How to submit a PT 95 NT application?





Starting the application

- Click the link to Start your application ٠
- Select "Enrollment Application" ٠

Home

Select the options below

- Enrollment Type: Atypical ٠
- Provider Type: 95
- Specialty: NT ٠
- TAX ID: List the SSN of the enrolling personal care aide. .

lome		
	Provider Enrollment: Start Enrollment	Back to I
Home > Provider Enrollment	Select Enrollment Type, Provider Type, and Specialty then enter your assigned NPI and Tax ID (Employee Identification The * indicates a required field.	on Number or Social Security Number)
Provider Enrollment Enrollment Application Initiate a New Enrollment application. Re-Enrollment Initiate a Re-enrollment application. Resume Enrollment Persume an existing application that you	*Enrollment Type Atypical *Provider Type 95 - REGISTERED, NONCREDENTIALED PROVIDE ▼ *Specialty NT - REGISTERED NON-CREDENTIALED NPI	Continue
previously started.		Continue Cancel
Check the current status of an		

Completing an Online Application Watch this video to see step by step instructions on how to complete an online Enrollment Application.

enrollment application.

Entering the application data: Welcome tab

- The welcome tab details key information that will be asked during the application process. At the bottom, the online application shows if any documentation needs to be attached towards the end of the application. For PCA enrollments, no additional documentation is needed to submit the application electronically.
- If submitting through the portal it is recommended not to add any additional paper documents unless additional information is requested or
- Hit continue to proceed with the application.

me	
ome > Provider Enrollme	nt > Start Enrollment > Enrollment Application Thursday 05/23/2024 12:05
Provider Enrollmen	t: Welcome
Welcome	Welcome to the Online Provider Enrollment Process
Request Information	Please complete each step in the enrollment process. When you have completed all steps of the application, "Submit" and "Confirm" the application for further processing.
Specialties	As a condition for enterion into or renewing a provider accelerant all applicants must complete an application. A true, accurate and complete
Addresses	disclosure of all requested information is required by the Federal and State regulations that govern the Medical Assistance Program. Failure of applicant to submit the requested information or the submission of inaccurate or incomplete information may result in refusal by the Medical
Provider Identification	Assistance program to enter into, renew or continue a provider agreement with the applicant. Furthermore, the applicant is required by Feder and State regulations to update the information submitted on the application.
Languages	You will need the following information to complete your enrollment request:
EFT Enrollment	
Other Information	National Provider Identifier
Addendums	 Address Information including Zip Code + 4
	 Taxonomy Codes
ownersnip	 Tax ID - either Employee Identification Number or Social Security Number
Disclosures	License Number
Attachments and Fees	Also, please look for required attachments for your application below and click the "Continue" button to start the enrollment application.
Agreement	
Summary	
	Enrollment Type Atypical
	Provider Type 95 - REGISTERED, NONCREDENTIALED PROVIDE ✓
	Specialty INT - REGISTERED NON-CREDENTIALED
	Document(s) required to be attached
	Make sure you have all document(s) ready to attach before submitting application.

- NPI & Taxonomy: Not required.
- **TAX ID**: List the **SSN** of the enrolling personal care aide.
- Effective date List a requested effective date or place today's date.
- Fiscal Year End: Enter December unless the fiscal year ends on another date.
- Complete Contact Information: This section will receive email notifications if the ATN is RTP'd. RTP = Returned to Provider for review/corrections. The contact information listed here is only for the application record.
- **Provider Enrollment Credentials**: Note the password and security questions you completed for your application. If you need to check the status online or re-access the application after RTP to resubmit for processing, this information will be asked and can't be reset.

Once all sections have been completed, hit continue and a message will pop up with your application tracking ID. An email notification will also be sent.



