



**OKLAHOMA**  
**Rehabilitation Services**

## Practitioner Contract



**OKLAHOMA  
Rehabilitation Services**

**Practitioner Contract**

This Contract is intended for use by:

- |   |                                     |
|---|-------------------------------------|
| Anesthesiology assistant.               | Licensed genetic counselor.         |
| Audiologist.                            | Licensed marriage family therapist. |
| Board certified behavioral analyst.     | Licensed professional counselor.    |
| Certified nurse midwife.                | Medical doctor.                     |
| Certified orthotist.                    | Ocularist.                          |
| Certified nurse practitioner.           | Occupational therapist.             |
| Certified prosthetist.                  | Ophthalmologist.                    |
| Certified registered nurse anesthetist. | Optometrist.                        |
| Chiropractor.                           | Oral surgeon.                       |
| Christian science nurse.                | Pathologist (individual).           |
| Christian science practitioner.         | Perfusionist.                       |
| Clinical nurse specialist.              | Pharmacist.                         |
| Dentist.                                | Physical therapist.                 |
| Dietitian.                              | Physician.                          |
| Doctor of osteopathic medicine.         | Podiatrist.                         |
| Licensed alcohol and drug counselor.    | Psychologist.                       |
| Licensed behavioral practitioner.       | Radiologist (individual).           |
| Licensed clinical social worker.        | Speech language pathologist.        |



## Practitioner Contract

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## Practitioner Contract

The Department of Rehabilitation Services (DRS) Plan is a managed health care program providing comprehensive health and dental benefits to approximately 1,600 Oklahomans with disabilities to help improve their employment opportunities. The DRS Provider Network is administered by the Office of Management and Enterprise Services Employees Group Insurance Division (EGID).

DRS requires two addresses on the DRS Practitioner Application.

- Physical address – this address is used for the location where health care services are performed. The service address will be used for the online provider directory.
- Mailing address – this address will be utilized for all legal, contractual notices as defined in section XI (2) of this Contract. All notices will be sent electronically. This address is used for claims processing and appears in box 33 of the CMS-1500 claim form or box 2 on the UB-04 claim form.

### REQUIRED ATTACHMENTS

*Please attach each of the following documents to your completed Application:*

- Current state license(s).
- Current DEA registration (narcotics license), if applicable.
- Current state narcotics registration, if applicable.
- Face sheet of current professional liability insurance policy.
  - Insurance certificate must have the name of the applicant listed as the insured.
  - The insurance limits must be at the levels required in this Contract.
- W-9 form for each federal tax ID number used to file claims.

**Incomplete applications will be returned unreviewed.**



## Practitioner Contract

This Practitioner Contract is between the Department of Rehabilitation Services, (hereinafter, DRS) and the Practitioner who agrees to the terms of this agreement (hereinafter, this Contract) by signing the appropriate Contract signature page. The designation of “Practitioner” in this agreement refers to the person who signs this agreement as the Practitioner.

It is hereby agreed between DRS and the Practitioner named on this Contract signature page, that the Practitioner shall be a provider in the DRS network of providers.

This Contract is entered into for the purpose of defining the conditions for reimbursement by DRS to the Practitioner. It in no way is meant to impact the Practitioner’s decision as to what he or she considers appropriate Medical or Dental treatment.

### I. RECITALS

1. The Department of Rehabilitation Services, (hereinafter DRS), is a statutory body created by 74 O.S. § 166.1, *et seq.* to administer and manage a certain program of Medical care for persons eligible for public assistance.
2. The Practitioner is duly licensed or certified by the state of practice as a practitioner of the healing arts, dentistry or recognized dental specialty and satisfies credentialing criteria as established by DRS.
3. The intent of this Contract is to provide access to enhanced quality Medical and Dental Services, utilizing managed care components, at an affordable, competitive cost to DRS and its Beneficiaries.
4. Failure to abide by any of this Contract’s provisions may result in termination of this Contract.

