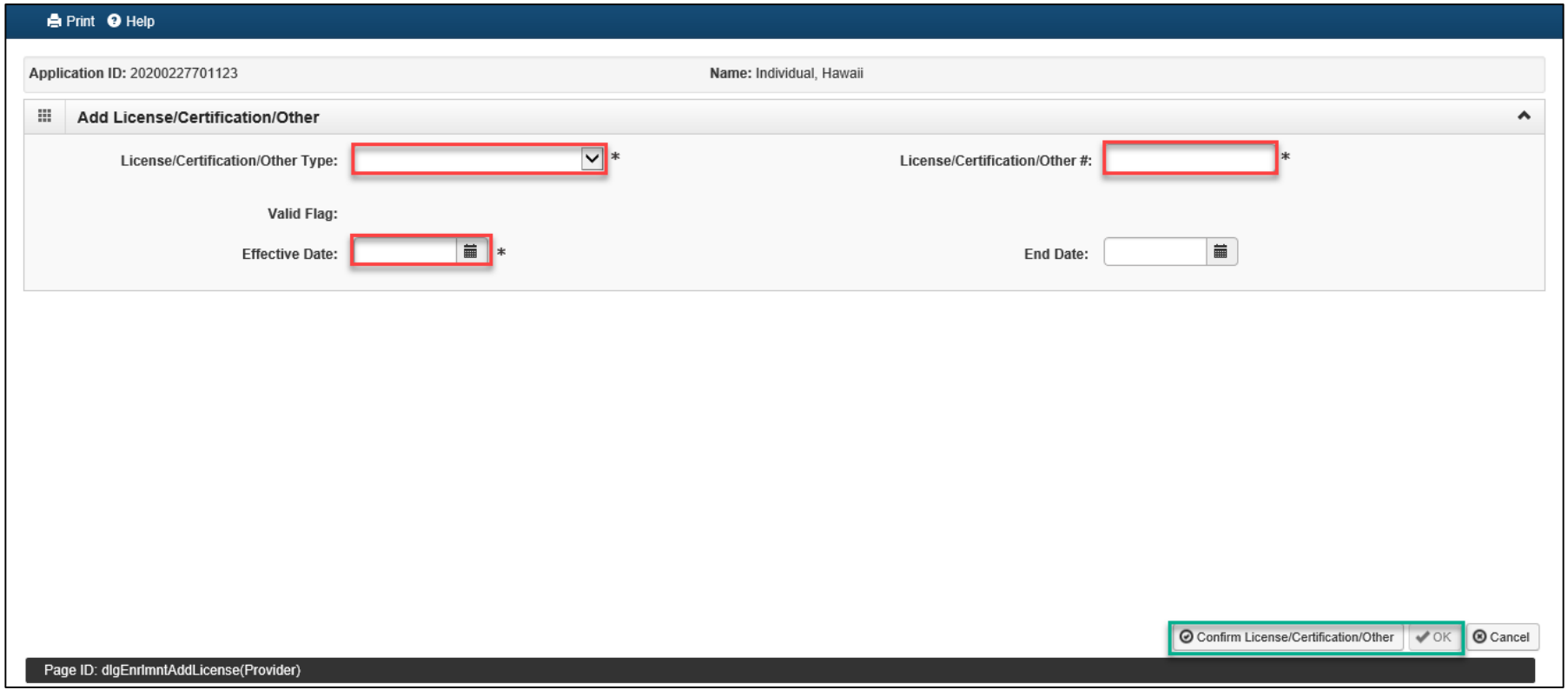

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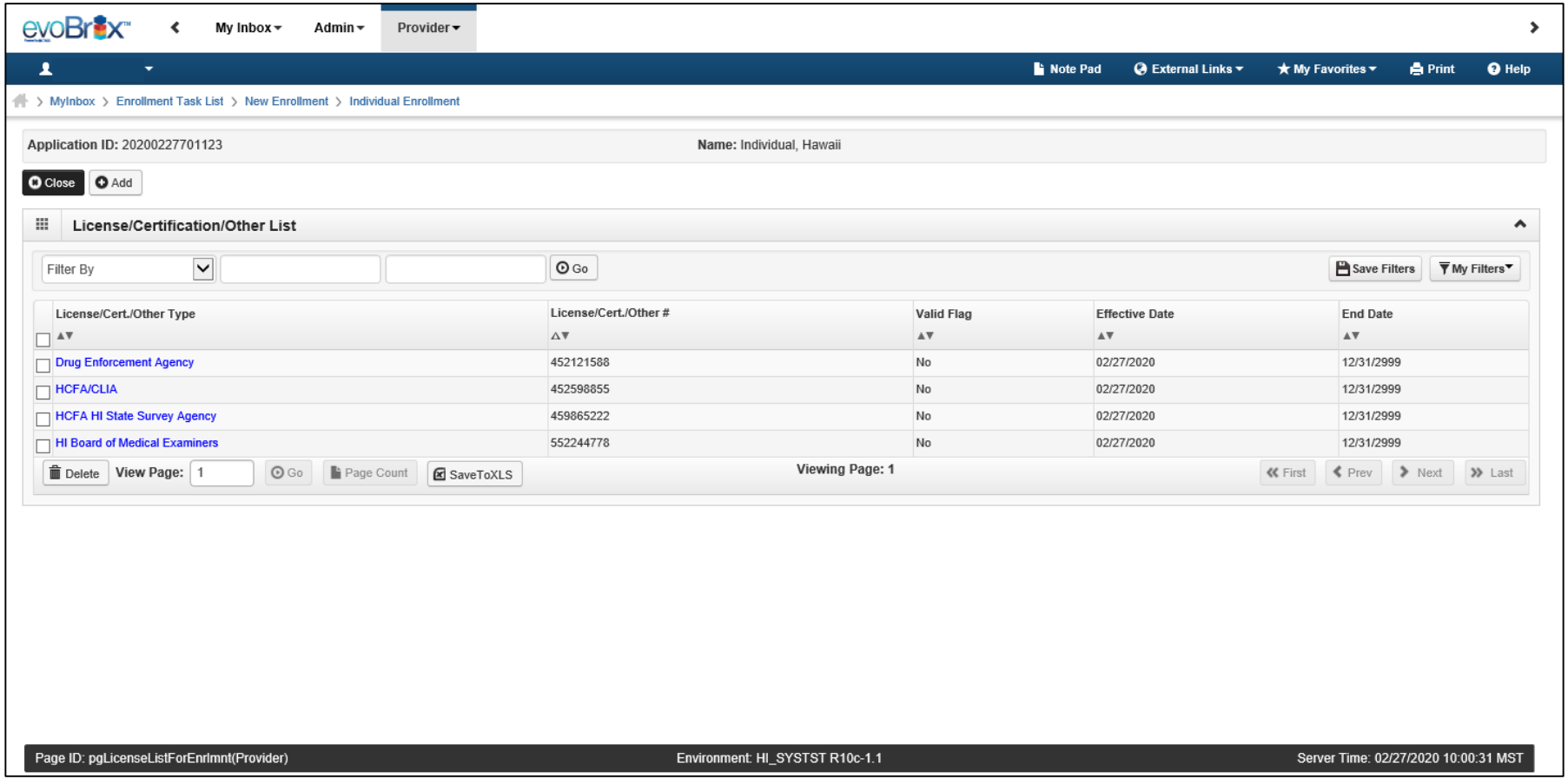
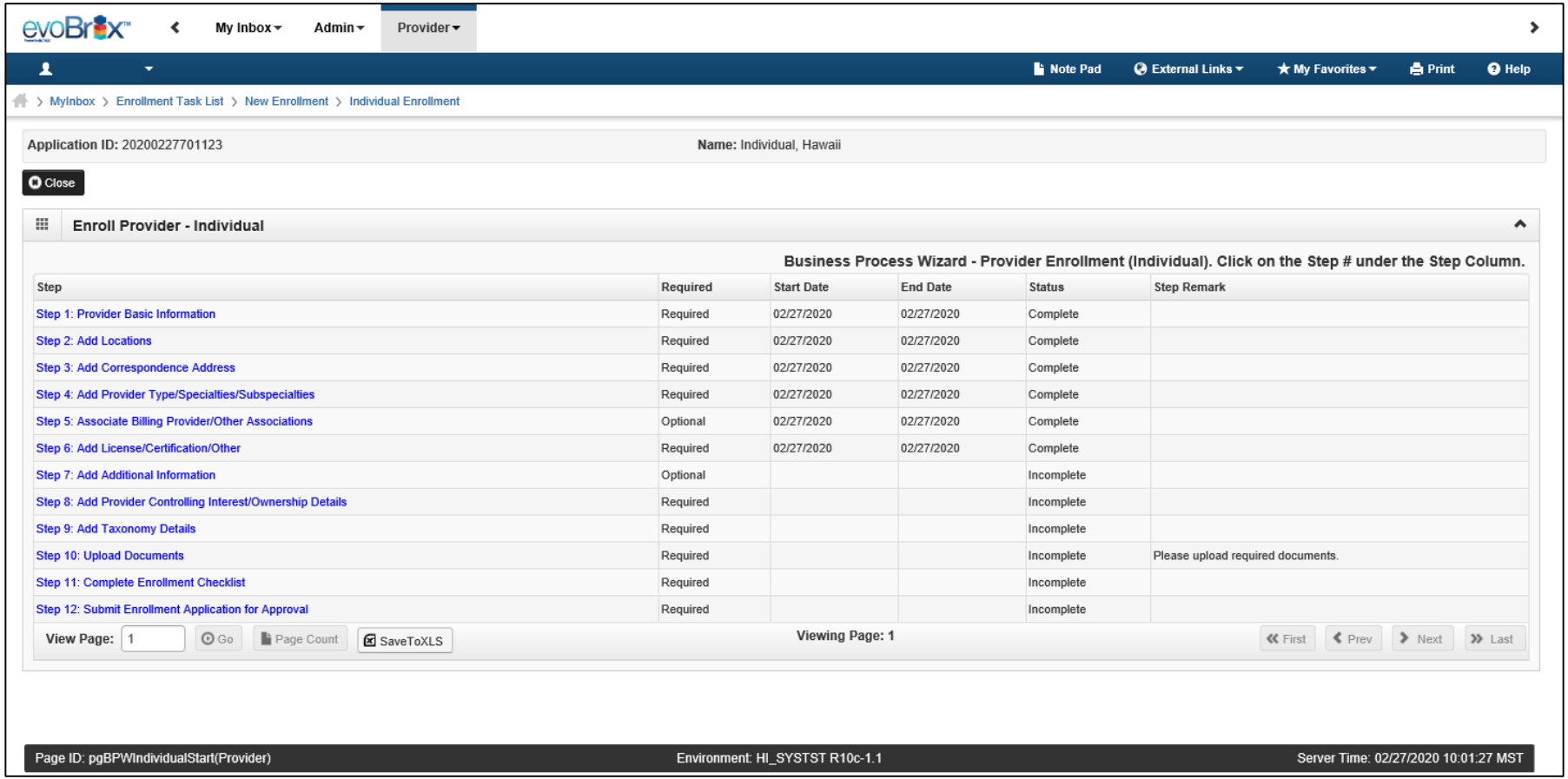
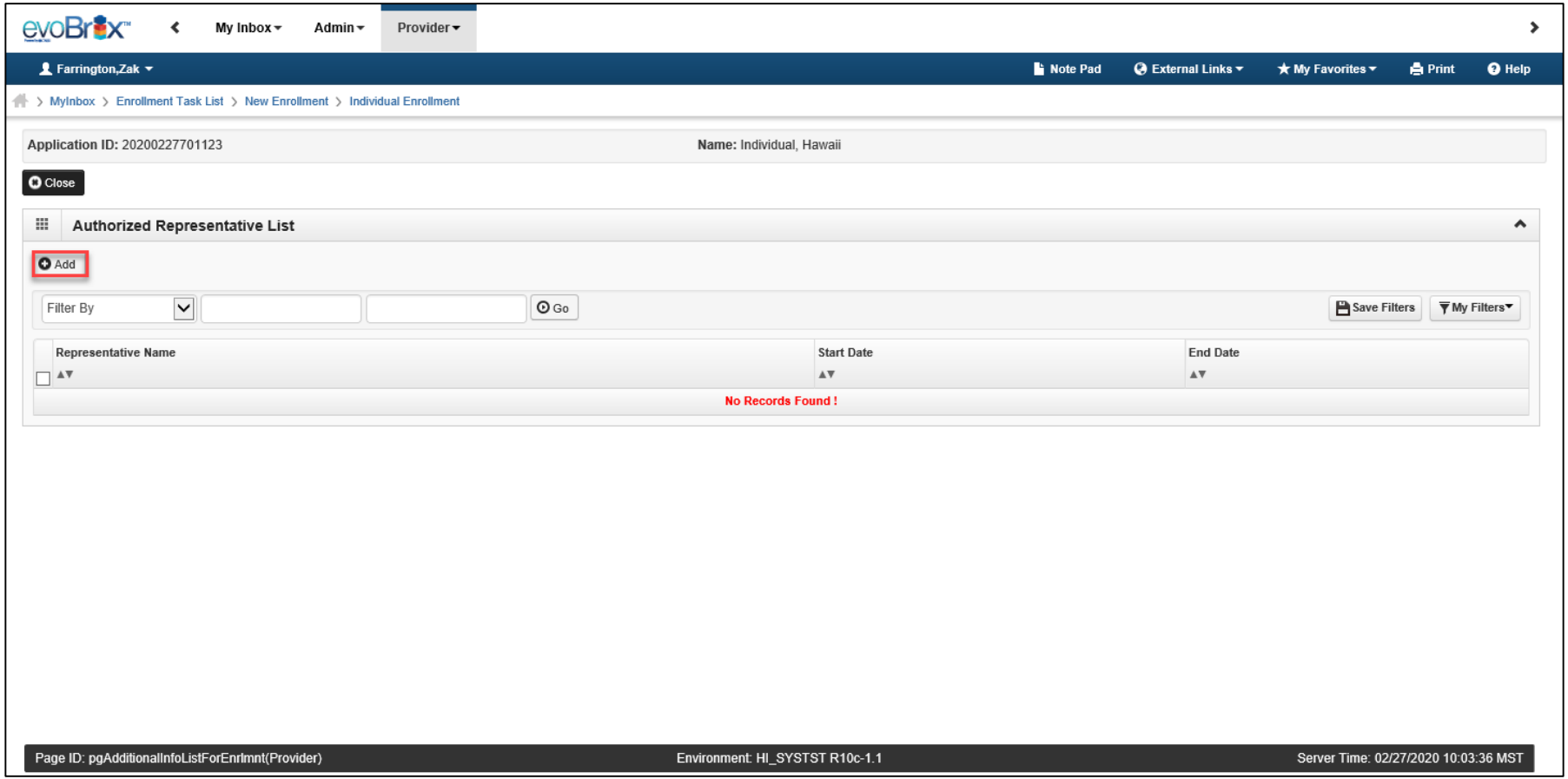