58	You are initiating a new Enrollment application. Below is the	initial enrollment screen. Complete the fields on each screen and select the Continue					
uest Information	button to move forward to each page. All mandatory data is The contact person will extentially be contacted to person	required to "Finish Later".					
	You are enrolling as a new provider and you will get a new number.						
	The * indicates a required field.						
6	Initial Enrollment Information						
Identification							
	*Enroliment Type Atypic	al 🗸					
85	*Provider Type 95 - R	EGISTERED, NONCREDENTIALED PRC V					
liment	Provider Information						
ormation	The provider identification numbers listed below are addition	al identifiers for the enrolling providers. Not all fields are required.					
	NPI NPI Zip + 40	Taxonomy e					
P.		0					
65	Tax ID (Employee 123565486 Ta: Identification Number	x ID Type CEIN SSN					
nts and Fees	or Social Security						
nt.	Number) 0						
e	Are you a personal care alder U Yes Who						
5.0	Effective Date	Iscal End					
	Contact Information	Date					
	Contact Information						
	*Last Name						
	*First Name						
	Title						
	* Phone 0	Ext					
	Fax Number 0						
	* Contact Email 0						
	Contact Em	all is a required field.					
	*Confirm Email 0						
	Preferred Method of Communication Email	~					
	Provider Enrollment: Credentials						
	Please provide the following information, which will be requi	red to resume your application at a later date. Your password must be between 8 to					
	20 alphanumeric characters. Your tax id (Employee Identific	ation Number or Social Security Number) is provided, if already contained within your					
	provider enrollment application.						
	Once this information is entered and the Submit button is so	elected a tracking number will be provided. The tracking number along with the					
	Cite and cite and cite and the subtrine ballout is so	include, a classific resident with the provident, the subshift includes along which the					
	following information, will be used as your credentials to res	sume your suspended enrollment application.					
	following information, will be used as your credentials to res	sume your suspended enrollment application.					
	following information, will be used as your credentials to res	aume your suspended enrollment application.					
	following Information, will be used as your credentials to res	Password is a required field.					
	following Information, will be used as your credentials to res "Password "Confirm Password	Password is a required field.					
	following Information, will be used as your credentials to res Password Confirm Password	Password is a required field.					
	following information, will be used as your credentials to res *Password *Confirm Password *What was the name of your elementary / primary school?	Password is a required field. Confirm Password is a required field.					
	following Information, will be used as your credentials to res "Password "Confirm Password "What was the name of your elementary / primary school? "What was the last name of your third grade	Password is a required field. Confirm Password is a required field.					
	following Information, will be used as your credentials to res "Password "Confirm Password "What was the name of your elementary / primary school? "What was the last name of your third grade teacher?	Password is a required field. Confirm Password is a required field.					
	following information, will be used as your credentials to res *Password *Confirm Password *What was the name of your elementary / primary school? *What was the last name of your third grade teacher? *What is the name of the last high school you	Password is a required field. Confirm Password is a required field.					

Entering the application data: Specialties tab

• Hit continue to proceed with the application.

Home > Provider Enrollment >	> <u>Star</u>	t Enrollment > Enrollment Application > Enrollment Request Information > Enrollment Specialties Thursday 05/23/2	024 12:16 PM CST				
Provider Enrollment:	Speci	laities	?				
Welcome	Spe	ecialties					
Request Information	The	e provider type is established on the Request Information screen. All subsequent specialties available for the selected provider ty ted on this screen. Only one specialty can be designated as the primary specialty.	pe can be				
Specialties	Тах	conomies are available to be added for the selected provider.					
Addresses	The	The * (in red) indicates required fields. (Note: When the Add/Save button is present, all fields with * are only required when selecting Add/Save					
Provider Identification	for	for that section.)					
Languages	V	Indicates a primary record.					
Attachments and Fees							
Agreement	Click	"+" to view or update the details in a row. Click "-" to collapse the row. Click "Remove" link to remove the entire row.					
Summary		Specialty	Action				
	÷	REGISTERED NON-CREDENTIALED					
	÷	Click to add specialty.					
		Continue Finish Later Cancel					
		Privacy Notice					

Entering the application data: Addresses

Home

- Service location is required. Once entered, you must hit "Verify Address" before the application will allow you to save the information.
- Complete address info for the Home Office, Mail to, and Pay to. If these sections are not completed, the information listed on the service location will be copied to all addresses upon enrollment.