In consideration of the mutual covenants, promises and other good and valuable consideration, DRS and the Practitioner agree as follows:

## II. DEFINITIONS

1. “**ADA**” means the American Dental Association.
2. “**Allowable Fee**” means the maximum fee payable to a Practitioner for a specific procedure in accordance with the provisions in Article VI of this Contract.
3. “**Beneficiary**” means all persons eligible for benefits provided by DRS as determined by established criteria.
4. “**CMS**” means the Centers for Medicare & Medicaid Services.
5. “**Concurrent Review**” means a function performed by DRS that determines and updates continued Medically Necessary inpatient hospitalization.
6. “**Covered Services**” means Medically Necessary services delivered by a Practitioner pursuant to this Contract and for which a Beneficiary is entitled to receive coverage by the terms and conditions of DRS.
7. “**CPT**” means Current Procedural Terminology.
8. “**Credentialing Plan**” means a general guide and process for the acceptance, cooperation and termination of participating Facilities, Independent Health Organizations and Practitioners.
9. “**Dental**” means belonging to the study and practice of dentistry or a dental specialty for the prevention, alleviation or management of an adverse dental condition.
10. “**Dental Services**” mean the professional services provided by an oral/maxillofacial surgeon or dentist and covered by DRS.
11. “**DSM**” means Diagnostic and Statistical Manual of Mental Disorders.
12. “**Emergency Medical Condition**” means a medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain) so that a prudent layperson, who possesses an average knowledge of health and medicine, could reasonably expect the absence of immediate medical attention to result in a condition described in clause (i), (ii), or (iii) of section 1867(e)(1) of the Social Security Act (42 U.S.C. 1395dd(e)(1)).
13. “**HCPCS**” means Healthcare Common Procedure Coding System.
14. “**ICD**” means International Classification of Diseases.

15. “**Medical**” means belonging to the study and practice of medicine for the prevention, alleviation or management of a physical or mental defect, illness, or condition.

16. “**Medically Necessary**” means services or supplies that, under the provisions of this Contract, are determined to be:

- a. Appropriate and necessary for the symptoms, diagnosis or treatment of the Medical or Dental condition.
- b. Provided for the diagnosis and treatment of the Medical or Dental condition.
- c. Within standards of acceptable, prudent Medical or Dental practice within the community.
- d. Not primarily for the convenience of the Beneficiary, the Beneficiary's practitioner or another Provider.
- e. Any condition which, if left untreated, could deteriorate into a life-threatening situation.
- f. The most appropriate supply, place of service or level of service that can safely be provided.
- g. For hospital stays, this means that the inpatient acute care is necessary due to the kind of services the Beneficiary is receiving or the severity of the Beneficiary's condition, and that safe and adequate care cannot be received as an outpatient or in a less intensified medical setting.
- h. The fact that services or supplies are Medically Necessary does not, in itself, assure that the services or supplies are covered by the plan.
- i. Performed in the most appropriate place of service.

17. “**Medical Services**” mean the services provided by a Network Practitioner and covered by Prior Authorization by DRS.

18. “**Network Practitioner**” means a licensed practitioner of the healing arts, dentistry or recognized dental specialty who has entered into a Contract with DRS to accept scheduled reimbursement for Prior Authorized Medical or Dental Services provided to Beneficiaries.

19. “**Network Provider**” means a Practitioner who or Facility that is duly licensed under the laws of the state in which the “Network Provider” operates, satisfies additional credentialing criteria as established by DRS, and has entered into a contract with DRS to accept scheduled reimbursement for Prior Authorized Medical and Dental Services provided to Beneficiaries.

20. “**Prior Authorization**” means a function performed by DRS to assess the Medical or Dental Services available to the Beneficiary and authorize appropriate services as defined in Article VII of this Contract, prior to services being rendered or receipt of supplies or equipment.

21. **“Pre-Determination”** means the itemization of proposed services and the expected charges prior to treatment.