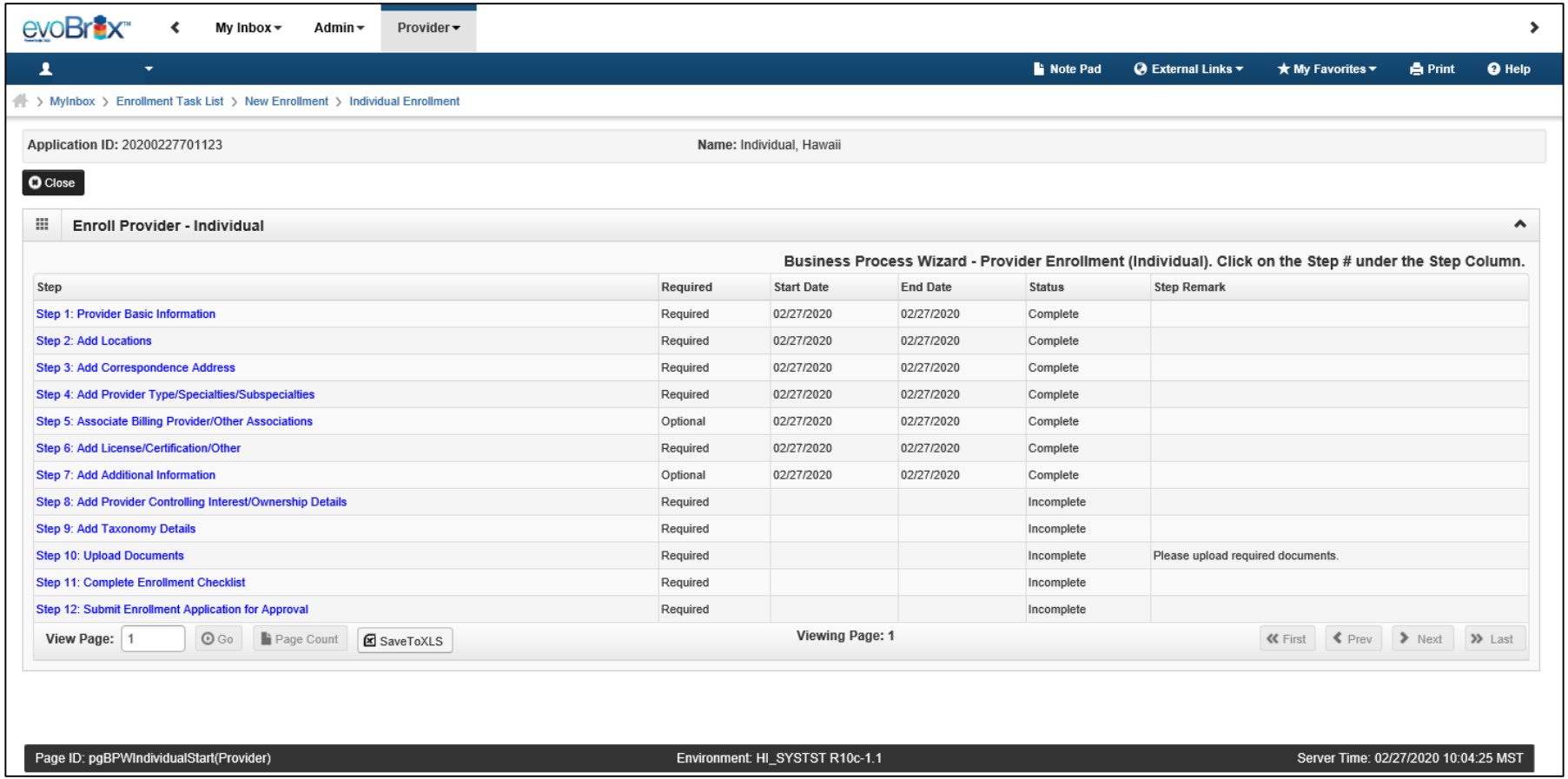
Step 7: Add Additional Information



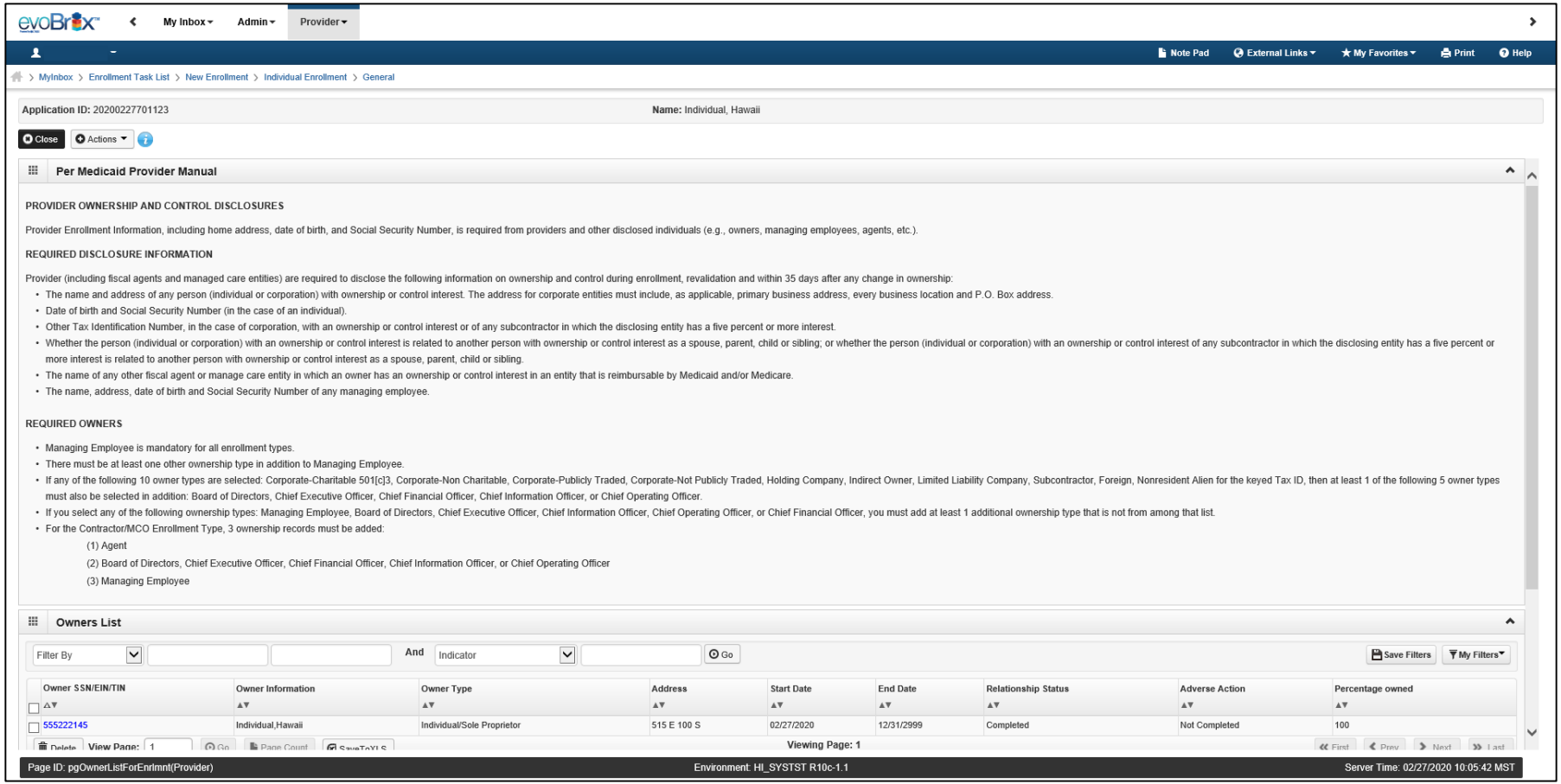
Add Additional Information



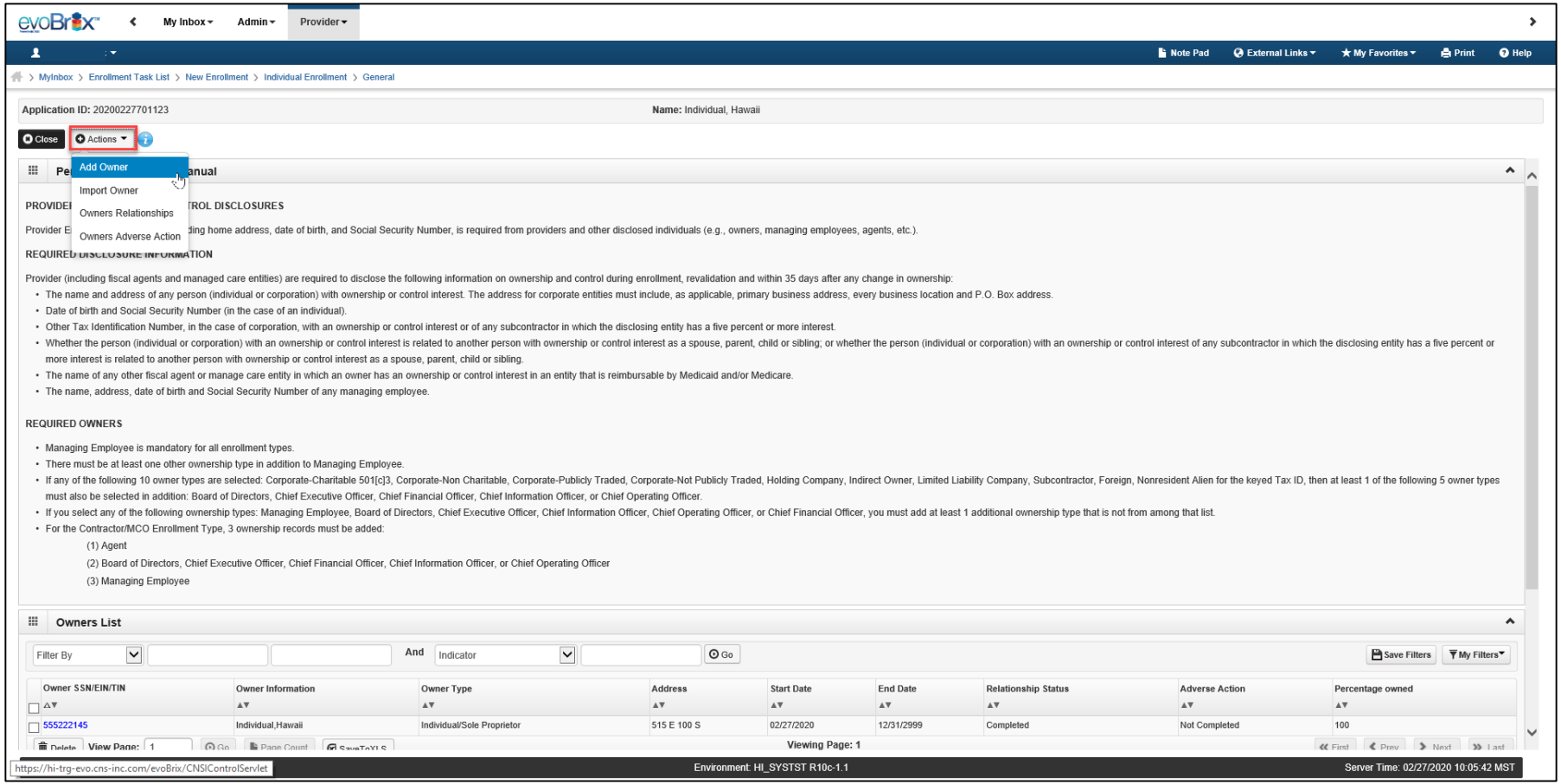
Step 8: Controlling Interest/Ownership Details