Provider Enrollment	> Enrollment Addresses		Tuesday	09/05/2023 10:58 PM	
rovider Enrollment:	Addresses				
come	The * (in red) indicates required fields.				
uest Information	Indicates a primary record.				
cialties	Provider Addresses				
ddresses	The Service Location name and address gene location should be where supporting docume	erally is the site where members of ntation related to claims is mainta	btain services and is ei ined.	ther owned or rented b	y the provider. This
ider Identification					
hments and Fees	 The Service Location name must be the I apply to informal associations such as So 	Doing Business As (DBA) name reg le Proprietorships and General Par	istered with the Secret tnerships that are not	tary of State if registere registered.	ed. This does not
ement	The Service Location name must match t	he business name on the W-9.			
nary	The Service Location address must be a p	physical location. A post office box	is not a valid Service l	location address.	
	Click the "Remove" link to remove the entir	e row.			
	Туре	Address	City	State	Action
	 Click to collapse. 				
	*Address Type Service Location	Primary	Address 💿		
	*Address	Locati	on code	Ť	
	*City		County _		
	*State	✓ *Zip	Codee		
	Verify Add	dress			
	County Code _		- 1.1.		
	*Primary Emaile	Confirm	Emaile		
	*Phone •	Ext	Phone 0 V		Ext
	Add				

Entering the application data: Addresses

		Туре	Address	City	State	Action	Address Verification	n: Results <mark>?</mark>			
E (Click to collapse.					_					
		Frankes Lander					Original Address				
	Address Type	Service Location	Primary A	adaress 🔛			original address i	may be undeliverable.			
	Contact Name	Home Office Mail To] Locatio	n Code	~		Line 1 526 Sou	uth Fairway Ave			
	*Address	Service Location					Line 2				
		Pay to					City Sherwo	od			
	*City			County			State ARKANS	SAS Zip	Code <u>72120</u>		
	*State		✓ *Zip	Codee			County				
		Verify Address	5				Latitude _	Long	jitude _		
		County Code _									
	Latitude	-	Lor	ngitude _			Exact Address Ma	tch Found			
*	Primary Email 🖲		Confirm	Emaile			Click on SELECT to	choose the address.			
	*Phone 0	~	Ext	hone e		Ext					
							Address	City, State	County	ZipCode	Action
	Add	Reset					526 S FAIRWAY AVE	SHERWOOD, ARKANSAS	PULASKI	72120-5807	Select
											Cancel
				Continue	inish Later	Cancel					

Ξ	Click to collapse.		
	*Address Type 0	Service Location	s 🔯
	Contact Name	John Brickey Location Cod	e In State 🗸
	*Address	526 S FAIRWAY AVE	
	*City	SHERWOOD Count	У _
	*State	ARKANSAS	9 721205807
		Verify Address	
		County Code _	
	Latitude	_ Longitud	e _
	*Primary Email 0	John.brickey@gainwelltechnologie Confirm Email	John.brickey@gainwelltechnologie
	*Phone 0	Office V 5015906005 Ext Phone	e 🔽 Ext
	Add	Reset	
_			

Continue Finish Later Cancel

Home							
Home > Provider Enrollment	> Enrol	lment Addresses			Tuesday	09/05/2023 11:03 PM CST	
Danidas Fasallas arts						5	
Welcome Request Information	The Volume	e * (in red) indicates required fields. ndicates a primary record.				E	
Specialties	Prov	vider Addresses					
Addresses Provider Identification Attachments and Fees Agreement Summary	The Service Location name and address generally is the site where members obtain services and is either owned or rented by the provider. This location should be where supporting documentation related to claims is maintained. The Service Location name must be the Doing Business As (DBA) name registered with the Secretary of State if registered. This does not apply to informal associations such as Sole Proprietorships and General Partnerships that are not registered. The Service Location name must match the business name on the W-9.						
	 Providers that provide services at a "place of service site," such as at a hospital or nursing facility, should enter their home/business office as their Service Location address. 						
		Туре	Address	City	State	Action	
	Ŧ	Service Location	526 S FAIRWAY AVE	SHERWOOD	ARKANSAS	Copy Remove	
	€	Click to add address,					
				Continue	inish Later C	ancel	