### III. RELATIONSHIP BETWEEN DRS AND THE PRACTITIONER

1. DRS has negotiated and entered into this Contract with the Practitioner on behalf of the individuals who are Beneficiaries of DRS. The Practitioner is an independent contractor who has entered into this Contract to become a Network Provider and is not, nor is intended to be, the employee, agent or other legal representative of DRS in the performance of the provisions of this Contract. Nothing in this Contract shall be construed or be deemed to create a relationship contrary to that of the independent contractor for the purposes of this Contract.

2. Nothing in this Contract is intended to be construed or be deemed to create any rights or remedies in any third party, including but not limited to, a Beneficiary or a Network Provider other than the Practitioner named in this Contract.

### IV. PRACTITIONER SERVICES AND RESPONSIBILITIES

1. For the purpose of reimbursement, the Practitioner shall provide services to Beneficiaries that are deemed appropriate and Prior Authorized under the established benefits of DRS.

2. The Practitioner agrees to provide quality, Medically Necessary Medical or Dental Services to Beneficiaries in a cost-efficient manner and, if necessary, at the direction and under the supervision of a licensed physician and within the scope of the physician’s routine services. Nothing in this Contract shall be construed to require the Practitioner to perform any procedure or course of treatment which the Practitioner deems professionally unacceptable or is contrary to the Practitioner’s policy. The Practitioner shall provide Medical and Dental services to Beneficiaries in the same manner and quality as those services are provided to all other patients of the Practitioner.

3. The Practitioner shall maintain all licenses and certifications required by law and regulations and as deemed required under the terms of this Contract.

4. The Practitioner shall accurately complete a DRS Practitioner Application, a current Oklahoma Uniform Credentialing Application (ODH Form 606) as allowed under OK §63-1-106.2, a Uniform Credentialing Application from the state of practice of the healing arts, dentistry or recognized dental specialty, or other credentialing documentation as deemed acceptable by DRS which are incorporated herein by reference. The Practitioner shall notify DRS Network Management of any



change in the information contained in the application at least 15 business days prior to such change. Such changes include addresses, tax identification number and contact information.

5. The Practitioner agrees to submit billing data and records of treatment in the manner and form prescribed by DRS. The Beneficiary's medical case records will be available during regular working hours to authorized representatives of DRS and copies thereof will be furnished by the Practitioner when requested by an authorized representative of DRS. The Practitioner agrees to retain one copy of the billing data and records of treatment and all other records upon which a claim is based, in his or her file for a period of seven years.

6. It is understood that any person seeking Medical or Dental Services has the right to make application for payment on his or her behalf by DRS for compensable services provided by the Practitioner. The Practitioner or the Practitioner's office staff agrees to assist the patient in making application for such care and services.

7. Authorized representatives of DRS shall have the right to make physical inspections of the Practitioner's office and to examine such records as they relate to financial statements submitted under this Contract or to payments claimed by the Practitioner under this Contract; and to conduct audits of the financial records of the Practitioner, at any time, as provided by 56 O.S., §222 and the Code of Federal Regulations, Title 42, § 431.107.

8. The Practitioner agrees that all information provided is true, accurate and complete. The Practitioner understands that payment and satisfaction of all claims will be from federal and state funds, and that any false claims, statements or documents, or concealment of a material fact may subject the Practitioner to prosecution under applicable federal and state laws. The Practitioner further agrees that work, services or materials shown by any invoice or claim have been completed or supplied in accordance with the plans, specifications, order or requests furnished. The Practitioner further agrees that he or she has made no payment, given or donated or agreed to pay, give or donate, either directly or indirectly to any elected official, officer or employee of the State of Oklahoma of money or any other thing of value to obtain payment.