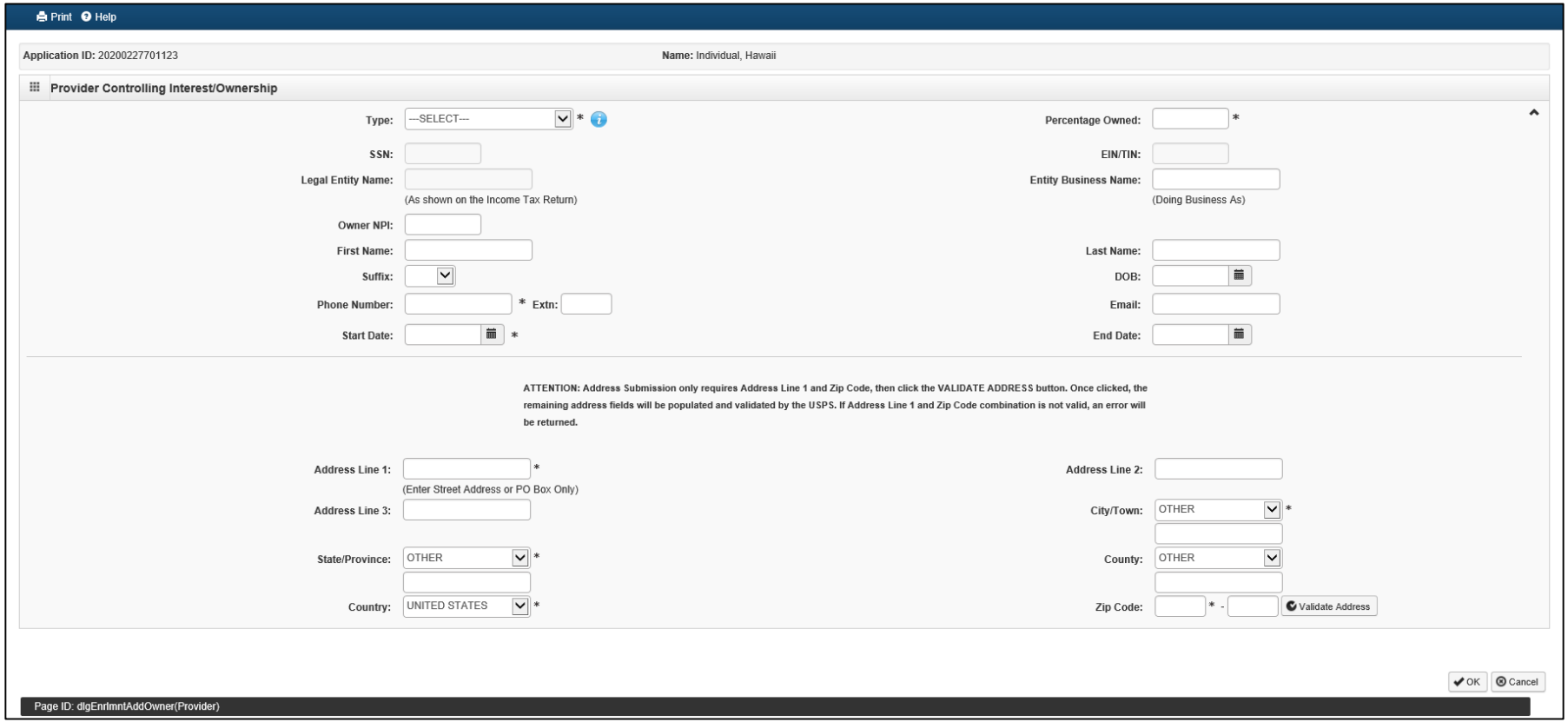
Add Controlling Interest/Ownership Details



