

Important Certified Family Home Information

Included in this mailing, you will find a helpful billing tool for working with Molina. We hope you will find this valuable.

If you use a billing service or have someone bill for you, are you checking for accuracy of your claims? As the provider, you are responsible for charges billed to Idaho Medicaid.

We are asking ALL Certified Family Home providers to check and/or correct their information in the Molina billing system. The State of Idaho is required to obtain the correct name and ITIN (Individual Taxpayer Identification Number) on the IRS Form W-9 and report this information to the IRS. This requires that your "provider name" match exactly with the name you have entered on your W-9.

What to do if you are not sure that your information is correct? You can use one of the options listed below.

- Logon and check your information at www.idmedicaid.com.
- Contact Molina at 1-866-686-4272. Ask for a person who specializes in CFH providers.
- Contact your regional Molina representative.
- Complete the form below requesting your information be updated.

Provider Name (as it should appear on your W-9) _____ Provider Number _____

Address _____ City _____ Zip _____

Home phone: _____ Cell phone: _____ Work phone: _____

In an effort to provide you with communication options, we are asking you to answer the questions below.

Please circle yes or no

Do you have a computer? Yes No Do you do your own billing? Yes No

Do you have an e-mail address? Yes No

If so, would you like to receive information via email? Yes No

Email address: _____

Have you had any changes in your home?

Please return this form to the Department of Health and Welfare one of the following ways:

Email to: thomsend@dhw.idaho.gov or Fax to: 208-239-6269

Mail to: Region 6 Medicaid, 1070 Hiline, Suite 260, Pocatello, ID 83201. Thank you!

Important changes have been made to the Certified Family Home Program. The legislature approved three rule changes that affect guardianship, non-municipal sewage disposal (septic systems) and certification of manufactured homes. These rule changes went into effect at the end of the legislative session on April 7, 2011. This information is available at www.cfhdhw.idaho.gov. You will find the link to Rules Governing Certified Family Homes under the tab "Statutes, Rules and Guidance".