

A McLaren Company

Navigating Provider Enrollment Landscape: Strategies for Successful Enrollment

**2024 IHCP Works Annual Seminar** 

**Presented by: Lauryn Swift** 

Providing health coverage to Indiana families since 1994

## Agenda

- Who is MDwise?
- Coasting Through MProvider Connect
- Destination Enrollment
- Pitstop for Primary Medical Providers (PMPs)
- Roadblocks: Top Case Denial Reasons
- Resources
- Questions



# Who is MDwise?



## **MDwise Mission and Vision**

#### Who Are We?

MDwise is your provider-led, local, Indiana-based nonprofit health care company. Our parent organization, McLaren Health Care, is a nonprofit integrated health system that believes all Indiana families should have access to high-quality health care regardless of income.

#### What Is the MDwise Mission?

MDwise provides high-quality, affordable health care services and improves the well-being of our members by bringing together exceptional employees, community leaders, and health care professionals.

#### What Is the MDwise Vision?

MDwise strives to be the most influential, trusted choice in health plans by doing what is best for the communities we serve.



## **MDwise Values**

# **•** Trust

# Innovation



# **Stewardship**

# **İ** Leadership

We trust each other and act with integrity. We are authentic, empowered to act and communicate openly with candor and caring. We make decisions for the greater good. We earn the trust of those we serve through transparency and accountability. We are dependable – a promise made is a promise kept.

We continuously improve to be easier to do business with. We challenge the status quo, generate ideas, collaborate, value diversity and demonstrate agility. We are courageous, learn from experience and adjust quickly.

We make sound decisions and deliver quality programs with precision. We are subject matter experts and perform at our full potential by working as a team.

We are mission-driven. We are entrusted as stewards of a company that serves members, associates, customers, business partners and our community. We care deeply about each other and all stakeholders. We are privileged to take care of our members and treat every dollar as if it were our own. We are efficient, set priorities and ensure our processes add value to enhance the member experience.

We are industry thought leaders and advocates. We take initiative, are accountable for results and empower those around us to be their best. We roll up our sleeves and dig in to help. We lead by example.



# Coasting Through MProvider Connect



#### What Is MProvider Connect?

- MProvider Connect is an online tool that allows providers to submit enrollment requests with MDwise
- MProvider Connect will replace the existing provider enrollment process of email and will still provide providers with a case number for every submission for tracking purposes



#### Features

- Request participation in MDwise networks
- Enroll new practitioners and facilities
- Add locations to existing practitioners
- Update provider demographics
- Disenroll practitioners or terminate locations
- Submit inquiries to MDwise Provider Enrollment
- Check status of previously submitted inquiries
- Pull provider group rosters independently



#### Where To Find MProvider Connect

- To access MProvider Connect, visit our website using the <u>MProvider Connect</u> tab
- Select "Login to MProvider Connect"

MPro	ovider Connect
The MProv updates to	ider Connect tool allows registered providers to enroll or request provider demograph our MDwise Provider Enrollment team.
Included ar	e the following online features:
• Requ	est a new provider contract
Enrol	new providers (PMPs, Specialists, Facilities, etc)
<ul> <li>Opua</li> <li>Term</li> </ul>	inate/disenroll providers
<ul> <li>Track</li> </ul>	status of requests online



#### Step I: Go to MProvider Connect

• Link to MProvider Connect: Login (site.com)



Create an Account

l	Username			
I	Password			
		Log	in	
		Forgot your pa	assword?	



## Step 2: Click Create an Account

MProvider CONNECT	
Create an Account	
Username	
Password	Create an Account
Log in	
Forgot your password?	



### Step 3: Enter Contact Information

 MProvider contact registration is available for groups with an existing MDwise Agreement and groups requesting new contracts

MProvider

	Contact Information Please fill out all of the following fields	
First Name	Phone	
' Last Name	*TIN	EIN SSN
Title	Group Name	
Pronoun	* Email	
Select a pronoun	•	
If you can't find your Gr If this is for a disregarded e	p Name, please email MDwise directly at prregistration@mdwise.org to be added before continuing. tity, please indicate so in the email along with the Group's Name, TIN and other applicable information.	