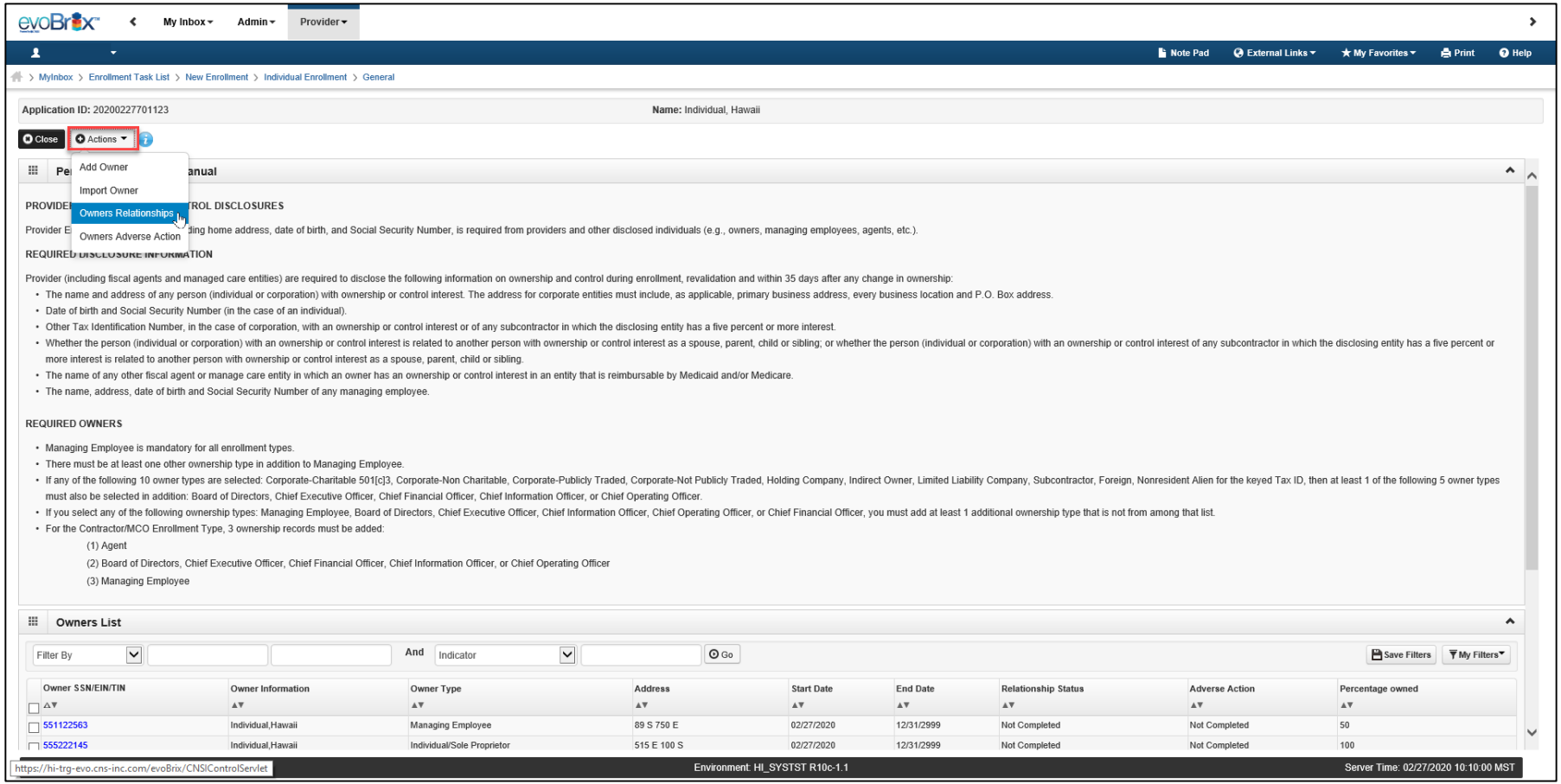
Add Owner



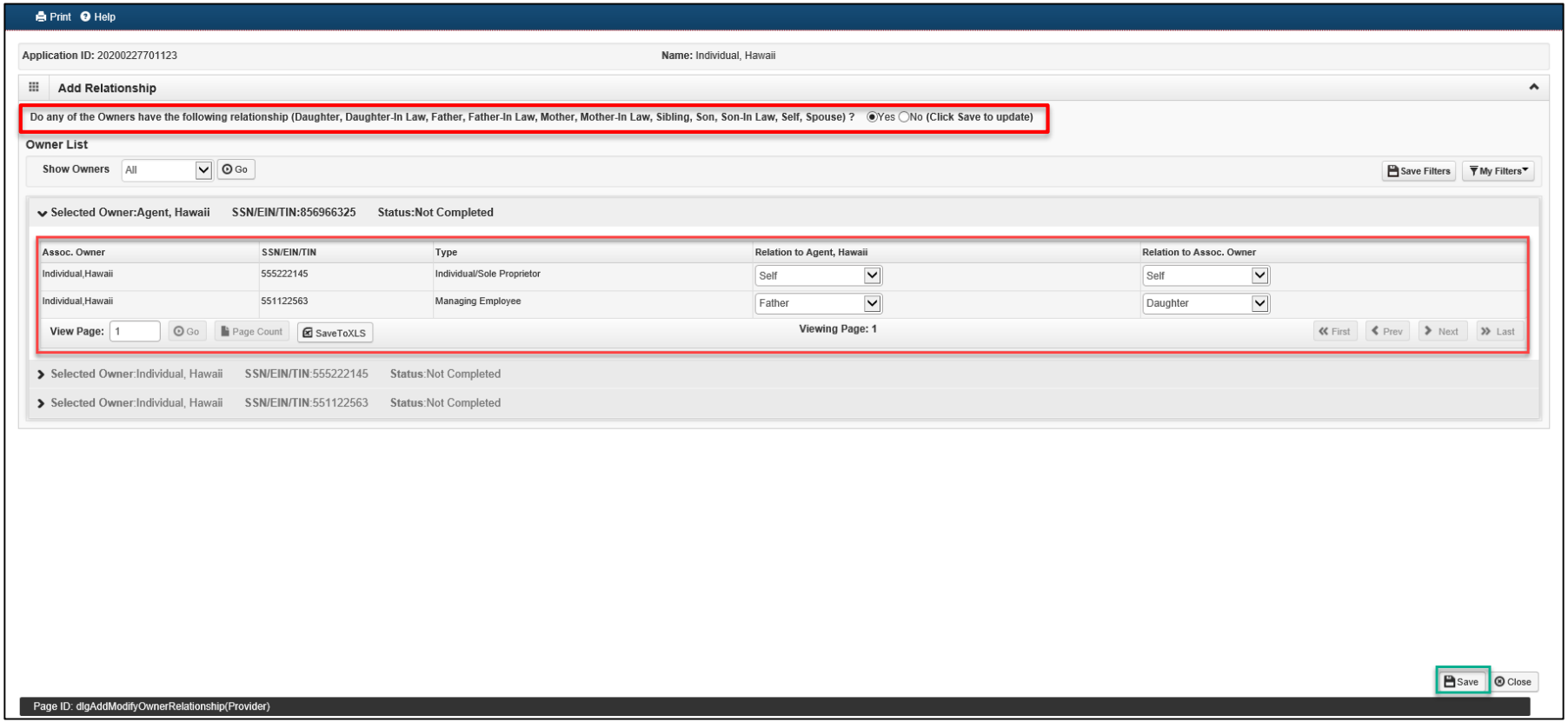
Add Ownership



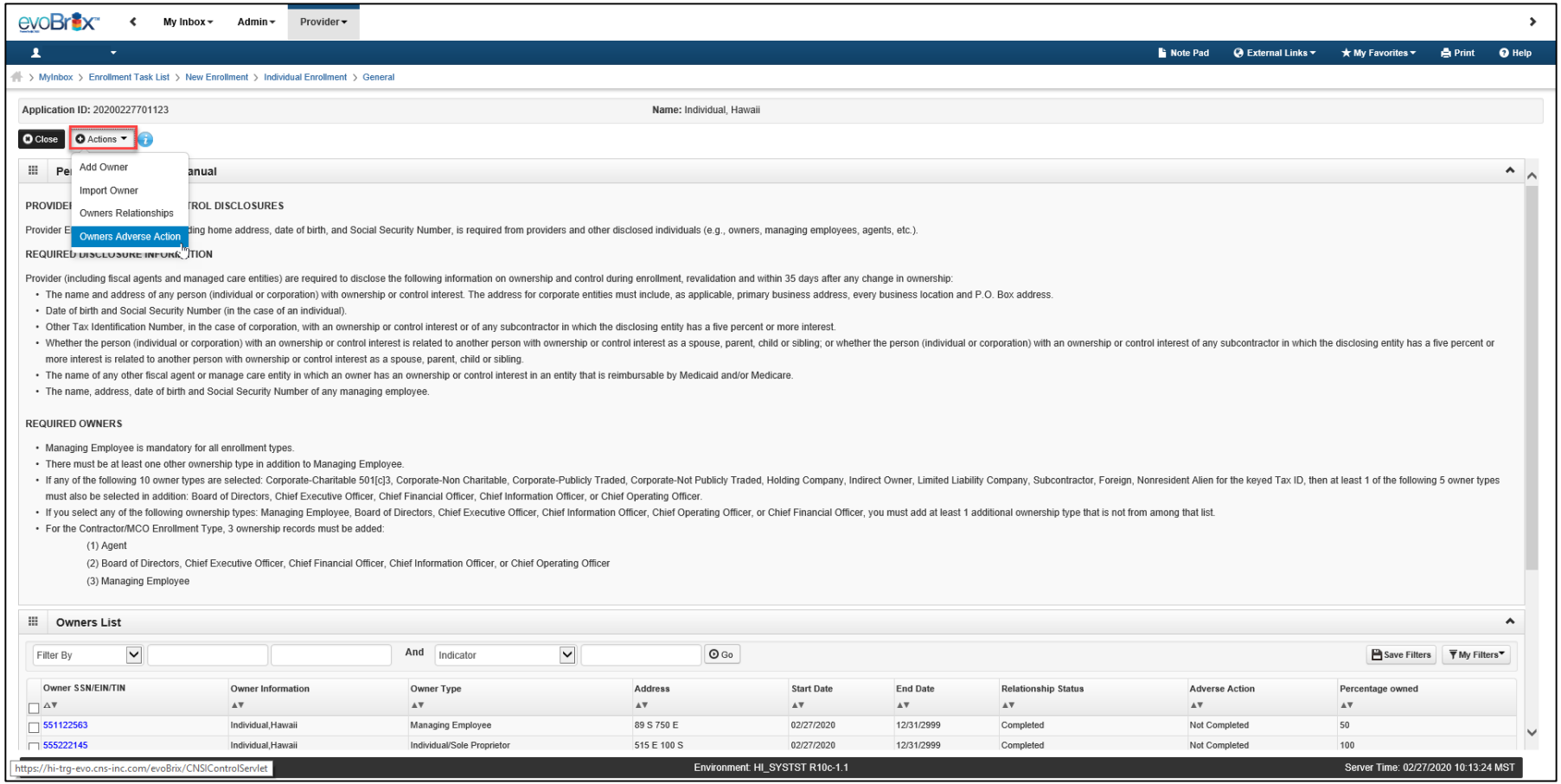
Add Owners Relationship



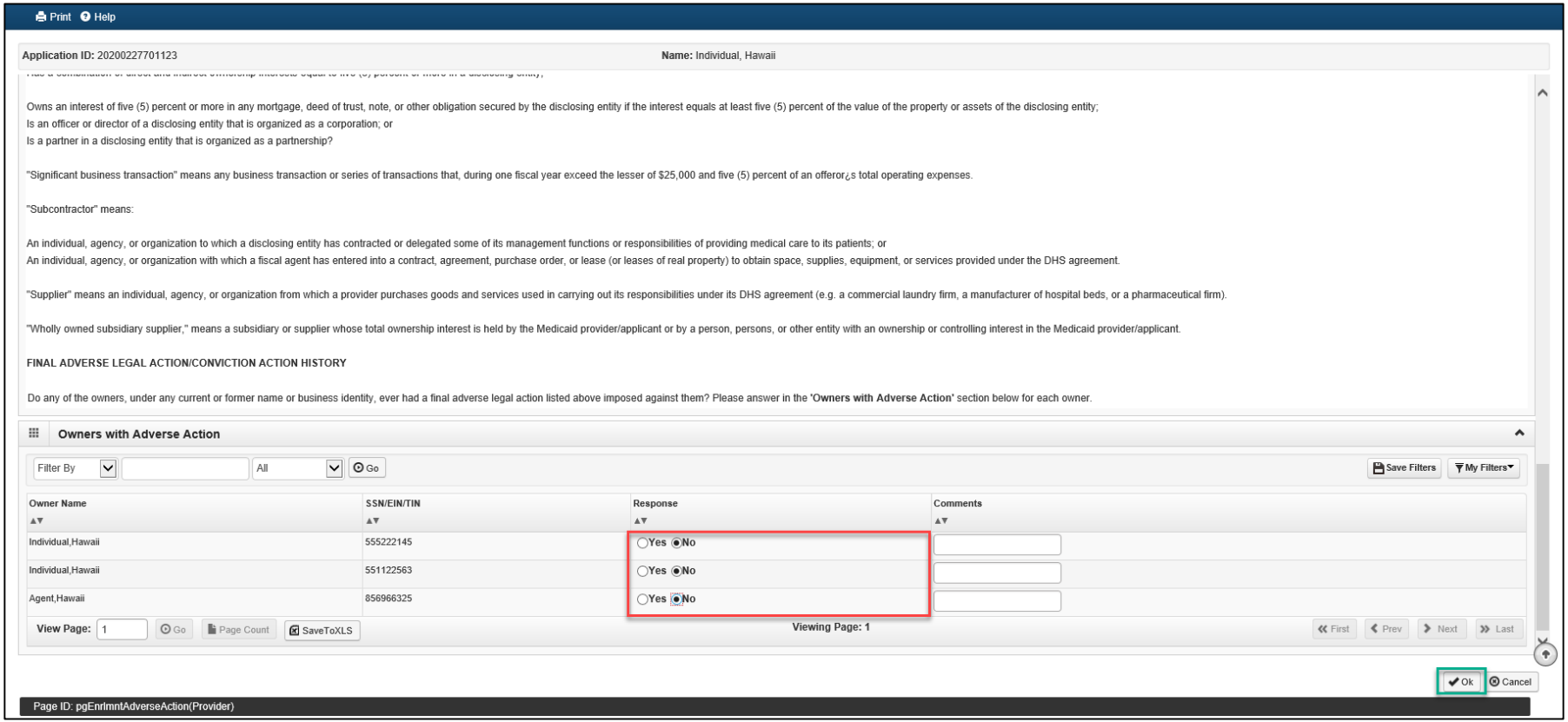
Add Owners Relationship



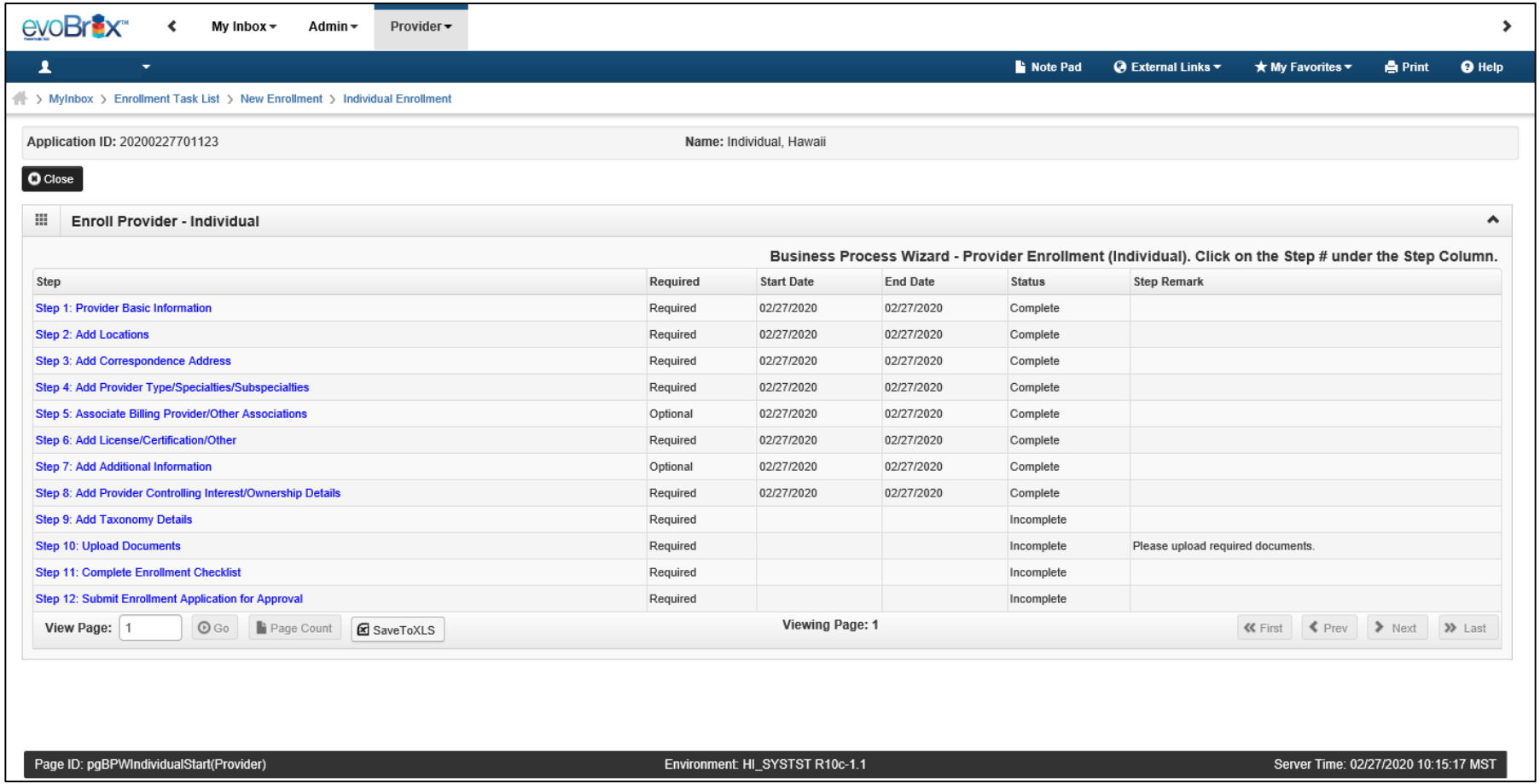