9. The Practitioner agrees to disclose to DRS, prior to approval or renewal of this Contract, the name of any person who has an ownership or controls an interest in, or is an agent or managing employee of the Practitioner's company who has been convicted of a criminal offense related to such person's involvement in any program under Titles V, XVIII, XIX, or XX of the Social Security Act since inception of these programs.

10. The Practitioner shall disclose ownership and control interests at the time of entering into this Contract on the required Federal reporting form and at other times that DRS or the Secretary of Health and Human Services may require and, in a form, designated by DRS.

11. The Practitioner agrees to submit, within 35 days of the date on a request by DRS full and complete information about:

a. The ownership of any subcontractor with whom the Practitioner has had business transactions totaling more than \$25,000 during the 12-month period ending on the date of the request.

b. Any significant business transactions between the Practitioner and any wholly owned supplier, or between the Practitioner and subcontractor, during the five-year period ending on the date of the request.

12. The Practitioner agrees and understands that payment cannot be made by DRS to Network Providers providing Medical or Dental Services under federally-assisted programs unless the Medical or Dental Services are provided without discrimination on the grounds of race, color, national origin, disability or unless program enabling legislation permits on the basis of age. This assures DRS is in compliance with, Title 34, Code of Federal Regulations, § 76.500. These laws and regulations prohibit excluding from participation in, denying the benefits of, or subjecting to discrimination, under any program or activity receiving Federal Financial Assistance, any person on the grounds of race, color, national origin, any qualified person on the basis of disability or without distinctions made on the basis of age except as legislatively permitted or required. Written complaints of non-compliance with either law should be made to the Director of Department of Rehabilitation Services, 3535 NW 58th St., Ste. 500, Oklahoma City, Oklahoma 73112.

13. The Practitioner shall reimburse DRS for any overpayments made to the Practitioner within 90 days of the Practitioner's receipt of the written overpayment notification or shall respond with detail within said time if the Practitioner disputes the request for additional payment.

a. DRS shall provide the Practitioner individual letters of retraction for each Beneficiary 90 days prior to the retraction being made.

b. As an exception, DRS will immediately deduct overpayments due to resubmission of a corrected claim, or if information is received for a claim pending additional information that subsequently impacts a paid claim or a mutually agreed upon audit adjustment.

c. DRS shall be entitled to additional payment if, within two years from the date of payment, DRS notifies the Practitioner, in writing, of the overpayment.

d. If the Practitioner disputes the request for additional payment, the parties shall work cooperatively and in good faith to resolve the payment issue on an informal basis within 60 days of the first notification of the overpayment.

14. The Practitioner shall submit to a Beneficiary record audit upon three business days advance notice.

## V. DRS SERVICES AND RESPONSIBILITIES

1. DRS agrees to pay the Practitioner compensation pursuant to the provisions of Article VI.

2. DRS agrees to continue listing the Practitioner as a Network Provider until this Contract terminates.

3. DRS agrees to provide appropriate documentation to Beneficiaries for the verification of Prior Authorization and to establish the provision of appropriate Medical or Dental Services.

4. DRS acknowledges the confidentiality, privacy and security regulations pertaining to Beneficiary's Medical or Dental records and to comply with all applicable laws and regulations.

5. DRS shall maintain a Pre-Determination, Prior Authorization and Concurrent Review program.

## VI. COMPENSATION AND BILLING

1. The Practitioner shall only seek payment from DRS for the provision of Covered Medical or Dental Services except as provided in paragraphs VI (2), VI (3) and VI (5). The payment from DRS shall be limited to the amounts referred to in section VI (2).

2. DRS shall reimburse the Allowable Fee set by DRS for each procedure or the Practitioner's billed charge, whichever is less. This reimbursement shall be allowed when the Beneficiary has received Covered Medically Necessary Services subject to the following policy limitation and conditions:

a. DRS shall have the right to categorize what shall constitute a procedure. DRS and the Beneficiary's financial liability shall be limited to the procedure's Allowable Fee or billed charges, whichever is less, as determined by DRS, paid by applying appropriate coding methodology, whether the Practitioner has billed appropriately or not.

