

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health Care Finance



Office of the Senior Deputy Director/Medicaid Director

Transmittal # 16-18

TO: ALL DC MEDICAID PROVIDERS

FROM: Claudia Schlosberg, J.D. 
Senior Deputy Director and State Medicaid Director

DATE: May 31, 2016

SUBJECT: Medicaid Requirement for Ordering and Referring Providers

Section 1902(kk)(7) of the Social Security Act and its implementing regulations at 42 CFR §§ 455.410 and 455.440 provide that every State Medicaid agency must require all ordering and referring physicians or other professionals providing services under the Medicaid State Plan to be enrolled as providers and that any claims for payment based on an order or referral include the National Provider Identification (NPI) number of the ordering or referring physician or other professional. Therefore, if the ordering or referring provider is not an enrolled provider with an NPI number listed on the claim, then DHCF must deny the claim in accordance with federal requirements. This policy went into effect for orders and referrals dated on or after March 1, 2014. This transmittal provides clarification regarding the Medicaid enrollment and NPI inclusion requirements for ordering and referring providers and reminds providers of the Streamlined Medicaid Provider Enrollment Process established on February 19, 2014.

Ordering and referring physicians and other professionals subject to these requirements include:

- Prescribing physicians (either drugs or other covered items);
- Providers sending a beneficiary's specimens to a laboratory for testing; and
- Providers referring a beneficiary to another provider or facility for covered services (such as home and community-based services (HCBS), adult day health, home health or skilled care services).

DHCF has established a streamlined enrollment process for providers whose only relationship with the Medicaid program is ordering and/or referring services. To be eligible for the streamlined enrollment process, the provider must:

1. Be currently licensed under State law to order or refer the medical services which are the subject of the order or referral;
2. Be employed by a Medicaid-enrolled FQHC or other organization that is not Medicaid-enrolled that serves Medicaid beneficiaries but does not submit claims to Medicaid for payment of any service; or be licensed as an intern, resident or fellow in an approved medical residency program.
3. Not submit claims to Medicaid for payment of any services; and
4. Complete and submit a streamlined enrollment form which includes the provider's NPI number.

Organizations that are not enrolled Medicaid providers that employ or host practitioners who meet the above criteria may submit a streamlined enrollment form on behalf of their ordering and referring physicians. Such organizations will be required to provide DHCF with the organization's NPI number.

DHCF's streamlined enrollment form may be downloaded at www.dc-medicaid.com, under *Provider*→*Provider Enrollment*→*Download Enrollment Package*. Completed forms should be returned to:

Department of Health Care Finance
Health Care Operations Administration
Attn: Provider Enrollment and Outreach Branch
One Judiciary Square
441 4th Street, NW
10th Floor
Washington, DC 20001

As previously established, claims based upon orders or referrals submitted on or after March 1, 2014 from non-enrolled providers will be denied. See <http://dhcf.dc.gov/release/dhcf-announces-new-streamlined-medicaid-provider-enrollment-process-providers-who-only-order>.

You may contact Laurie Rowe, Manager, Division of Public and Private Services, at either (202) 698-2044 or laurie.rowe@dc.gov if you have questions or need more information.