#### Can't Find Your Tax ID?

• If a Tax ID is not found in the 'TIN' search field, the contact must send an email to <a href="mailtopregistration@mdwise.org">pregistration@mdwise.org</a> for the account to be added

	Contact Information Please fill out all of the following fields	
First Name	Phone	
Last Name	*TIN	EIN SSN
Title	Group Name	
Email		
If you can't find you If this is for a disregard	Group Name, please email MDwise directly at prregistration@mdwise.org to be added before continuing. d entity, please indicate so in the email along with the Group's Name, TIN and other applicable information	1. Find Group

MProvider

If you can't find your Group Name, please email MDwise directly at prregistration@mdwise.org to be added before continuing. If this is for a disregarded entity, please indicate so in the email along with the Group's Name, TIN and other applicable information.



#### Step 4: Confirmation Email

• Once the registration is submitted, the contact will receive confirmation in addition to a welcome email containing a link to verify their new account

	MProvider CONNECT
You should receive an en You	nail to setup your credentials to continue with the submission process. Ir username is
	From: <b>MDwise Pre Enrollment</b> < <u>prenrollment@mdwise.org</u> > Date: Wed, Jul 26, 2023 at 1:45 PM Subject: Sandbox: Welcome to MDwise To:
	Hi Test, Thanks for creating your MDwise group account. Please click here to finish your account setup
	Your username is gmail.com.mdwise Or use the following URL if the link does not work : <u>https://mclarenhealthcare-uat.sandbox.my.site.com/mdwise/s/setup-password?</u> token=7f1b220490b96d1b64769951d53230d0db5c9a513fa656f71a0595002090515a6969d265d3816b2130ad23742bbffa4897c4f3f2ca029223c4fe79119



### MProvider Connect Login Important Information

- Important Information statements appear upon each login attempt
- These messages will change periodically to fit the current MDwise provider-related initiatives





#### **Contact Information**

• The Contact Information landing page allows the users to update their profile, submit new requests, and verify the status of the cases they submitted through MProvider Connect

**MProvider** 

Cor	itact Information	
Group		
Test Account		•
	Phone	
	TIN	
	77-7777777	EIN SSN Manage Groups
	Group Name	
	Test Account	
	Email	
	•	
	Add Facility or Provider	Update Provider Info
	Inquiry	View Status
	Group Test Account	Group Test Account Phone TIN T7-7777777 Group Name Test Account Email Add Facility or Provider Testing



[→ Logout

## Group Affiliations

	Con	act in officiation
	Group	
	Test Account	▼
First Name		Phone
Test		
Last Name		TIN
Test		77-7777777     EIN     SSN            Manage Groups
Title		Group Name
Provider Relations Rep		Test Account
Pronoun		
Select a pro		
	7	EIN SSN <b>A</b> Manage Groups
Crown Name		
Group Name		
Group Name Test Accou	nt	
Group Name Test Accou	nt	

MProvider CONNECT



[→ Logout

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## Managing Group Affiliations

- By selecting "Manage Groups," the contact can add additional group TINs to their profile
- The contact can then use the drop-down to choose which group they wish to submit the request

				Phone			>	<
			Manage yc	our groups				
	TIN			Add	EIN SSN			iN Manage Groups
		Group Name	✓ TIN	~				
	1	Test Account	777777777		Delete			
uest New	v Contract		Contact I	Information				
			Test Account Test Account		•			
			✓ Test Account	TTN				
				11N 77-7777777		EIN	SSN	Manage Groups



#### New Pull Rosters Feature

- There is a NEW feature to MProvider Connect where providers can pull their rosters independently
- By clicking the 'Pull Rosters' button next to group name, a roster will be downloaded

		CONNECT		[→ Logout
	Co	ontact Information		
	Group Test Account	V L PU	III Rosters	
First Name		Phone		
Test				
Last Name		TIN		
Test		77-777777	EIN SSN	A Manage Groups

MDrouidor



### Request New Contract



**Request New Contract** 

**Remove Provider** 



#### New Contract Requests

 New contract requests for Practitioner and Hospital/Ancillary Participation require all the relevant documents listed in the Network Participation Request process

New Contract Request

Please review the document checklist to ensure all necessary documents are submitted.

- Practitioner Participation Document Requirements
  - IHCP MCE Practitioner Enrollment Form
  - Collaborative/Supervisory Agreement ()
  - CAQH Proview Online Application, if not currently enrolled
  - · For more information about the CAQH Application please visit MDwise.org
  - Form W-9
  - Disclosure Ownership and Interest Form (required for brand new contacts)
  - Attestation must be signed no more than 365 calendar days prior to application submission.

