

MEDICAID AK PRE-ENROLLMENT INSTRUCTIONS – MCDAK



HOW LONG DOES PRE-ENROLLMENT TAKE?

- 3 to 5 business days

WHERE SHOULD I SEND THE FORMS?

- Mail the original forms to:

ACS
HIPPA Provider Support Team
PO Box 240808
Anchorage, AK 99524-0808

WHO CAN SIGN THE FORMS?

- The provider, if a Sole Proprietorship or owned by an individual.
- An authorized representative if the authorized representative is a general partner, chairman of the board, chief financial officer, chief executive officer, president, direct owner of 5% or more of the provider's organization, or must hold a position of similar status as an authority within the provider's organization.

WHAT FORM SHOULD I DO?

- Provider Information Submission Agreement

HOW DO I CHECK STATUS?

- You will be notified via email by ACS that your enrollment has been completed, however you can also contact the EDI department at 907-644-6800 opt 3. Ask if you have been linked to Office Ally's submitter ID 3373.

NOTE TO MY CLIENTS PLUS USERS:

Once you have confirmed with the insurance payor that your provider number is linked to Office Ally, please fax the following information to My Clients Plus at 888-653-7115.

- **My Clients Plus**
- **Provider/Practice Name as pre-enrolled with the insurance payer**
- **Fed Tax ID**
- **Billing NPI**
- **Insurance Payer (including State if BCBS, Medicare or Medicaid).**
- **The statement “I have verified my provider ID has been linked to Office Ally with the Insurance Payor”.**
- **Provider email address where you can be notified of setup completion.**

For Noridian Pre-Enrollments Please Also Include:

- **Submitter number**



STATE OF ALASKA
Department of Health and Social Services
PROVIDER INFORMATION SUBMISSION AGREEMENT

The following constitutes an Information Submission Agreement between a provider enrolled in the Alaska Department of Health and Social Services Medical Assistance Program (“*Provider*”), and the State of Alaska, Department of Health and Social Services (“*State*”). The terms of this agreement govern the submission of clinical and financial information sent to the State in support of services performed by the Provider.

I, _____, as Provider, enter into this Provider Information Submission Agreement with the State as authorization to submit clinical and financial information directly to the State either: (1) electronically by me; or (2) in an electronic or paper format through a Billing Agent on my behalf. All information submitted under the terms of this agreement is in support of services performed by me.

Section I. Terms of Agreement (<i>To be completed by the “Provider”</i>)	
1.	I am the Provider named above
2.	I agree to comply with all state and federal laws as they apply to the State of Alaska, Department of Health and Social Services programs in which I participate.
3.	I agree that payment and satisfaction of claims that I submit or that are submitted by my Billing Agent, including electronic transactions, will be from federal and state funds, and that any false claims, statements, or documents, or concealment of a material fact, may be prosecuted under applicable federal or state laws.
4.	I agree that I am fully responsible for all information and claims submitted by my Billing Agent or me and that all overpayments made to me by the State will be repaid by me.
5.	I agree to comply with the current and future Administrative Simplification provisions of the Health Insurance Portability and Accountability Act (HIPAA) for all services, information, and transactions, including electronic transactions, privacy, and security regulations.
6.	I agree that any transactions completed under this agreement will be compliant with all state and federal laws, including Title VII of the Civil Rights Act of 1964, which prohibits exclusion or discrimination on the basis of race, color, religion, sex, or national origin.
7.	I agree to test any changes or modifications to my electronic file or file layout or my Billing Agent’s electronic file or file layout and seek approval of my test submission by the State. I understand that failure to do so may result in claim processing delays.
8.	I agree to provide the State 30 days notice to set up or change electronic file or file layout specifications for information submissions. I agree to cooperate by transmitting test transactions to the State during a set-up period prior to any transmission to the State. I understand that the duration of testing may be 30 days or more.
9.	I agree, as applicable, to submit Alaska-specific data elements in accordance with State of Alaska Medical Assistance Provider Billing Manuals, Companion Guides, and other State Program Guides to the extent that Alaska-specific data elements do not change the meaning or intent of any of the Health and Human Services (HHS) Transaction Standard’s implementation specifications (45 CFR Part 162.915(d)) and/or do not change any definition, data condition or use of a data element or segment as proscribed in the HHS Transaction Standard Regulation. (45 CFR Part 162.915(a)).

