

# Provider Roster for Federally Qualified Health Centers and Rural Health Clinics

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

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

Many eligible professionals (EPs) may not be enrolled as individual Idaho Medicaid providers, but likely are identified as rendering providers for a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC). It is difficult to verify if providers are currently active or if they are one of the eligible provider types when an EP is not fully enrolled in the Medicaid system. The Idaho Medicaid EHR Incentive Program plans to leverage provider rosters completed by the FQHCs and RHCs as the initial point of reference for verification.

### Completing a Provider Roster

The Idaho Medicaid EHR Incentive Program has developed a *Provider Roster Workbook*. It is posted on at [www.MedicaidEHR.dhw.idaho.gov](http://www.MedicaidEHR.dhw.idaho.gov) under **Forms for Providers**. This workbook has two tabs. The first tab, labeled *Provider Roster*, is the template for FQHCs and RHCs to complete to document their active providers. The second tab, labeled *Example*, is a sample of a completed Provider Roster template. Clinic staff must decide who will complete and submit the Provider Roster as only one is needed from each clinic. This should be done prior to clinic providers registering for an incentive payment. The Provider Roster should list all ELIGIBLE PROFESSIONALS at that clinic location, NOT ALL PRACTITIONERS. Eligible professionals include physicians, nurse practitioners, dentists, certified nurse mid-wives and physician assistants if working at a physician assistant led FQHC or RHC. This reflects a change in policy by Idaho Medicaid effective June 1, 2012. If you have questions about this change in policy, please contact the program helpdesk at the number below.

### Provider Roster Template and Instructions

The *Provider Roster Workbook* and *Provider Roster Instructions* are posted on the Idaho Medicaid EHR Program website at [www.MedicaidEHR.dhw.idaho.gov](http://www.MedicaidEHR.dhw.idaho.gov). The *Provider Roster Instructions* document contains step by step directions plus information about how to submit the form to Idaho Medicaid. The provider handbook will also contain this information once published to the website.

### **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.