Complete Adverse Actions



Disclose Adverse Actions



Step 9: Taxonomy Details



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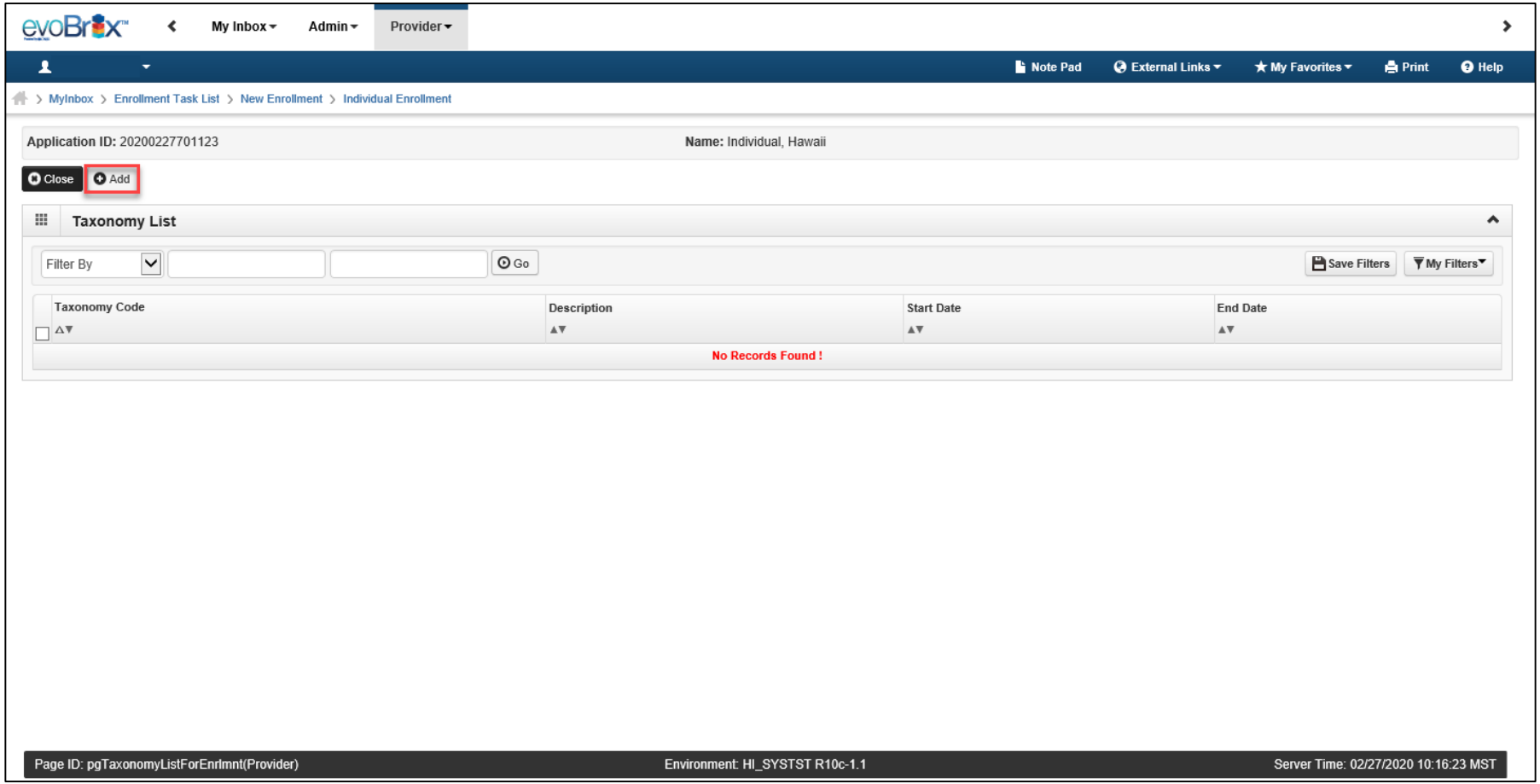
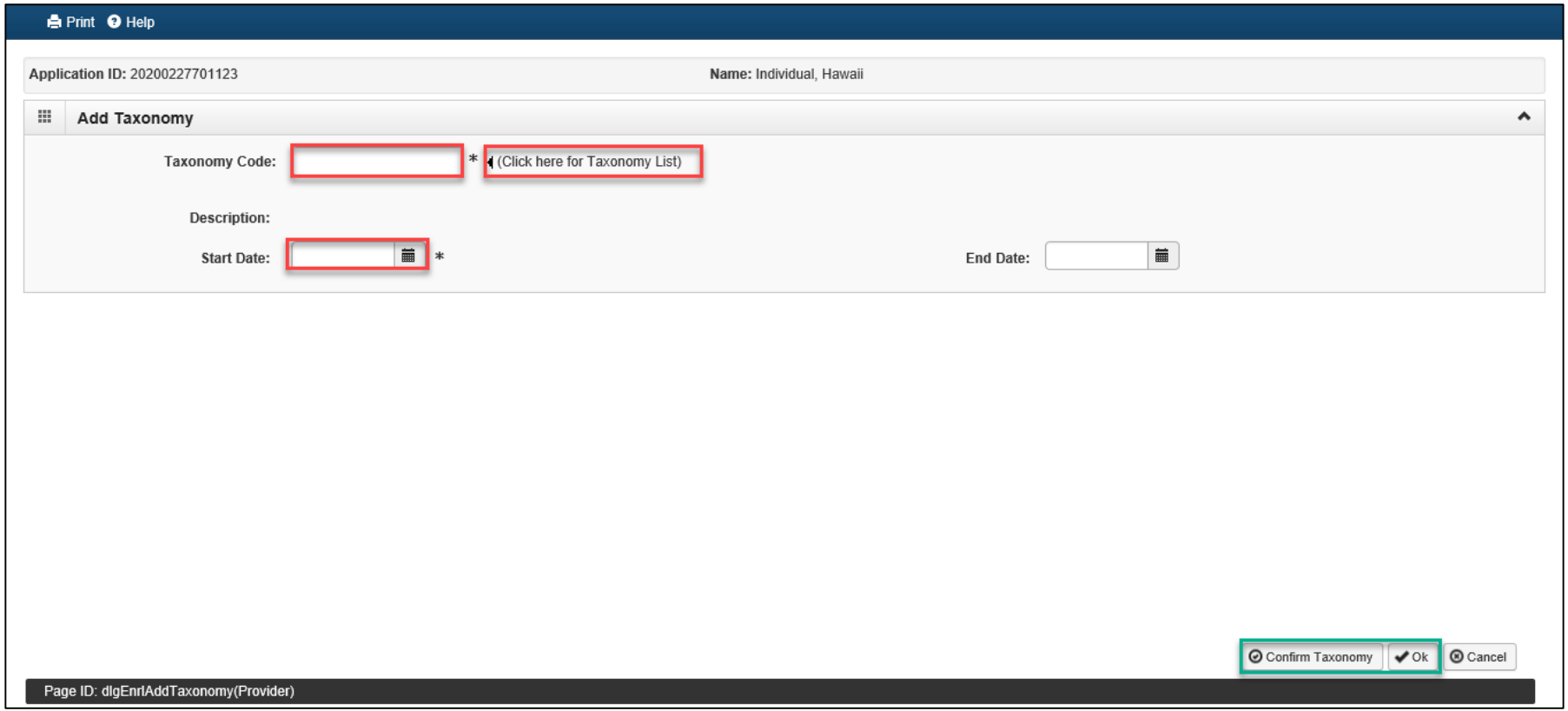
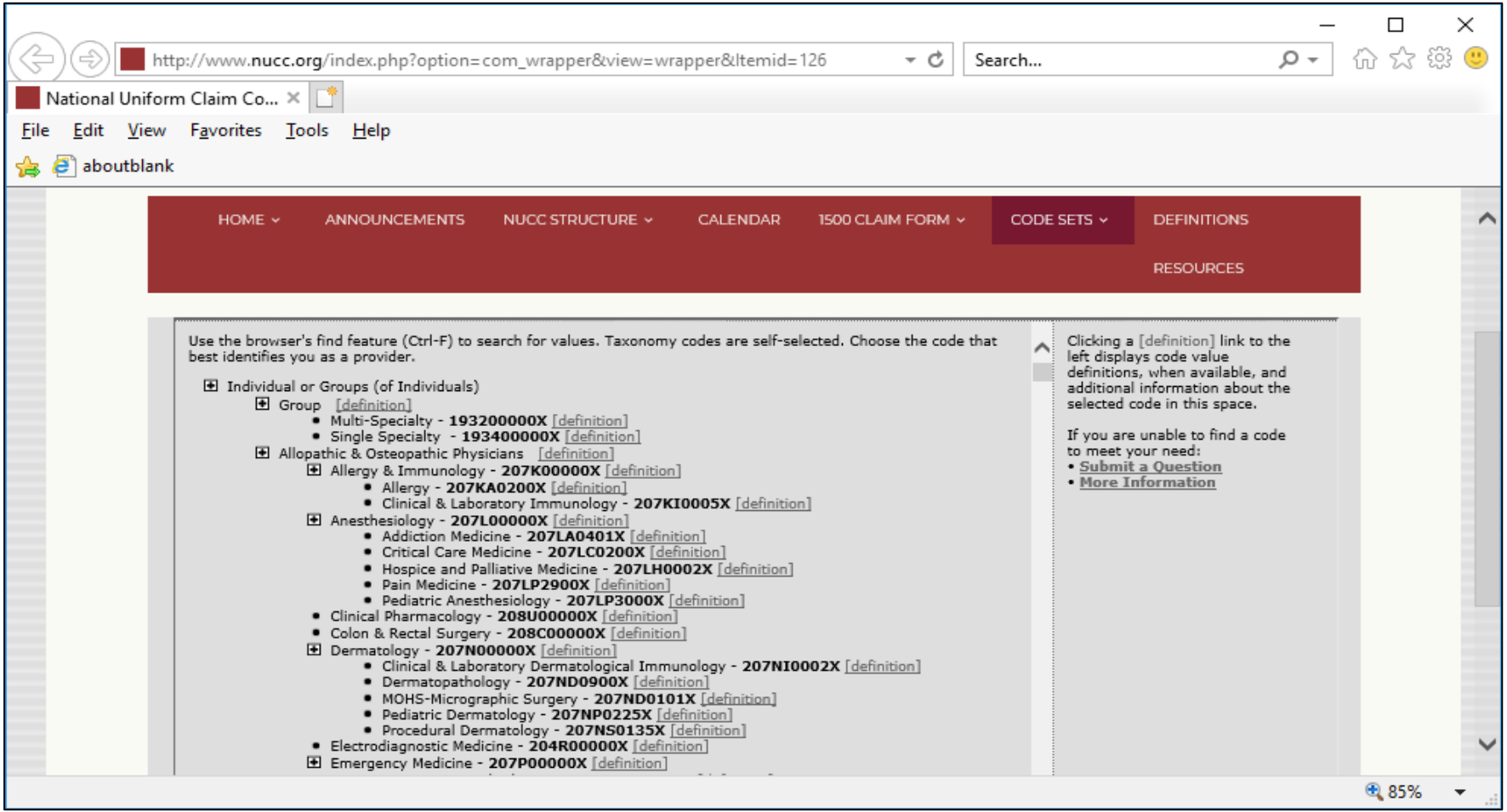