Home							
Home > Provider Enrollment	> Enrol	lment Addresses			Tuesday	09/05/2023 11:03 PM CST	
Danidas Fasallas arts						5	
Welcome Request Information	The Volume	e * (in red) indicates required fields. ndicates a primary record.				E	
Specialties	Prov	vider Addresses					
Addresses Provider Identification Attachments and Fees Agreement Summary	The Service Location name and address generally is the site where members obtain services and is either owned or rented by the provider. This location should be where supporting documentation related to claims is maintained. The Service Location name must be the Doing Business As (DBA) name registered with the Secretary of State if registered. This does not apply to informal associations such as Sole Proprietorships and General Partnerships that are not registered. The Service Location name must match the business name on the W-9.						
	 Providers that provide services at a "place of service site," such as at a hospital or nursing facility, should enter their home/business office as their Service Location address. 						
		Туре	Address	City	State	Action	
	Ŧ	Service Location	526 S FAIRWAY AVE	SHERWOOD	ARKANSAS	Copy Remove	
	€	Click to add address,					
				Continue	inish Later C	ancel	

Entering the application data: Provider Identification

- **Provider Legal Name**: List the Individual personal care aides' legal name.
- **Tax Name**: This section should match the same individual name.
- **Gender/DOB**: Enter the gender & DOB of the Personal Care provider.
- License, Medicare, CLIA, and DEA These sections do not apply to enrolling PCA providers. Should be left blank, and the application will allow you to continue through submission.

Provider Enrollment:	Provider Identification
Welcome	The * (In red) indicates required fields. (Note: When the Add/Save button is present, all fields with * are only required when selecting Add/Save
Request Information	for that section.)
Specialties	Provider Legal Name
Addresses	The provider legal name and information is provided once for each enrollment.
Provider	Last Name john
Identification	*First Name_ Brickey
Languages	Middle Title
Attachments and Fees	*Tax Name, John Brickey
Agreement	Individual Providers
Summary	"Gender Male ▼ "Birth Date⊕ D6/23/1987
	CK TE "Kemove" link to remove the entire row.
	License # Effective Date End Date Issuing Board Issuing State Action
	Click to collapse. *License # *Effective Date 0 *End Date 0
	*Issuing State ARKANSAS V *Issuing Board V Classification V
	Add Reset
	Medicare Participation Medicare # Effective Date 0 Medicare Type
	CLIPCertification
	CITA # Effective Date End Date Action
	Click to collapse.
	*CLIA # *Effective Date 0 *End Date 0 ************************************
	Add Reset
	Ck the "Remove" link to remove the entire row.
	DEA # Effective Date End Date Action
	Click to collapse.
	*DEA # *Effective Date 0 *End Date 0 *End Date 0
	Add Reset
	Continue Finish Later Cancel

Entering the application data: Languages

• Language is optional – You can list any language or continue to proceed with the application.

Home > Provider Enrollment :	> Enrollment Languages Thursday 05/23/2024 12:27 PM CS						
Provider Enrollment:	Languages						
Welcome	Providers that have the ability to translate should select the appropriate language below. This field is not required.						
Request Information	The * (in red) indicates required fields. (Note: When the Add/Save button is present, all fields with * are only required when selecting Add/Save						
Specialties	Click the "Remove" link to remove the entire row.						
Addresses							
Provider Identification	Language Action						
Languages	Click to add language.						
Attachments and Fees							
Agreement	Continue Finish Later Cancel						
Summary							

Entering the application data: Attachments and Fees

- The application doesn't require attachments to be with the initial submission.
- It is recommended not to attach any additional documents to the initial submission unless additional information is being requested.
- Paper pin forms should not be uploaded when submitting applications electronically through the portal website.
- All optional listings are only needed if applicable or requested.