> Hospital/Ancillary Participation Document Requirements

- > Upload Documents
- > Additional Notes

Submit



## Add Facility or Provider



Add Facility or Provider

Inquiry



#### Existing Contracts: Add Facility or Practitioner

- Documentation submission requirements are dependent on the type of provider enrollment
  - Limit of 10 documents can be uploaded at 2MB each
- Users can upload all documentation in the initial request

Additional	
Please submit the MCE Hospital/Ancillary Provider Enrollment and Credentialing Form or MCE Practitioner Enrollment Form.	
pe of provider you are enrolling	
Select an Option	•
> Upload Documents	
✓ Additional Notes	
	1
Requested Effective Date (MM/DD/YYYY)	
	ⅲ

Add Eacility or Provider



Submit

#### **Case Practitioners**

• Users can add one (1) to four (4) practitioners within each submission

Add Facility or Pro Please submit the MCE Hospital/Ancillary Provider Enrollment and Crec	vider Jentialing F	Form or MC	E Practitioner Enrollment For	rm.					
Type of provider you are enrolling									
Practitioner				-					
✓ Add Practitioner		Please subm	it the MCE Hospital/Ancillary Pr	Add Facilit	y or Provide nt and Credentia	e <b>r</b> ling Form or MCE P	ractitioner Enro	ollment Form.	
	∨ Ada	d Practitior	ner						•
Practitioner First 🗸 Practitioner Last N 🗸 NPI			Enter the information	n for each practiti	oner you're enro	lling up to a max of	4.		
1 Test Test 000000000		Practitione	er First 🗸 Practitioner Last	V NPI	~	Туре	$\sim$	+	_
> Upload Documents	1	Test	Test	000000	00000	PMP	▼	_	
> Additional Notes	2	Test	Test2	000000	00001	Specialist	•	_	
pr	3	Test	Test3	000000	00002	Both	•	-	
	4	Test	Test4	000000	00003	Specialist	T	_	
				Cancel	Save				٦.
								Sub	omit





Add Facility or Provider

Inquiry



#### **General Inquiry Requests**

• General inquiries do not require documents to be uploaded, but in some cases, it may help or be needed

Inqui	iry
* Please submit your inquiry:	
Upload Doc	cuments
Suggested file types are .doc, .docx, .xls, .xlsx, .p and each file must be sma	pt, .pptx, .zip, .zipx, .pdf, .gif, .jpg, .jpeg, .png aller than 2mb in size.
Attachme	ents
📩 Upload Files	Or drop files

Submit



#### Existing Practitioner and Facility Updates



Update Provider Info

**View Status** 



#### Existing Practitioner and Facility Updates

- Update requests can be submitted for basic updates
  - For example, name changes can be documented in the detail text box, in addition to extensive changes submitted on an MCE Universal Enrollment Form

Update Provider Info

Please submit the MCE Practitioner Enrollment Form for update requests.





#### **Remove Provider**



**Request New Contract** 

**Remove Provider** 



#### **Disenrollment and Termination Requests**

- Submissions to remove a provider from the network or transition from a PMP to a specialist are submitted through the "Remove Provider" option
- Disenrolling PMPs are encouraged to name a default PMP to transition existing members

For dis	Remove senrolling PMPs, please submit a letter indicati bers to, the new provider's Nar	e Provider ng where to move the ne, NPI, LPI and the e	Ren For disenrolling PMPs, please submit a letter int bers to, the new provider: *Current Provider Test Account	nove Provider dicating where to move the current p Name, NPI, LPI and the effective da	rovider's assigned mem- te.
_ [	Enter the new P New Provider Optional	MP's information	Enter the ne New Provider Test	ew PMP's information NPI 000000000	
	Group LPI Optional	Effective Dat Optional	Group LPI 0000000000	Effective Date (MM/DD 8/1/2023	(YYYY)
	Additional U	lpdate Detail	Addition	nal Update Detail	& Submit
ew Pr			Submit v S		



#### View Status



Update Provider Info

**View Status** 



#### Case Numbers and View Status Ability

• Users can select the "View Status" option from the menu to view all cases submitted by the user