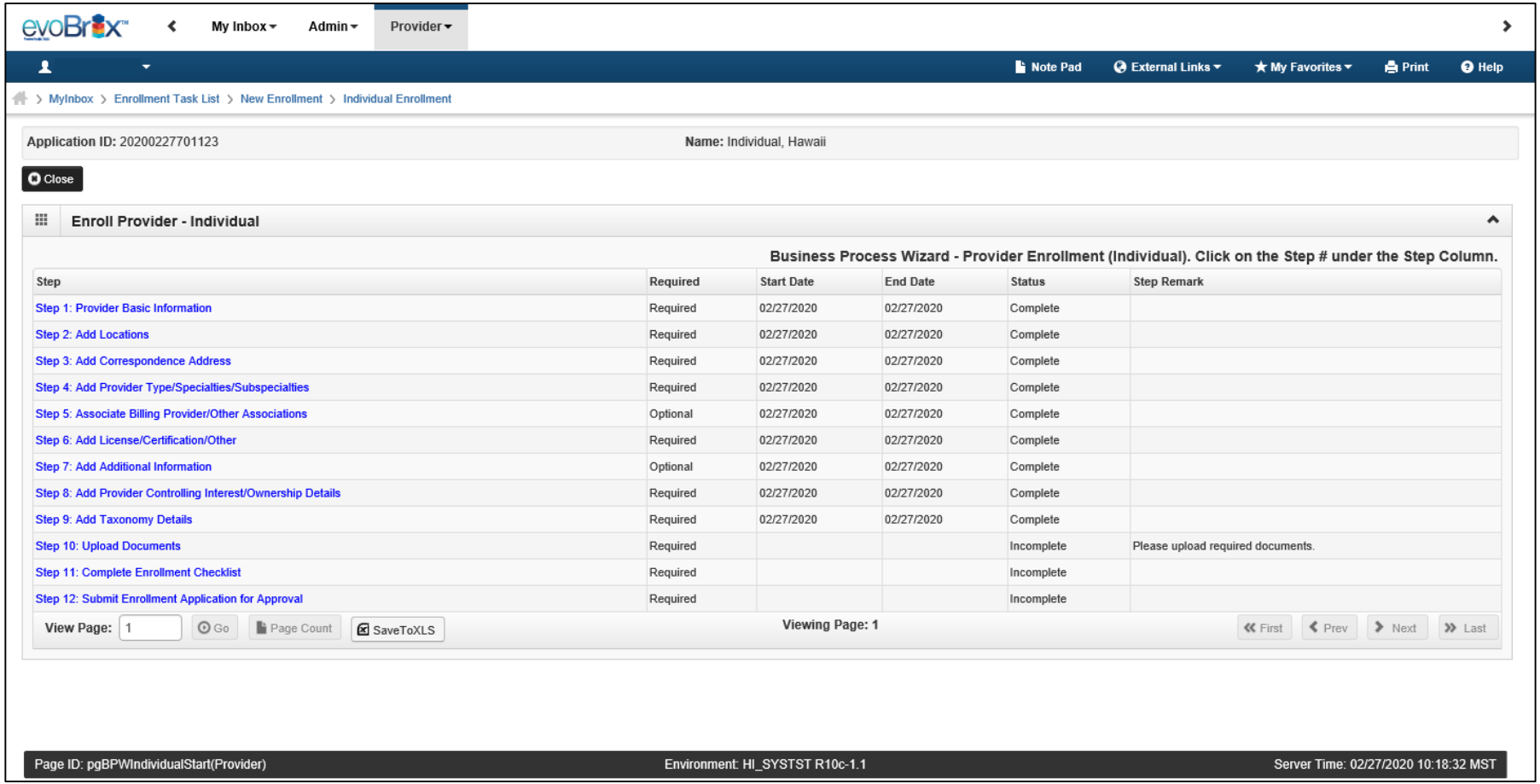
Add Taxonomy



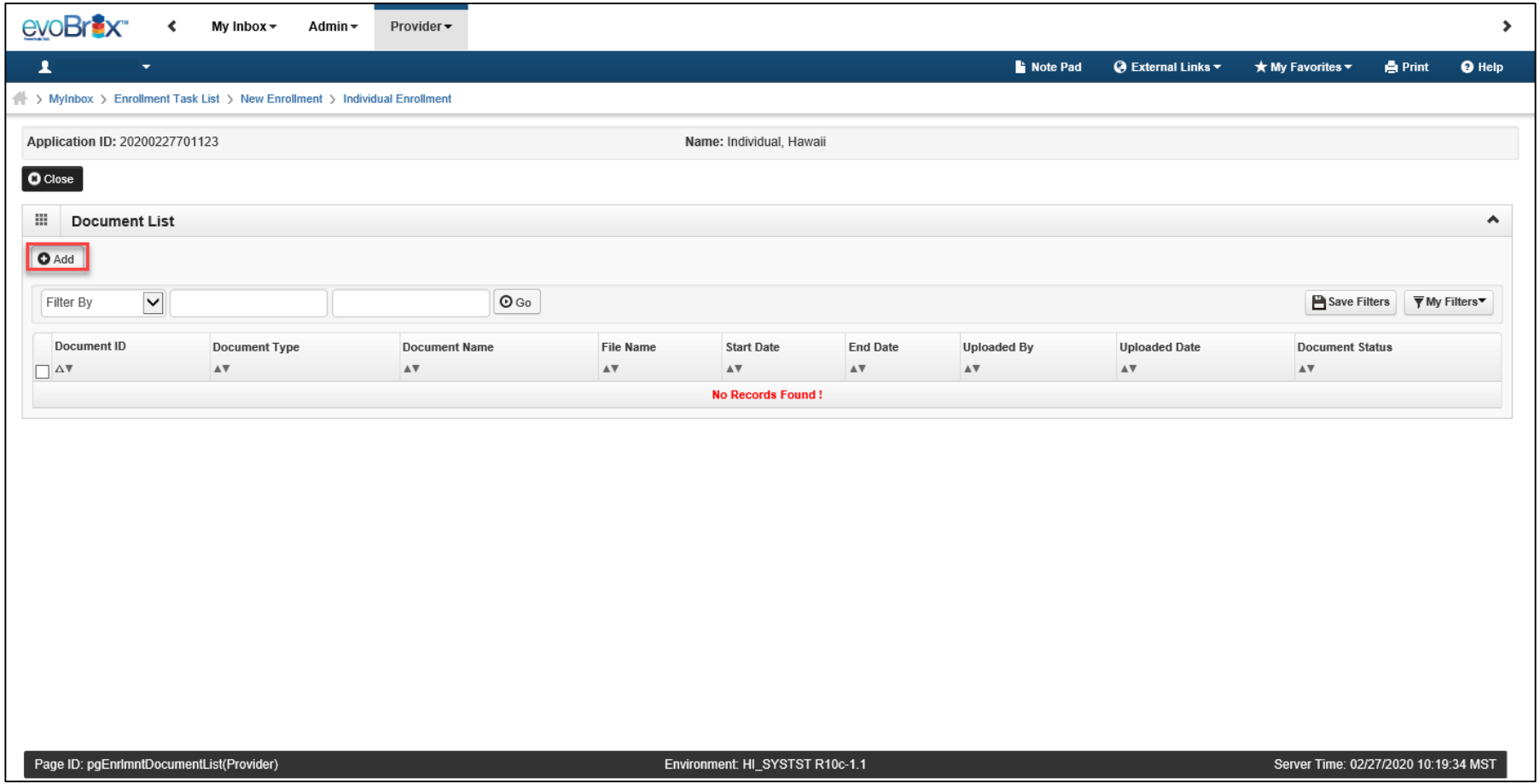
NUCC Taxonomy Code List



Step 10: Upload Documents



Upload Documents



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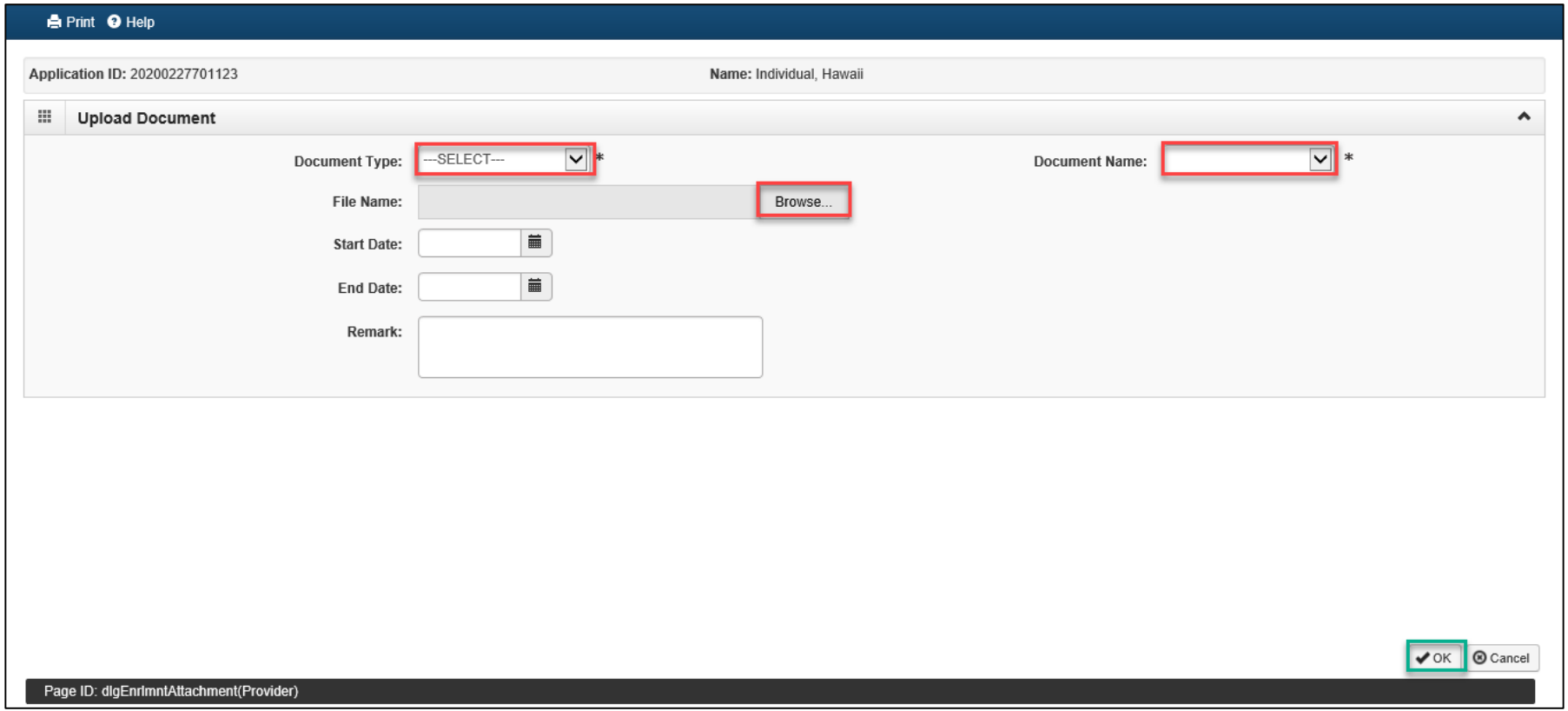
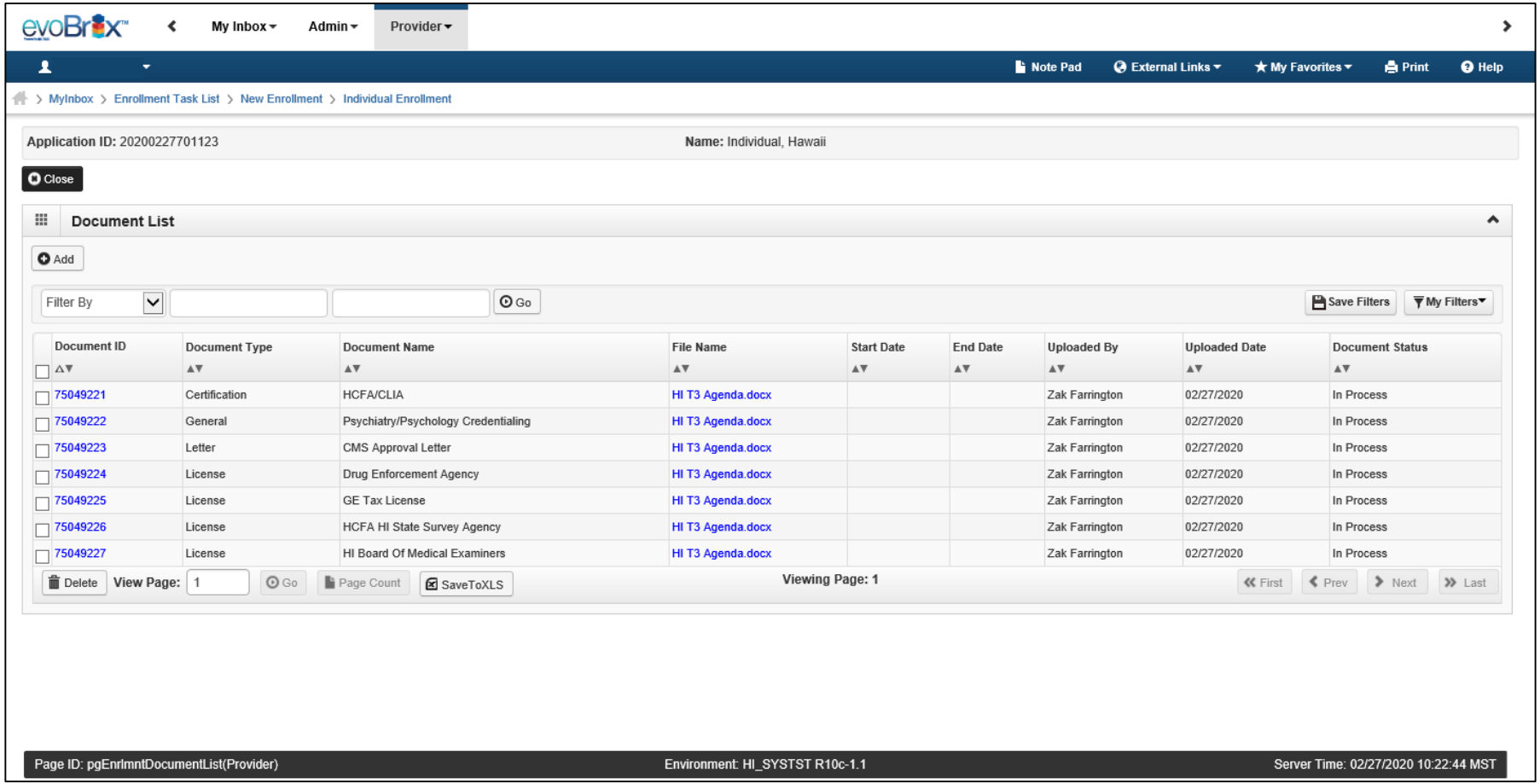
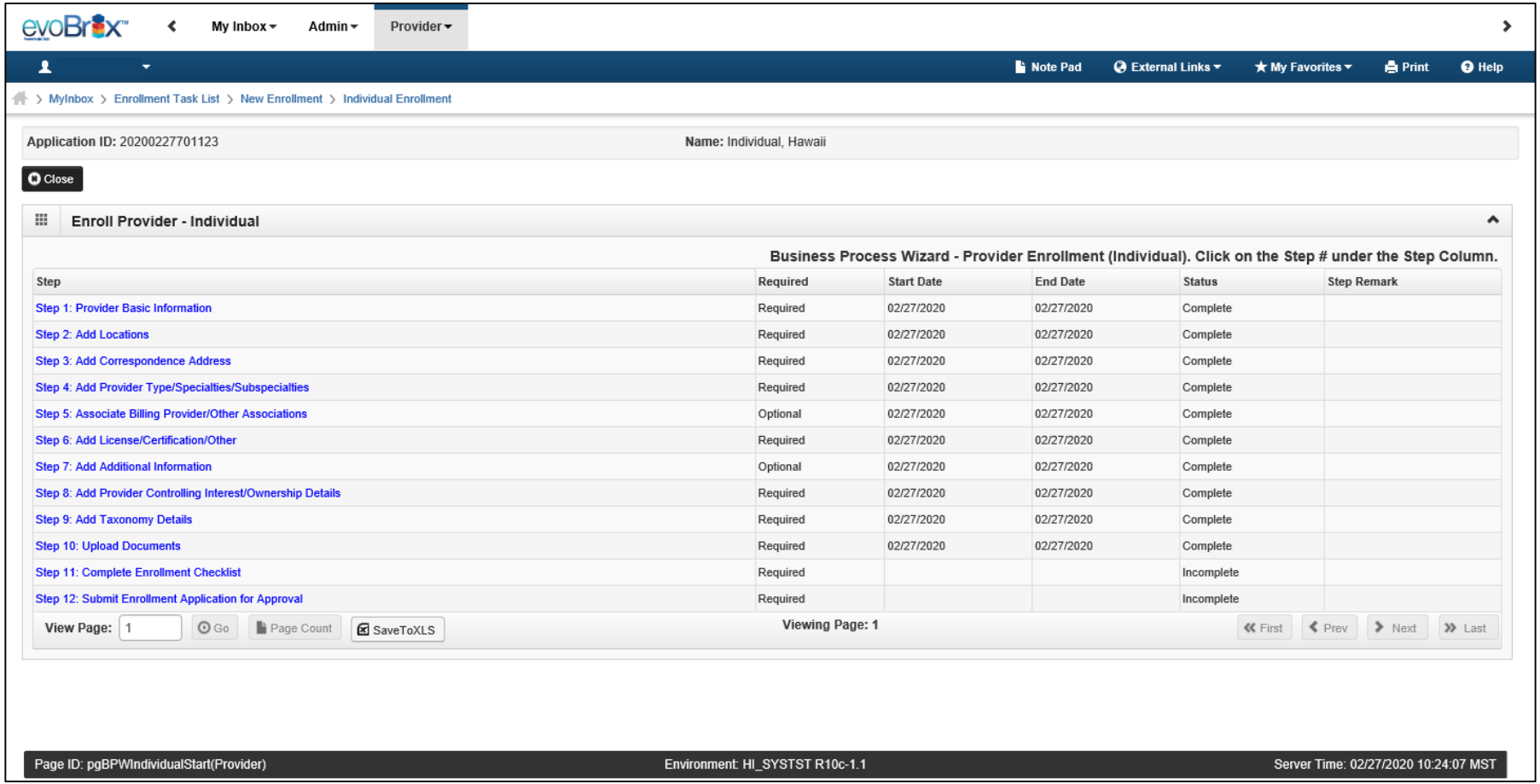