- b. The Practitioner agrees not to charge more for Medical or Dental Services to Beneficiaries than the amount normally charged by the Practitioner to other patients for similar services. The Practitioner's usual and customary charges may be requested by DRS and verified through an audit.
3. The Practitioner agrees to accept the payment from DRS as full and complete payment for services for recipients of public assistance. If the patient is a recipient of Medical Assistance, Rehabilitation Services only, payment from DRS shall represent payment in full except the Practitioner may collect an amount not to exceed that shown on DRS Form DRS-C-100, Medical Services Authorization, MS-MA-r, Notification of Eligibility Status for Medical Services or DHS Form MS-S-4, Notification of Eligibility Status for Medical Services for Persons Under 21 Years of Age, or Medical Services Authorization, VR-A-302-A.
4. The Practitioner shall refund within 30 days of discovery to DRS any overpayments made by the Beneficiary.
5. The Practitioner shall bill DRS on forms acceptable to DRS within 365 days of providing the Medical or Dental Services. The Practitioner shall use the current ADA, CPT, HCPCS codes with appropriate modifiers and ICD or DSM diagnosis codes, when applicable. The Practitioner shall furnish, upon request at no cost, all information, including Medical or Dental records and X-rays, reasonably required by DRS to verify and substantiate the provision of Medical or Dental Services and the charges for such services if the Beneficiary and the Practitioner are seeking reimbursement through DRS.
6. DRS shall reimburse the Practitioner within 30 days of receipt of billings that are accurate, complete and otherwise in accordance with Article VI of this Contract. DRS will not be responsible for delay of reimbursement due to circumstances beyond DRS' control.
7. The Practitioner agrees to release all Practitioner liens for which payment has been made for Title XIX by DRS and notify DRS. However, this provision does not affect the Practitioner's entitlement to file a lien or liens for non-preauthorized services.
8. DRS shall have the right at all reasonable times and, to the extent permitted by law, to inspect and duplicate all documentation or records relating to Medical or Dental Services rendered to Beneficiaries at no cost to DRS or the Beneficiary.

## VII. PRE-DETERMINATION, PRIOR AUTHORIZATION AND CONCURRENT REVIEW

1. The Practitioner shall adhere to and cooperate with DRS' established Prior Authorization and Concurrent Review procedures.

## VIII. LIABILITY AND INSURANCE

1. Neither party to this Contract, nor any agent, employee or other representative of a party, shall be liable to third parties for any negligent act by commission or omission of the other party in performance of this Contract and the terms and provisions herein.

2. The Practitioner, at its sole expense, shall maintain a minimum of \$1 million per occurrence and \$1 million aggregate of professional liability insurance coverage. DRS shall be notified 30 days prior to cancellation. If coverage is lost or reduced below specified limits, this Contract may be cancelled by DRS. If the Practitioner is employed by a health care facility or has admitting privileges to a health care facility which has higher liability insurance limits, the Practitioner is subject to those limits per this Contract.

3. If applicable the Practitioner, in lieu of the general and medical liability insurance requirements set out in section VIII (2) above, may prove that as a federally supported health center, as deemed eligible by the U.S. Department of Health and Human Services, Health Resources and Services Administration, Bureau of Primary Health Care, it has been granted medical malpractice liability protection with the federal government acting as its primary insurer through the Federal Tort Claims Act and the Federally Supported Health Centers Assistance Act of 1992 and 1995, later codified as 42 U.S.C. Section 233 (g) – (n).

4. If applicable the Practitioner, in lieu of the general and medical liability insurance requirements set out in section VIII (2) above, may prove that it has been granted medical malpractice liability protection with the State of Oklahoma or a political subdivision acting as its primary insurer through the Oklahoma Governmental Tort Claims Act, 51 O.S. § 151, *et seq.*

5. If providing Medical or Dental Services outside of the State of Oklahoma, and if applicable, the Practitioner, in lieu of the general and medical liability insurance requirements set out in section VIII (2) above, may prove that it has been granted medical malpractice liability protection with a governmental entity outside of the State of Oklahoma acting as its primary insurer through said governmental entity's statutes, rules or regulations.