20. Software Vendor Information: (Complete this item only if box 19a is checked)		
<hr/> Vendor Name	<hr/> Telephone number	<hr/> Fax Number
<hr/> Vendor Address	<hr/> City	<hr/> State Zip+4
<hr/> Vendor Contact Name	<hr/> Contact Telephone Number	<hr/> Contact E-Mail Address (if available)
21. Billing Agent Information: I authorize the following Billing Agent to submit information, including claims, on my behalf (Complete this item ONLY if you will be billing indirectly through a Billing Agent, Clearinghouse, contractor, or other entity):		
<hr/> Office Ally	<hr/> 866-575-4120	<hr/> 360-896-2151
Billing Agent's Business Name	Billing Agent's Telephone Number	Billing Agent's Fax Number
<hr/> PO Box 872020	<hr/> Vancouver	<hr/> WA 98687
Billing Agent's Mailing Address	City	State Zip+4
<hr/> 16703 SE McGillivray Blvd	<hr/> Vancouver	<hr/> WA 98683
Billing Agent's Physical Address	City	State Zip+4
<hr/> Customer Service	<hr/> 866-575-4120	<hr/> Support@officeally.com
Billing Agent's Contact Name	Contact's Telephone Number	Contact's E-Mail Address (if applicable)
22. Contact Person's Information: This section is to be completed with the name(s) and telephone number(s) of the individual(s), other than yourself or the billing agent listed above, who can answer questions about the information furnished in this Information Submission Agreement. You do not need to furnish any names if you want all questions directed to you. Check here <input type="checkbox"/> if you want all questions directed to you.		
<hr/> Contact Name	<hr/> Contact Telephone number	<hr/> Contact Fax Number
<hr/> Contact Address	<hr/> City	<hr/> State Zip+4
<hr/> Contact E-Mail Address		
23. I understand and agree to comply with all items numbered 1-22 listed above. By my signature below, I acknowledge my responsibility for compliance with this agreement and my authority to enter into this agreement on behalf of the Provider. Additionally, by my signature below, I, the Provider, authorize the Billing Agent named above to submit information, including claims, on my behalf. No photocopies or facsimile signatures will be accepted.		
<hr/> Provider Business Name (print)	<hr/> State Provider Identification Number (Only one ID per Agreement see instructions)	
<hr/> Provider's Name* or Authorized Representative's Name**	<hr/> Title as applicable (print)	
<hr/> Signature of Provider* or Authorized Representative**	<hr/> Date of Signature	

* Individuals and sole proprietors must sign their own enrollment agreement form.

**An authorized representative is an appointed official to whom the provider has granted the legal authority to enroll the provider in the Medicaid program, to make changes and/or updates to the provider's status in the Medicaid program (e.g., new practice locations, changes of address, etc.), and to commit the provider to fully abide by the laws, regulations, and program instructions of the Medicaid program. The authorized official must be the provider's general partner, chairman of the board, chief financial officer, chief executive officer, president, direct owner of 5% or more of the provider's organization, or must hold a position of similar status and authority within the provider's organization.

Section II. Definitions

“Billing Agent” used in this agreement means: Any Billing Agent, Clearinghouse, billing service, other third party submitter, contractors, or other entity submitting information directly to the Alaska Medical Assistance Program, State of Alaska, Department of Health and Social Services, on behalf of an enrolled Provider.

“Provider” used in this agreement means: A party who is properly enrolled in the State of Alaska Department of Health and Social Services program(s) including, as applicable, the Alaska Medical Assistance Program, and authorized to provide and be reimbursed for covered services.

“State” used in this agreement means: The State of Alaska, Department of Health and Social Services, or its designee.

Section III. To Be Completed by the State or its Designee

The State agrees to continue to mail checks, remittance advices, resubmission turnaround documents etc., directly to the Provider, Provider’s Billing Agent, or other entity as recorded on the State’s Medicaid Management Information System (MMIS) provider and submitter files. The State agrees to comply with all HIPAA laws.

- This agreement is effective and begins on the _____ day of _____, 20____. The above Provider is authorized to submit information, which may include claims, to the State.
- This agreement is effective and begins on the _____ day of _____, 20____. The above Provider has authorized the Billing Agent identified above to submit information, which may include claims, to the State on the Provider’s behalf.

Signed this _____ day of _____, 20____.

 State Representative or designee Name, Title, and (if applicable, designee’s Company or Agency Name)

 State or State’s designee Signature

 Date of Signature

Section IV. To Be Completed by the State or its Designee

	Begin date	End date
Test Submitter # assigned to this Provider _____	_____	_____
Production Submitter # assigned to this Provider _____	_____	_____
Termination effective date: _____ Date termination notification received: _____		
Hard copy file updated _____	MMIS file updated: _____	
_____	_____	
_____	_____	
Electronic submitter file updated: _____	_____	_____