

# MEDICAID WASHINGTON – PRE-ENROLLMENT INSTRUCTIONS – MC006



ProviderOne is the new administrator for Medicaid Washington. All Providers are required to complete registration & security activities for ProviderOne, in order to submit claims electronically.

WHEN USING A BILLING AGENT OR CLEARINGHOUSE THE PROVIDER IS REQUIRED TO COMPLETE ALL ACTIVITIES AS IDENTIFIED BELOW:

Transaction type:	Use Billing Agent or Clearinghouse	For Additional Information:
1. <b>Security</b>	√	<a href="http://hrsa.dshs.wa.gov/providerone/Security.htm">http://hrsa.dshs.wa.gov/providerone/Security.htm</a>
2. <b>Registration</b> <i>select your transaction type</i>	√	Fact Sheet – What You Will Need Before You Start: <a href="http://hrsa.dshs.wa.gov/providerone/Providers/Fact%20Sheets/P1PR006-908-PRR%20-What%20you%20will%20need.pdf">http://hrsa.dshs.wa.gov/providerone/Providers/Fact%20Sheets/P1PR006-908-PRR%20-What%20you%20will%20need.pdf</a>  Ten Common Problems Providers Face in the Registration Process: <a href="http://hrsa.dshs.wa.gov/providerone/documentation/Registration/10CommonRegistration.pdf">http://hrsa.dshs.wa.gov/providerone/documentation/Registration/10CommonRegistration.pdf</a>
3. <b>New Client ID Requirements</b>	√	DSHS is Changing to a New Client Identifier: <a href="http://hrsa.dshs.wa.gov/providerone/Providers/Fact%20Sheets/P1PR010_Client_Identifier.pdf">http://hrsa.dshs.wa.gov/providerone/Providers/Fact%20Sheets/P1PR010_Client_Identifier.pdf</a>
4. <b>New Taxonomy Requirements</b>	√	Using Taxonomy in ProviderOne: <a href="http://hrsa.dshs.wa.gov/providerone/Providers/Fact%20Sheets/P1PR009%20taxonomy.pdf">http://hrsa.dshs.wa.gov/providerone/Providers/Fact%20Sheets/P1PR009%20taxonomy.pdf</a>
5. <b>Trading Partner Agreement</b>	*√ * If you self-submit HIPAA transactions - 837, 835, 270/271, etc.	Not Required
6. <b>Test</b>	*√ self-submitted transactions	Not Required

<http://hrsa.dshs.wa.gov/providerone/Registration.htm>

Once you have completed the above activities you are ready to log-in to your ProviderOne account. The steps to Log-in to your ProviderOne account are as follows:

- Go to <https://www.waproviderone.org/>
- Enter your Domain, Username & Password.
- Select the option to submit your claims through a clearinghouse.
- When prompted for the clearinghouse domain/ProviderOne number, enter 1054165.

**If you have questions regarding the ProviderOne registration process contact the ProviderOne Help Desk at:**  
1-800-562-3022 select option 2, then 4 | [providerone@dshs.wa.gov](mailto:providerone@dshs.wa.gov)

## **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**