## IX. DISPUTE RESOLUTION

1. DRS and the Practitioner agree that their authorized representatives will meet in a timely manner and negotiate in good faith to resolve any problems or disputes that may arise in performance of the terms and provisions of this Contract. Nothing in this article shall interfere with either party's rights under Article X.

## X. TERM AND TERMINATION

1. The term of this Contract shall commence on the effective date on the signature page and shall remain in effect until terminated by either party subject to section X (2).

2. Either party may terminate this Contract with or without cause, upon giving 30 days written notice pursuant to section X (5).

3. Nothing in this Contract shall be construed to limit either party's remedies at law or in a court of equity in the event of a material breach of this Contract.

4. This Contract shall terminate with respect to a Practitioner upon:

- a. The loss or suspension of the Practitioner's license or certification respectively, in the state of practice.
- b. Failure to maintain Practitioner's professional liability insurance in accordance with this Contract.

5. The termination notice required by the terms of this Contract shall be provided in writing, facsimile or via email communications to EGID.DRSNetworkManagement@omes.ok.gov. A confirmation notice to the Practitioner shall be emailed or mailed to the mailing address on record. The termination shall be effective on the date indicated on the confirmation.

6. Following the termination date, this Contract shall be of no further force or effect, except that each party shall remain liable for any obligations or liabilities arising from activities carried on by it hereunder prior to the termination date of this Contract.

7. Following the termination of this Contract, DRS shall continue to have access, at no cost to DRS, to the Practitioner's records of care and services provided to Beneficiaries for seven years from the date of provision of the services to which the records refer as set forth in Article VI.

## XI. GENERAL PROVISIONS

1. This Contract or any of the rights, duties, or obligations of the parties hereunder, shall not be assigned by either party without the express written consent and approval of the other party.
2. The primary method by which the Practitioner shall receive notifications mandated by the terms of this Contract is the *Network Newsletter*. The *Network Newsletter* shall be distributed electronically to the Practitioner's correspondence email address.
3. Notwithstanding the provisions of section XI (1) of this Contract, DRS may appoint an administrator to administer any of the terms of this Contract referenced herein, and any and all duties or acts required of DRS under this Contract and to receive any notices required by this Contract.
4. This Contract, together with its exhibits, contains the entire agreement between DRS and the Practitioner relating to the rights granted and the obligations assumed by the parties concerning the provision of Medical or Dental Services to Beneficiaries. Any prior agreements, promises, negotiations or representations, either oral or written, relating to the subject matter of this Contract, not expressly set forth in this Contract are of no force or effect.
5. This Contract, or any part, section or exhibit of, or attached to it, may be amended at any time during the term of the Contract by mutual written consent of duly authorized representatives of DRS and the Practitioner in accordance with section XI (2).
6. This Contract is subject to all applicable federal laws, Oklahoma State Statutes and rules and regulations codified at the Oklahoma Administrative Code. Any provision of this Contract that is not in conformity with existing or future legislation shall be considered amended to comply with such legislation. Any interpretations or disputes with respect to contract provisions shall be resolved in accordance with federal and State of Oklahoma laws.
7. The terms and provisions of this Contract shall be deemed to be severable one from the other, and the determination at law or in a court of equity that one term or provision is unenforceable, shall have no effect on the remaining terms and provisions of this entire Contract, or any one provision, in accordance with the intent and purpose of the parties hereto.
8. In accordance with Presidential Executive Order 12549, the Practitioner certifies that neither they nor their principals are presently debarred or suspended or otherwise ineligible for participation in federal assistance programs.