Provider Enrollment: Attachments And Fees Welcome Supporting Documentation Request Information The following actions need to be taken to complete the individual enrollment process. If you need to submit electronic attachments, please follow the instructions in the Attachments panel below Specialties Verify that all required documentation, including copies of applicable professional and operating licenses, is included as an attachment. Addresses If you are submitting Fingerprint Background information, include a copy of the proof of fingerprint collection as an attachment vovider Identification anguages. Attachments and Fees Note if you choose to "Upload" attachments by "File Transfer", a maximum of 700 MBs of information can be uploaded." Acreement The * (in red) indicates required fields. (Note: When the Add/Save button is present, all fields with * are only required when selecting Add/Save for that section. ummary To add an attachment, complete the required fields and click the Add button Use the 'Other' selection to upload attachments not in the list. Click the Remove link to remove the entire row Transmission Method File Attachment Type Action Click to collapse × Transmission Method Attachment Type ¥ Description Application Fee No Application Fee Required Finish Later Cancel

Home > Provider Enrollment > Attachments and Fees

Thursday 05/23/2024 12:28 PM CST

Entering the application data: Agreement

- Click "I Accept" to terms of agreement
- Enter the providers legal name and title to finalize the signature page for the application.

Provider Enrollment:	Agreement							
Velcome	Instructions							
Request Information	The terms of enrollment are stated below. You must accept these terms in order terms means that no enrollment application is retained or submitted.	to submit the enrollment application. Failure to accept these						
<u>Specialties</u>	Access the summary of enrollment link to review all data that has been entered i	cess the summary of enrollment link to review all data that has been entered into the enrollment application. Changes can be made to the						
Provider Identification	isting application by navigating block to the appropriate screen using the links in the table of contents. Once changes are made, the enrollment plication can be reviewed again.							
Languages	e enrollment application terms must be accepted in order to submit the application for approval.							
Attachments and Fees	Once the application is submitted, a tracking number will be displayed and a cover materials to the enrollment office.	Once the application is submitted, a tracking number will be displayed and a cover sheet can be printed for submission with all hard copy materials to the enrollment office.						
Summary								
	Terms of Agreement							
	Provider Name Brickey john							
	Address 710 S FAIRWAY AVE SHERWOOD ARKANSAS, 72120-	5811						
	Tax ID (Employee Identification Number or Social 123565486 Security Number)							
	NPI "							
	Contact Name Tyler Brickey							
	Contact Email tyler.brickey@gainw	elitechnologies.com						
	The above atypical provider agrees to participate in the Medicaid and/or SeniorCa	re Program, hereinafter referred to as the Title XIX Program.						
	I agree that my fees or charges for services or items delivered to Title XIX benefi Items delivered to non-Title XIX individuals. In any case or cases where it become that charges for services to Title XIX beneficiaries are not greater then charges for and Family Services, hereinafter referred to as the Department or its authorized	claries will not exceed my fees or charges for similar services or is necessary for State or Federal representatives to ascertain in service to non-Title XIX individuals, the Department of Health epresentatives will be used to make such determinations.						
	I. Provider, in consideration of the covenants therein, agrees:	A						
	A. To keep records in accordance with generally accepted standards for provided, related to services provided to individuals receiving assista	the type of business and the healthcare services are under the State Plan and billing for such services.						
	B. To make available and, upon request, furnish all records described at of the Arkansas Office of the Attorney General, the U.S. Secretary of	eve to the Department, the Medicaid Fraud Control Unit						
	You will be submitting the Provider Enrollment application electronically. Therefore, your signature on this application will be electronic. By entering your name in the space provided below and submitting this application electronically, you state that, you are the person whom you							
	I understand that my electronic sign	ature is equivalent to my written signature.						
	* Your Signature Tyler Brickey							
	(Entering your name in the box to the right will							
	constitute your electronic signature.)							

Submission Date 05/23/2024

Finish Later

Cancel

Entering the application data: Summary

- This is a preview of your application ٠ before you complete your submission.
- Hit "Print Preview" ٠
- Save a copy of the application summary ٠ for your records.
- Must go to the bottom of the page to ٠ complete the submission of the application.

