

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.

Documenting a Provider Roster

The Idaho EHR Incentive Program has developed a Provider Roster Workbook with two tabs. The first tab is the Provider Roster template for FQHCs and RHCs to complete to document their active providers. The second tab 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. 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.

After the Provider Roster is completed, please email it to the Idaho Medicaid EHR Program. (Please see the directions included with the provider roster template.) The Provider Roster will serve as a key initial reference that will facilitate preliminary verification that an EP is active and is the correct eligible provider type.

Using a Provider Roster

All FQHCs, RHCs, and Tribal clinics will be required to complete a Provider Roster and send it to the Medicaid EHR Program. Operational staff will use the Provider Roster as a reference to perform initial verification of eligible providers from these clinics. An updated Provider Roster will be requested every calendar quarter.

Provider Roster Template and Instructions

The Provider Roster Workbook and instructions are posted on the Idaho Medicaid EHR program website at www.MedicaidEHR.dhw.idaho.gov. The workbook contains the Provider Roster template as well as an example of a completed roster. The Final 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 EHR Incentive Program, please go to 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 Program Helpdesk at (208) 332-7989.