					View	Status					der IECT	[+ LO
				P	/ly Sub	missions				*		
Case Number	$\sim$	Case Status	$\sim$	Submission Date	$\vee$	Case Type $~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~$	Practitioner Name	<ul> <li>✓ Crit</li> </ul>	dentialing Status $~~$	-		
00001146		Pending		May 23, 2023		General Inquiries			-		formation	
00001148		Pending		May 23, 2023		Disenrollment						
00001147		Pending		May 23, 2023		Demographic/Panel Inqu					Phone	
v 00001145		Work In Progress		May 23, 2023		Existing - Add Provider						
							Ororo Munroe	Cre	dentialing in Progress		TIN	
							Anna Marie LeBeau	Cre	dentialing in Progress		55-5555555 EIN SSN 48 M	Manage Groups
							Hank Pimm	Cre	dentialing in Progress		Group Name RoBalley University Associates	
							James Dean	Cre	dentialing in Progress		reserved entering reserved	
						Request N	New Contract		Add	I Facilit	Ity or Provider Update Provider Info	
						Case Number V	Case Status	~	Submission Date	~	Case Type V Practitioner Name V Credentialin	ng Status 🗸 🗸



Ororo Munroe James Dean Hank Pimm Anna Marie LeBeau

#### View Case Numbers and Status

• Users who have submitted requests can also view the individual open submissions below the action buttons

	MP CO	Provider DNNECT	E+ Logo	
	Contact	Information		
	Group Test Account		•	
iet Namo		Phone		
Test				
ast Name		TIN		
Test		77-7777777	EIN SSN AMAnage Groups	
ītle		Group Name		
Provider Relations Rep		Test Account		
ronoun		Email		
Select a pronoun		▼ lauryn.gooch@gmail.com		
Request New Contract	Add Fa	cility or Provider	Update Provider Info	
, Remove Provider		Inquiry	View Status	
Case Number 🛛 🗸 Case Status	<ul> <li>Submission Date</li> </ul>	✓ Case Type ✓	Practitioner Name $\lor$ Credentialing Status $\lor$	
	May 23, 2023	Existing - Add Provider		
v 00001145 Pending				
√ 00001145 Pending			Ororo Munroe	
<ul> <li>00001145 Pending</li> </ul>			Ororo Munroe James Dean	
<ul> <li>00001145 Pending</li> </ul>			Ororo Munroe James Dean Hank Pimm	



#### **Benefits of MProvider Connect**

- Creates transparency for providers
- Is a self-service tool
- Secure online tool for document submission
- Better communication within each case
- Turnaround time remains 30 calendar days
- Pull roster information



## **Destination Enrollment**



#### **Enrollment Process Flow**

• A step-by-step on how to enroll as a new provider





#### **Enrollment Forms**

#### IHCP MCE Practitioner Enrollment Form:

• Form used to enroll participating practitioners

IHCP MCE Hospital/ Ancillary Provider Enrollment Form:

• Form used to enroll participating facilities, hospitals, nonpractitioner providers, etc.

#### Which form do you use?

• You can access the <u>Provider and Specialty Matrix</u> to determine which form you'll need to use

**Please note:** All information must be updated with Indiana Health Coverage Programs, or IHCP, before enrolling with MDwise



### Required Documents for Smooth Enrollment

Other documentation that is needed when enrolling as a new group:

- $\underline{W-9}$  that has been signed within the last 12 months
- Disclosure Ownership and Interest Form
- Full list is on the <u>MDwise Website</u>



### Updating Enrollment Information

• When updating information, be sure to check and fill out the highlighted areas:





#### **Effective Dates**

#### **Effective Date Policy**

- Providers will be effective with MDwise either on the first of the month following the receipt of a complete network participation request or the first of the month following the contract execution for brand-new providers
  - The effective date policy does not affect delegated provider arrangements
  - You can find more on the effective date policy on the <u>MDwise website</u>



# Pitstop for Primary Medical Providers (PMPs)



### Pitstop for PMPs

• When enrolling a PMP, the highlighted sections must be checked/filled out with applicable information

