

# Medicaid School Based Service Provider Enrollment

## Frequently asked questions on Ordering, Prescribing, Referring Enrollment

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The August 31, 2023 [School-Based Program Provider Enrollment Requirement Memo](#) from the Louisiana Department of Health notified school districts of provider enrollment requirements:

“Federal regulations require states to screen and enroll all Medicaid providers that order, prescribe, or refer items or services for Medicaid beneficiaries, even when the provider does not submit claims to Medicaid.

Regulations specify that the individual provider who orders, refers and/or prescribes Medicaid services must be documented on claims. The only exception to this requirement is nursing evaluations and preventative screenings.

Participating Local Education Agency (LEA) providers should expect claim denials on interim bills submitted for reimbursement if OPR provider enrollment requirements are not complete by December 30, 2023.”

LEA employees or contracted vendors impacted by this requirement include:

- **Physicians**
- **Physician Assistants**
- **APRN - Clinical Nurse Specialist**
- **APRN - Nurse Practitioner**
- **Physical Therapist**
- **Speech Language Pathologist**
- **Audiologist**
- **Licensed Psychologist (not required for school psychologist)**
- **Optometrist**
- **Licensed Clinical Social Workers**
- **Licensed Professional Counselors**
- **Licensed Marriage and Family Therapist**
- **Licensed Addiction Counselors**

To fulfill claims processing requirements, LEAs must input the ordering provider's name, their Type 1 (individual) National Provider Identifier (NPI) and DK2 qualifier on all claims.

Individuals currently enrolled as participating LA Medicaid fee-for-service providers are not required to enroll separately as an Ordering, Prescribing, Referring (OPR) Provider.

Otherwise, non-billing practitioners employed or contracted by an LEA may enroll with an abbreviated Ordering, Prescribing, or Referring (OPR) application. For your convenience, a link to the OPR enrollment application is here: [PO - OPR \(Ordering, Prescribing, Referring\)](#).

Applications should be submitted as quickly as possible to avoid delays and denials.

Providers who are unsure of their fee-for-service enrollment status or require assistance will need to contact Gainwell Technologies at 225-216-6370 or email [louisianaprovenroll@gainwelltechnologies.com](mailto:louisianaprovenroll@gainwelltechnologies.com).

## FAQ

1. Who needs to enroll as an Ordering, Prescribing, and Referring provider?
  - a. Any employee or contracted provider with the licensing authority to order services for Medicaid beneficiaries.
2. I already have my NPI. Do I need to complete the paperwork?
  - a. Yes, any provider whose orders result in services being rendered in an LEA needs to complete enrollment.
3. Is there an online portal to complete the provider enrollment?
  - a. There is not an online portal for new enrollment in the fee-for-service (FFS) Medicaid program at this time. Providers wishing to enroll and provide services in the fee-for-service Medicaid program must complete the appropriate paper application and submit by mail to Gainwell Technologies.

Medicaid's online portal is only available to providers who are currently enrolled in either the FFS program or the Managed Care Organizations (MCO's) and have been invited to revalidate their enrollment information. Newly enrolled providers will be invited to complete the online process at a later date.

If a provider is currently enrolled in the FFS program, it is important they verify if portal enrollment is required and complete. However, an "enrollment complete" status on the online portal is not an indication the provider is enrolled with fee-for-service, as providers currently enrolled only with MCOs also use it.

If unsure of a provider's fee-for-service (FFS) enrollment status, please contact Gainwell to inquire. Most school based providers have never enrolled in Medicaid and would therefore need to complete and submit a paper application.

4. The memo states: "Otherwise, non-billing practitioners employed or contracted by an LEA may enroll with an abbreviated Ordering, Prescribing, or Referring (OPR) application." Since I submit claims, do I complete the OPR form?
  - a. Yes, if your provider type is listed then you should complete the forms. Non-billing = not seeking reimbursement directly from LA Medicaid. The school district bills Medicaid not ordering providers.
5. Does every provider type listed in the memo need to complete both forms?
  - a. Every provider needs to complete enrollment packets in entirety. The OPR enrollment includes both the PE-50 form for provider type ordering, prescribing and referring, and the ownership disclosure forms.

6. Where do we mail the hard copy of the forms?
- Gainwell Provider Enrollment**  
**P.O. Box 80159**  
**Baton Rouge, LA 70898**  
NOTE: Mail service providers such as UPS, FedEx, etc. will not deliver to a P.O. Box. If a package for a mail delivery service other than the United States Postal Service is addressed to a P.O. Box, your mail could be lost or delayed. If you would like to make arrangements to send your documents to a physical street address using a mail service other than the United States Postal Service, please call Gainwell Provider Enrollment Unit at 225-216-6370.
7. How do I determine my main practice location if I work for multiple LEA?
- It is the address where the enrolling provider is anticipated to work the most. ( Most school districts refer to this as the provider’s base location.) Occasionally, there will be an instance when mail may be sent to the Main Practice Street Address. If mail cannot be received at the Main Practice Street Address because there is no receptacle and the postal carrier will not bring the mail inside the building, include a brief note that explains the problem and provide an alternate delivery address for the physical location only.
8. Is the Business Practice location the address of the LEA?
- Yes, the address here will match the main practice address listed on the PE-50 from.
9. Some providers work for multiple LEA and in the Ownership disclosure forms there are spots to capture all practice locations in section I. Would providers list different schools they work at or just different districts/charters/LEAs)?
- Each LEA that the enrolling provider works for would be listed as a different location. While the form only holds space for 4 locations, providers should make a copy of that page if more space is needed to list additional locations.
10. Within one LEA a provider may provide services at as many as 15 different school addresses or homes. Since it is within one LEA (base location) then I understand they would not need to list additional addresses?
- Correct. The base location of the LEA submits the claims and not the individual schools.
11. If the provider has already completed an OPR packet they will not need to complete a separate packet with another LEA because they will input all LEAs they work with on the same packet right?
- Correct, if the provider is already either fully enrolled or enrolled as an OPR with FFS, they do not need to do anything.
12. When is a tiebreaker required?
- Tiebreakers are only needed when one NPI is enrolled under more than one provider type and would therefore have multiple provider ids.
- An example of this would be a physical therapist. They can provide physical therapy services as they normally would and they would enroll under PT 35 with their individual NPI. A physical therapist can also enroll in the early steps program under PT 29. Providers with multiple provider types must complete enrollment for each type. Enrolling in both provider types results in two provider IDs that use the same NPI. A tie breaker would then be needed to differentiate between the two provider types for claims processing.
13. What is the effective date? What do I indicate for the requested enrollment effective date?

- a. The effective date is the date Gainwell works on the application.
- b. Providers can leave blank or input the date they mail the application.
- c. Example: The OPR packet is mailed on 2/1/2024 and is worked by Gainwell on 2/5/2024. The effective date on file will be 2/5/2024 and if the LEA lists the provider on a claim with a date of service prior to 2/5/2024, the claim should be denied due to the provider's enrollment not being effective on that date of service. Retro Enrollment for PT PO (OPR) is not usually allowed. Gainwell generally processes most correctly completed enrollment applications within 3 weeks of receipt.

14. How do I check the status of my enrollment packet?

- a. The provider can send an email to [louisianaprovenroll@gainwelltechnologies.com](mailto:louisianaprovenroll@gainwelltechnologies.com) for status inquiries and specify they are looking for FFS enrollment status for a mailed in OPR application.