

# Enrolling as a Vendor with the State of Idaho

## Idaho Medicaid Electronic Health Record (EHR) Incentive Program

Created June 2012

*Note to Providers: There is a good possibility that business processes will change after the program is launched. Potential efficiencies as well as potential problems are likely to become evident. This paper describes the business as of spring 2012. Please be sure to return to the information on the website and in the provider handbook often for updates. Creation dates will be noted on each paper.*

### Introduction

In order to receive electronic health record (EHR) incentive payments from Medicaid, the entity receiving the payment (the provider, clinic, or hospital) must be enrolled as a vendor with the State of Idaho. If a provider is unsure of prior vendor enrollment, they may call the Medicaid EHR Program helpdesk at (208) 332-7989 to see if they have previously enrolled.

### Process

To sign up as a vendor who receives paper warrants and paper remittance advices (RAs), the provider must complete a W-9 form (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>) and submit it to the EHR Program using one of three methods:

Mail: EHR Incentive Payments  
Division of Medicaid  
PO Box 83720  
Boise, ID 83720-0009

Fax: 208-334-6515

Email: [EHRIncentives@dhw.idaho.gov](mailto:EHRIncentives@dhw.idaho.gov)

Once the completed W-9 is received, the vendor tax identification number (TIN) is verified with the IRS to make sure the name and address match. Please allow two to three days for this process to be completed.

To sign up as a vendor who receives EFT (electronic funds transfer)/direct deposit, the provider must complete the *Combined Substitute W-9/EFT Direct Deposit Authorization Form*. That form can be found at:

[http://www.sco.idaho.gov/web/DSADoc.nsf/537A2603FE4B9E198725709800689EDF/\\$FILE/W9andEFT.pdf](http://www.sco.idaho.gov/web/DSADoc.nsf/537A2603FE4B9E198725709800689EDF/$FILE/W9andEFT.pdf).

This form must be **mailed** along with a voided check to (originals only - copies, faxes, and scanned documents will not be accepted):

EHR Incentive Payments  
Division of Medicaid  
PO Box 83720  
Boise, ID 83720-0009

Processing of the completed EFT form includes verifying the vendor's TIN with the IRS to make sure name and address match, and verifying the vendor's bank. This process usually takes a couple of weeks.

Once the submitted EFT paperwork and voided check have been processed, the Controller's Office sends the provider a letter or email with their logon, password, and instructions for accessing the State Controller's Office vendor website so they can view their RAs. (Providers who sign up for EFT will not receive paper warrants or paper RAs.)

If a provider is reassigning the EHR incentive payment, the clinic or group to whom you are reassigning payment must be enrolled as a vendor with the State of Idaho. The clinic or group must follow the instructions above for enrolling as a vendor to receive a paper warrant or EFT.

### **Additional Information**

For questions about this or other issues concerning the Idaho Medicaid EHR Incentive Program, please go to [www.MedicaidEHR.dhw.idaho.gov](http://www.MedicaidEHR.dhw.idaho.gov). There you will find an "Ask the Program" feature that will allow you to send questions to program staff. You can also call the Idaho Medicaid EHR Incentive Program Helpdesk at (208) 332-7989.