	PR	ACTITIONER DATA			
Council for Affordable Quality He	ealthcare (CAQH) Number:				
Practitioner First Name:		MI: Last Name:		Suffix:	
Degree (check one): MD	DO DMD DF	M CRNA NP	CNM Other:		
Social Security Number:		Date of Birth:	Gender: Male	Female	
National Provider Identifier (NPI)	):	Taxonomies (list all):			
DEA#:		CSR#:			
License Number & State:		UPIN:	IHCP Provider ID:		
Enrolling as: PMP with Pane NP Supporting	a Specialty	Specialist NP Suppo idwife Prenatal C	rting a PMP Behavioral Heal Care Coordinator Other:	th	
Primary Specialty:	Secondary Sp	ecialty:	NP – Specialty-Supported?	Yes No	
Are you: A Locum	Tenem? Hospit	al-Based Physician?	Hospitalist?		
The National Committee for Qua	lity Assurance (NCQA) requires	that health plans assess the	e cultural, ethnic, racial, and linguistic needs	s of members of	
Ethnicity: Asian Pacific Islan	African American	Black Caucasian/M cify):	/hite Hispanic/Latino Na	ative American	
Practitioner Email:		Fax:	Phone:		
Maximum membership (panel si	ze) accepted (PMPs only):	Hoosier Healthwise	HIP Hoosier Care Connect	PathWays	
	Primary Phone:	Primary Fax:	If PMP, assion memb	ership to this location?	Yes No
	Office Contact Name:	· · · · · · · · · · · · · · · · · · ·	Office Contact Email		
-	County:		Group IHCP Provider ID:		
-					
-			raxonomies.		
	Medicare Group Number:				
42					

### **PMP** Incentives

- Pay for Value Program or P4V is an incentive program for PMPs
- To participate in the P4V Program, the provider must have an open panel of at least 100 members for six (6) months
- For more information on the P4V Program, please visit <u>MDwise</u> <u>Website</u>



# Roadblocks: Top Case Denial Reasons



### Top Case Denial Reasons

Denial Reason	Tips to Avoid Denials	Examples
Information does not match IHCP Portal information	Make sure all information has been approved and enrolled with the state before enrolling with MDwise	Provider not linked to location in IHCP
Not all required documentation submitted	If unsure about what documentation is needed, information is available on our website	Missing disclosure and ownership form
Missing signature when required	When submitting documentation, confirm the signature pages have been completed	<ul> <li>Signature on enrollment form missing</li> </ul>
Forms missing information	Before documentation have been submitted, confirm fields required are not empty	<ul> <li>Address and NPI not filled out on enrollment form</li> </ul>



## Resources



## Helpful Resources

#### MDwise Provider Enrollment

- o Become an MDwise Provider
- o MProvider Connect Login
- <u>MDwise Provider Relations Territory Map</u>

#### • Provider Enrollment Forms for Hoosier Healthwise and HIP

- W-9 Request for Taxpayer Identification Number
- o IHCP Provider Ownership and Managing Individual Maintenance Form
- o IHCP Provider and Specialty Matrix
- o IHCP MCE Practitioner Enrollment Form
- o IHCP MCE Hospital/Ancillary Provider Enrollment and Credentialing Form
- Provider Customer Service Unit (PCSU)
  - o (833) 654-9192
- Provider Programs
  - o INcontrol Care Management
  - o WISEinstitute Education
  - o Provider Incentive Programs



#### **MDwise Provider Relations Team**





#### **MDwise Provider Relations Team**

#### **PROVIDER GROUP REPRESENTATIVES**

Tonya Trout	Provider Groups
ttrout@mdwise.org	Ascension St.Vincent
317-766-0505	Franciscan Alliance
	Home Health and Hospice
	Skilled Nursing Facilities (SNFs)
LaToya Robertson	Provider Groups
Irobertson@mdwise.org	Federally Qualified Health Centers (FQHCs)
317-552-8420	Rural Health Center (RHCs)
	Community Mental Health Centers (CMHCs)
	Eskenazi Health
LeAnne Ramsey	Provider Groups
Iramsey@mdwise.org	DME and HME
317-460-4697	Laboratory Services
	Dialysis Clinics
	ABA Providers
	Out of State Providers

#### **PROVIDER RELATIONS LEADERSHIP**

#### Amanda Deaton

#### Josh Burger

Provider Relations Supervisor adeaton@mdwise.org 317-914-5953 Director of Provider Relations jburger@mdwise.org 317-460-4510



# QUESTIONS?



