Enrolling a Pharmacist as a Rendering Provider
Accessing ProviderOne

Before logging into ProviderOne:
• Make sure you are using one of the following and your popup blockers are turned **OFF**:

<table>
<thead>
<tr>
<th>Computer operating systems</th>
<th>Internet browsers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows</td>
<td>Internet Explorer</td>
</tr>
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<td>• 10</td>
<td>• 11</td>
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<tr>
<td>Macintosh</td>
<td>Google Chrome</td>
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<tr>
<td>• OS 10.12 Sierra</td>
<td>• 55.0.2883</td>
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<tr>
<td>• OS X 10.11 El Capitan</td>
<td>• 54.0.2840</td>
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<td>• OS X 10.10 Yosemite</td>
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<td>• 45.5.1 ESR</td>
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<tr>
<td>Safari</td>
<td></td>
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<tr>
<td>• 10.0.1</td>
<td></td>
</tr>
</tbody>
</table>
Enrolling a Pharmacist

There are two ways to enroll a pharmacist:

• The pharmacist can self enroll; or
• The pharmacy business office may enroll the pharmacist.

Each enrollment option has a different starting point but the enrollment screens and data are the same.
Self Enrollment

➢ Go to the Provider Enrollment webpage.

➢ Compile your application materials then proceed to ProviderOne.

➢ Scroll down to the green box and click on the black button entitled Complete your enrollment.
Self Enrollment

➤ You will now be at the beginning point of the self enrollment screen as a guest user.

➤ Click on Individual and then click Submit to begin the enrollment.
Business Office Initiates Enrollment

- Business Office Staff log into ProviderOne using the Provider File Maintenance or Super User profile.

- Under the Provider section, click on the hyperlink Initiate New Enrollment.
Enrolling a Pharmacist

- Click on **Individual** to add the rendering or servicing provider to your Domain. Click the **Submit** button to access the enrollment form.

![Enrollment Type]

- If you have a National Provider Identifier (NPI) please continue.
- If you are not required to have an NPI please contact DSHS.

Select the Enrollment Applicable Form:

- Individual
- Group Practice
- Billing Agent/Clearinghouse
- Fac/Agncy/Orgn/Inst
- Tribal Health Services

[Close]  [Submit]
Enrolling a Pharmacist

At the **Basic Information** page for the rendering provider enrollment:

- Click the **SSN** radio button.
- Complete the rest of the data fields.
- Select **Servicing Only** as the Servicing Type.
- For the **W-9 Entity Type**, choose **Other**.
- In the **W-9 Entity Type (If Other)** box enter **Servicing Only**.
- Once complete, click **Finish**.
Enrolling a Pharmacist

- After clicking Finish, the enrollment application is submitted into ProviderOne which generates an application number.
- Be sure to record this number for use in tracking the status of the enrollment application.

Click **Ok** to exit this screen.
Enrolling a Pharmacist

- The **Business Process Wizard** – Step 1 shows as complete:
  - The steps with the arrows need to be completed.

The following slide describes these steps.
Enrolling a Pharmacist

Description of Required/Optional steps:

- Step 3: Specializations
  - Add 183500000X Taxonomy here – taxonomy listed must be supported by DOH licensure.

- Step 5: Licenses and Certifications
  - Enter license/certification issued by the Department of Health.
  - Add DEA number, if applicable.

- Step 14: Billing Provider Details
  - Add the NPI and the name of the pharmacy.

- Step 16: Complete Enrollment Checklist
  - Answer questions displayed; and click Save and then Close.

- Step 17: Submit Enrollment Application for Review
Enrolling a Pharmacist

Step 3 of Business Process Wizard

- Click on hyperlink **Step 3: Add Specializations** (required). This is where you will add your taxonomy that represents your Provider Type, Specialty and Subspecialties.

- Click on the **Add** button
Enrolling a Pharmacist

The Business Process Wizard takes you to the Add Specialty/Subspecialty screen. This screen utilizes several drop-down lists to help identify your information.

- Administration is HRSA
- Provider Type is 18-Pharmacy Service Providers
- Specialty is 35-Pharmacist
- No end date needed
- Click double arrow pointing to the Associated Taxonomy Codes box to add.
Enrolling a Pharmacist

Once the taxonomy has been added to the Associated Taxonomy Codes box, click the **Ok** button.
Enrolling a Pharmacist

➢ The Business Process Wizard returns to the Specialty/Subspecialty List screen and displays the added taxonomy with an end date of 12/31/2999 (open-ended date).