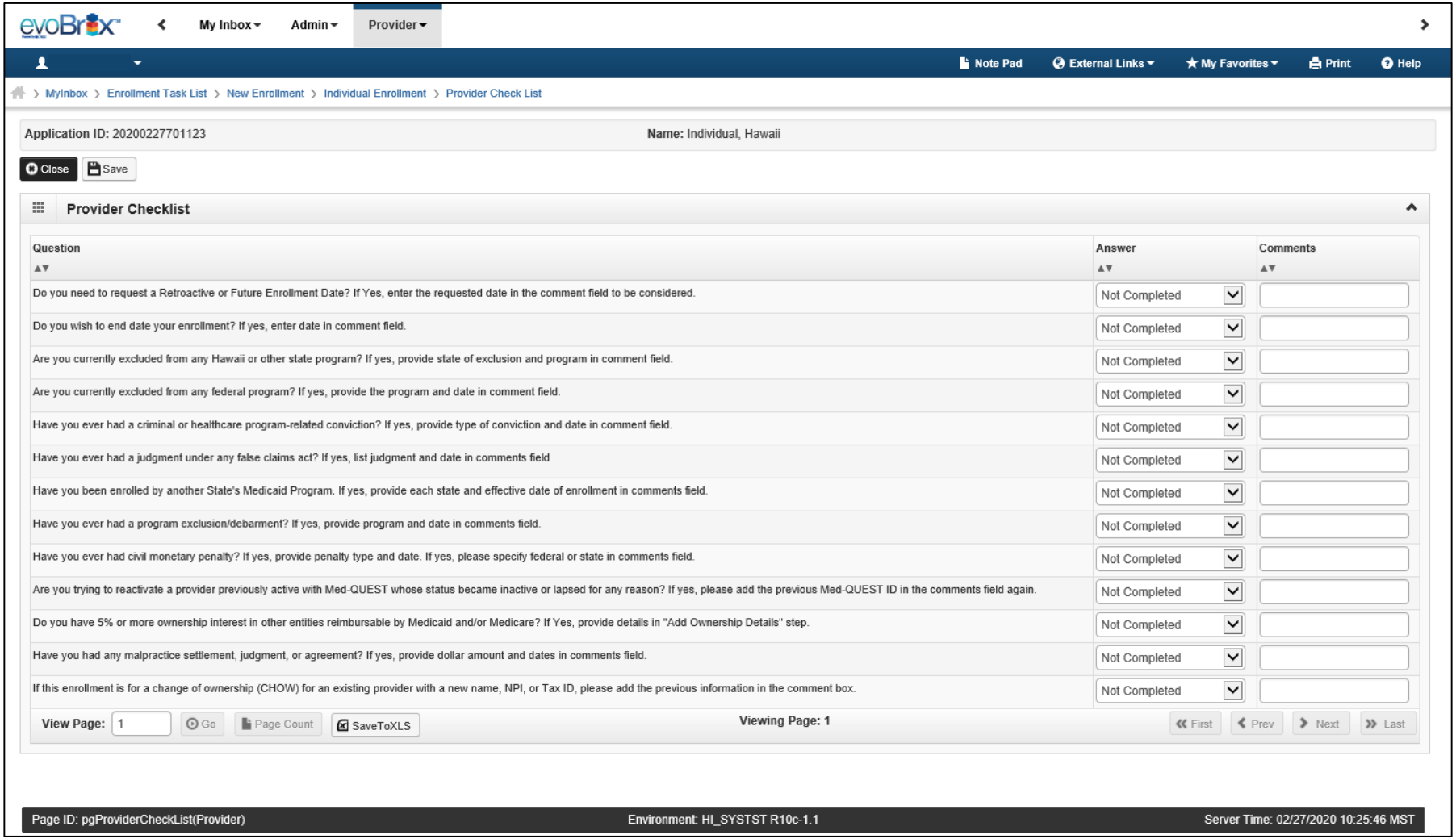
Upload Documents List



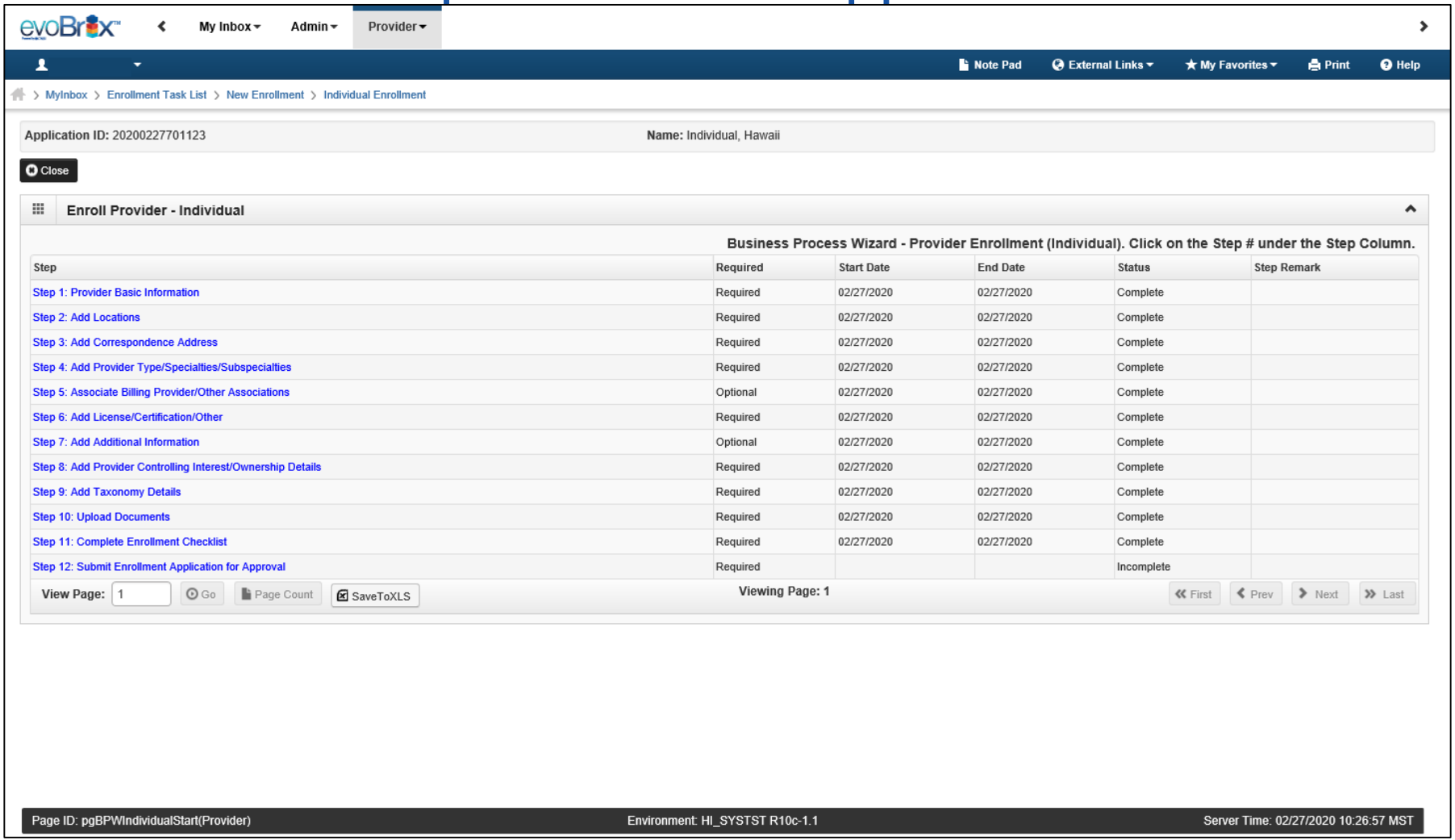
Step 11: Enrollment Checklist



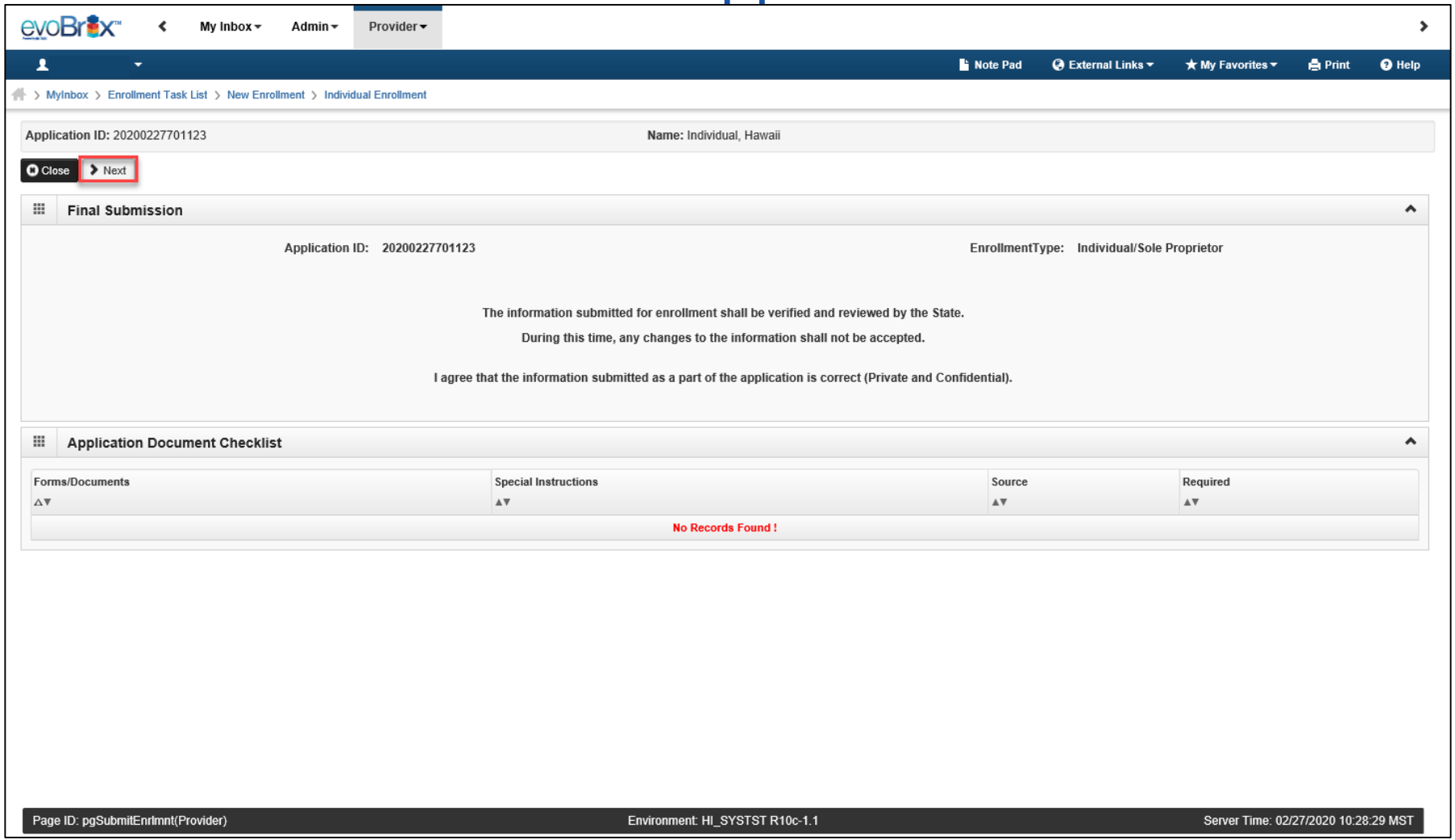
Enrollment Checklist



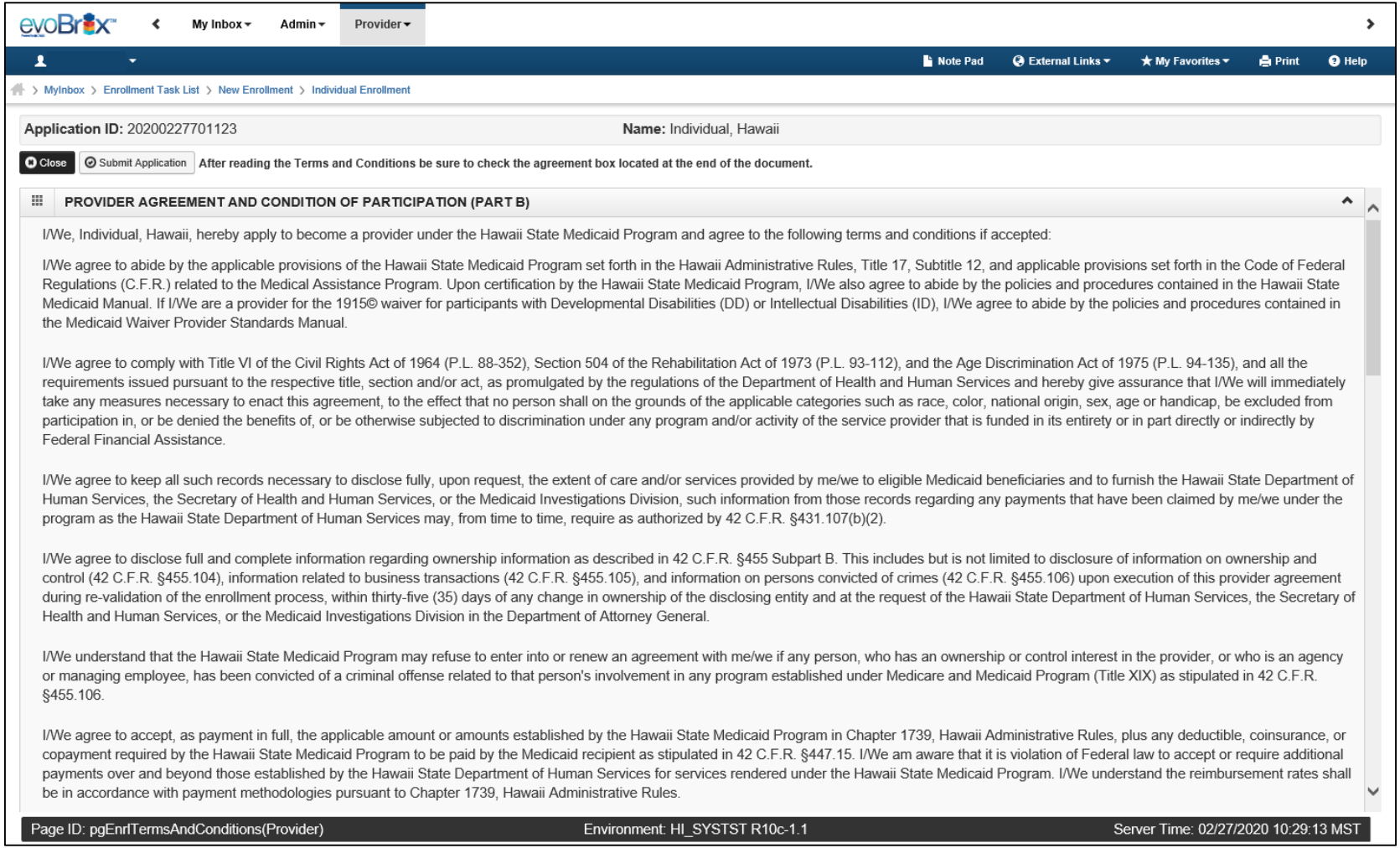
Step 12: Submit Application



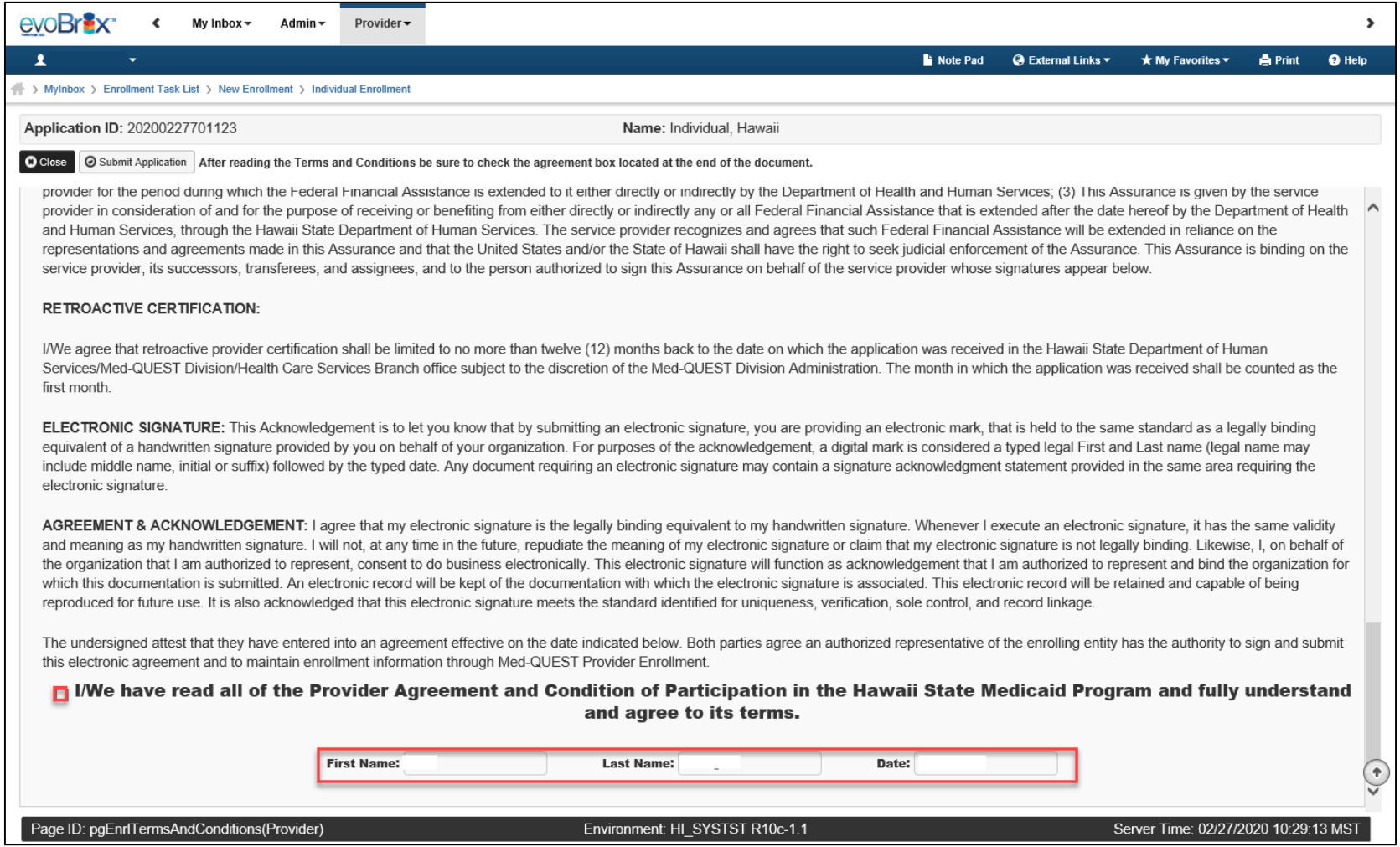
Submit Application



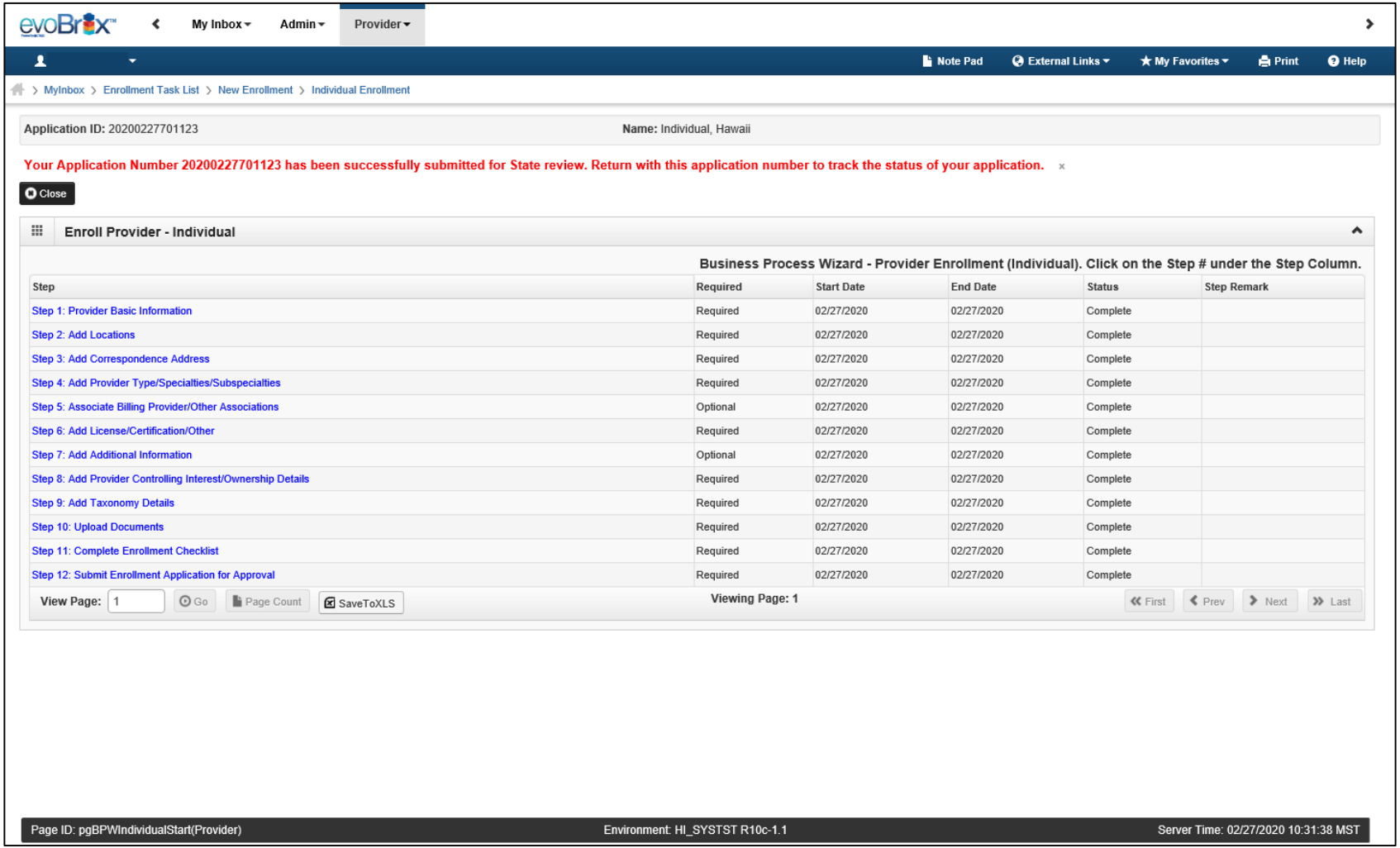
Review Provider Participation Agreement



Review Provider Participation Agreement



Submission Complete



Thank You!

Persistence, Perseverance and Passion as always remains our credo.

Contact Med-QUEST

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601 Kamokila Blvd., Room 506A
Kapolei, HI 96707

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phone: 808-692-8099
fax: 808-692-8087

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