Provider Enrollment:	Summary			?
Welcome	Request Information			
Request Information	Requesting Enrollment Effective Date 05/2	3/2024		
Specialties	Enrollment Type Atyp	ical Provi	der Type REGISTERED, NONCREDENTI	IALED
Addresses			PROVIDERS	
Provider Identification	Provider Federal Tax 123565486 Identification Number (TIN)			
Languages	Effective Date 02/06/2024	End Date	Fiscal End Date Decr	ember
Attachments and Fees	NPI Are you a personal care aide? No	NPI Zip + 4 72120	Taxonomy "	
Agreement				
Summary				
	Contact Name John	Brickey		
	Contact Phone 1-501-590-6325 Ext Contact Email tyler.brickey@gainwelltechnologies.com Preferred Method of Communication Email Email For Provider Publications			
	Address Type	Address	City	State
	Service Location	✓710 S FAIRWAY AVE	SHERWOOD	ARKANSAS
	Specialties Specialty REGISTERED NON- CREDENTIALED Provider Identification			
	Last Name john			
	First Name Brickey			
	Middle	Title "		
	Gender Male Birth Date 06/23/1987			
	Tax Name John Brickey			
	Medicare # "	Effective Date Me	edicare Type	
ļ	Languages			

Entering the application data: Finalizing Submission

- Must go to the bottom of the page to complete the submission of the application.
- Hit "Submit" to complete the application. Save the tracking ID for your records.

III. This contract may be terminated or renewed in accordance with the following provisions:

A. This contract may be voluntarily terminated by either party by giving thirty (30) days written notice to the other party without cause and/or convenience of either party;

8. This contract will be automatically renewed for one year on July 1 of each year if neither party gives notice requesting termination:

C. This contract may be terminated immediately by the Department for the following reasons:

1. Returned mail

2. Death of provider

3. Change of ownership

4. Or other reason for which a sanction may be issued as set forth under the applicable Medicaid Provider Manual.

The above atypical provider agrees to participate in the Medicaid and/or SeniorCare Program, hereinafter referred to as the Title XIX Program.

I agree that my fees or charges for services or items delivered to Title XIX beneficiaries will not exceed my fees or charges for similar services or items delivered to non-Title XIX individuals. In any case or cases where it becomes necessary for State or Federal representatives to ascertain that charges for services to Title XIX beneficiaries are not greater then charges for service to non-Title XIX individuals, the Department of Health and Family Services, hereinafter referred to as the Department or its authorized representatives will be used to make such determinations.

You will be submitting the Provider Enrollment application electronically. Therefore, your signature on this application will be electronic. By entering your name in the space provided below and submitting this application electronically, you state that, you are the person whom you represent yourself to be herein. If you are an authorized representative for a group you may sign as well.

I accept 📋 I understand that my electronic signature is equivalent to my written signature.

Your Signature John Brickey (Entering your name in the box to the right will constitute your electronic signature.) Title Agreement Date

Instructions for Summary Page

If changes are required when viewing the Summary page, please select the appropriate link in the Table of Contents panel, navigate back to that page, and make changes. Note that if the Enrollment Type or Provider Type fields are modified on the Request Information page, that you will be required to navigate through the enrollment application wizard again and update all fields that are contingent upon these two fields. Once you have reviewed the contents of this application, select "Submit' to complete the enrollment application for processing. Please print a copy of this summary for your records.



Applications submitted on portal

You can **check the status** of any application submitted and see any notes for corrections or documents needed to complete your application.

If corrections are needed, you can click the "Resume Enrollment" to access the previously submitted application and upload any document or make changes need for your application and resubmit.

ARMedicaid

ome

Home > Provider Enrollment



Check the current status of an enrollment application.

Completing an Online Application

Watch this video to see step by step instructions on how to complete an online Enrollment Application.

Customer Links

Print an Application for Mailing Pay Application Fee (new window) Provider User Manual



Tuesday 08/23/2022 07:53 AM CST