➢ Click the Close button to return to the enrollment screen.
Enrolling a Pharmacist

- Click on the **Step 5: Add Licenses and Certifications** hyperlink (Required). The blank **License/Certification List** opens.

- Click on the **Add** button to add license/certification details.
Enrolling a Pharmacist

- Click on the down arrow to display all the License/Certification options and click on your choice to highlight.

- Now enter the License/Certification number.
- Enter the Effective Date of the License/Certification; then
- Add the End Date or expiration date for the License/Certification.
- If the License/Certification does not expire use the date 12/31/2999 in this field.
- Click Ok when done.
Enrolling a Pharmacist

➤ Your chosen License should now be displayed.

➤ Click the Close button to go to the next step.
Enrolling a Pharmacist

- Click on **Step 14: Add Billing Provider Details.** While this hyperlink is listed as optional, you must report what Group or Pharmacy Provider they work under.

- From the blank Billing Provider List screen click the **Add** button.
Enrolling a Pharmacist

- Enter the NPI number of the Primary Pharmacy then click the Confirm Provider button.

- ProviderOne finds the Pharmacy and displays the name.

- Click on the Ok button to finish, then close; or
- Additional Pharmacies can be added using this process.
Enrolling a Pharmacist

- Back on the Business Process Wizard screen, Step 14 shows as “Complete.”

<table>
<thead>
<tr>
<th>Step 14: Add Billing Provider Details</th>
<th>Optional</th>
<th>05/22/2017</th>
<th>05/22/2017</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 15: Add Payment and Remittance Details</td>
<td>Not Required</td>
<td></td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>Step 16: Complete Enrollment Checklist</td>
<td>Required</td>
<td></td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>Step 17: Submit Enrollment Application for Review</td>
<td>Required</td>
<td></td>
<td></td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

- Click the hyperlink for the next required step - **Step 16: Complete Enrollment Checklist.**

| Step 16: Complete Enrollment Checklist | Required | | Incomplete |
Enrolling a Pharmacist

For Step 16, complete this section by selecting Yes or No for each question. The agency’s Provider Enrollment office does a complete background check and will notify you if necessary.

- Click the Save button then click Close.
Enrolling a Pharmacist

The final step is to click on the hyperlink for **Step: 17 Submit Enrollment Application for Review**.

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**Step 17: Submit Enrollment Application for Review**

<table>
<thead>
<tr>
<th>Form</th>
<th>Required</th>
<th>Incomplete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit Enrollment</td>
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</tr>
</tbody>
</table>

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- Click the blue “**this link**” hyperlink to print out a documentation submission cover sheet for submitting backup information.
Use the dropdown to choose the Application ID as the Provider Identifier Type.

- Enter in the Application number in the ID field and hit Enter or click off the field.
- The Bar Code expands appropriately.
- Print the Cover Sheet using the Print Cover Sheet button and x out of this screen.
Enrolling a Pharmacist

➢ Back on the **Final Submission** screen, click the **Submit Enrollment** button to send your application to the agency for approval.
➢ Submit the documents listed if required.
Congratulations your application has been submitted!

- Click **Ok** to exit this screen.

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<table>
<thead>
<tr>
<th>Application Id: 1111111112222</th>
<th>Name: DOE, LINDA</th>
<th>Enrollment Type: Individual</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have successfully completed the basic information on the Enrollment Application. This is your Application #: 1111111112222. Please make note of this application number. This is the number you will be required to use to track the status of your enrollment application. Do not lose this number once you log off.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Enrolling a Pharmacist

- Provider Enrollment’s mailing address (make sure the cover sheet is the first page of your packet):
  - Provider Enrollment
    PO Box 45562
    Olympia, WA 98504-5562; or
  - FAX to 1-866-668-1214
Resources

- Provider Enrollment Web Page:
  https://www.hca.wa.gov/billers-providers/apple-health-medicaid-providers/enroll-provider

- Any questions related to this process, please email: ProviderEnrollment@hca.wa.gov.

- Pharmacy Program Web Page:
  https://www.hca.wa.gov/billers-providers/programs-and-services/pharmacy