9. The Practitioner certifies that they are not presently debarred or suspended or otherwise ineligible according to the Excluded Parties List System (EPLS)/Office of Inspector General (OIG) excluded provider lists.

10. DRS and the Practitioner agree that this Contract may be formed according to the Oklahoma Uniform Electronic Transactions Act, 12A O.S. § 15-101 *et seq.* The Practitioner acknowledges that the Contract terms are located on the DRS website and after downloading this Contract and submitting the completed application, signing and returning the signature page to DRS, DRS will note its approval on the signature page and return to the Practitioner. The Contract terms, application, signature page and any required information submitted by the Practitioner are records that may be stored as DRS electronic records under the Act. The parties agree and consent to the use of electronic signatures solely for the purposes of executing the Agreement or any related transactional document. Such electronic signature shall be deemed to have the same full and binding effect as a handwritten signature.

11. As mandated by 62 O.S. § 34.64(H), all payments disbursed by the Office of the State Treasurer must be made solely through electronic funds transfer (EFT). The Practitioner hereby agrees to accept EFT payments.





## Practitioner Contract Signature Page

DRS and the Practitioner incorporate by reference the terms and conditions of this Contract into this signature page. DRS and the Practitioner further agree that the effective date of this Contract is the effective date denoted on the copy of the executed signature page returned to the Practitioner.

### FOR THE PRACTITIONER:

\_\_\_\_\_  
Practitioner name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Federal Tax ID

\_\_\_\_\_  
NPI

Primary service address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### FOR DRS:

\_\_\_\_\_  
Executive Administrator  
Department of Rehabilitation Services

**Return Contract, Signature Page, Application and Attachments to:**

[EGID.DRSNetworkManagement@omes.ok.gov](mailto:EGID.DRSNetworkManagement@omes.ok.gov)

Or fax: 405-717-8977



# OKLAHOMA Rehabilitation Services

## Network Practitioner Application

Complete all fields in this application; **incomplete applications will be returned.** Return the application and all required attachments listed below to:

OMES EGID

[EGID.DRSNetworkManagement@omes.ok.gov](mailto:EGID.DRSNetworkManagement@omes.ok.gov) or fax to 405-717-8977 or 405-717-8702.

Include each of the following documents:

- Current state license, DEA and state narcotics registration(s), if applicable.
- Face sheet of current general and medical liability insurance policy.
- W-9 form for each federal tax identification number (TIN).

### General information

|                                |                              |                             |
|--------------------------------|------------------------------|-----------------------------|
| _____<br>Last name             | _____<br>First name          | _____<br>Middle initial     |
| _____<br>Date of birth         | _____<br>SSN                 | _____<br>Practitioner NPI   |
| _____<br>Primary specialty     | _____<br>Secondary specialty |                             |
| _____<br>State licensing board | _____<br>License number      | _____<br>License expiration |

**Physical address** — The physical address, phone number and website will appear on the website provider directory.

\_\_\_\_\_  
Practice name

\_\_\_\_\_  
Physical address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Website

**Mailing address** – Mailing contact information will be utilized for all payments, legal and contractual notices as defined in section 12.2 of the provider contract and 11.1 of the facility contracts, as well as, payment related notices/documents. An email address must be included. All notices will be sent electronically.

\_\_\_\_\_  
Mailing office name

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Contact person

\_\_\_\_\_  
Contact email

### Professional employment history

List all professional work history including clinics, partnerships, solo/group practices, etc.

(1) \_\_\_\_\_  
Business name

\_\_\_\_\_  
Business address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP code

\_\_\_\_\_  
Start date

-

\_\_\_\_\_  
End date

(2) \_\_\_\_\_  
Business name

\_\_\_\_\_  
Business address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP code

\_\_\_\_\_  
Start date

-

\_\_\_\_\_  
End date

(3) \_\_\_\_\_  
Business name

\_\_\_\_\_  
Business address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP code

\_\_\_\_\_  
Start date

-

\_\_\_\_\_  
End date