MOLINA HEALTHCARE
Your Extended Family.

Provider Information Form and Guide

ACTION	YOU WILL NEED TO COMPLETE THE SECTIONS IDENTIFIED BELOW ON THE PROVIDER INFORMATION UPDATE FORM (PIF) AND ANY ADDITIONAL DOCUMENTS LISTED. ALL DOCUMENTS MUST BE COMPLETED AND RETURNED
Add a Provider to the group	• PIF – Complete Section A, Section N* and Section O * Section N can be copied when adding multiple providers • Attachment A (Primary Care Providers, Specialists and Ancillary Providers) • CAQH (if applicable)
Individual: Change or add a service location	• PIF – Complete Section A, Section H and Section O • Attachment A (Primary Care Providers, Specialists and Ancillary Providers)
Change Phone/Fax	• PIF – Complete Section A, Section F and Section O
Change the Pay-To/ Billing Address	• PIF – Complete Section A and Section I • W-9 • Sample Claim Form (de-identified)
Group: Change or add a service location	• PIF – Complete Section A, Section G and Section O • Attachment A (Primary Care Providers, Specialists and Ancillary Providers) • ADA Attestation Form

Add a new group to the same Tax Identification Number (TIN)	• PIF – Complete Section A • W-9 • Attachment A (Primary Care Providers, Specialists and Ancillary Providers) • Sample Claim Form (de-identified)
Change Group Name Only	• PIF – Complete Section A and Section D • Attachment A (Primary Care Providers, Specialists and Ancillary Providers) with new group name • Sample Claim Form (de-identified) • W-9
Change TIN only	• PIF – Complete Section A and Section B • W-9 • Sample Claim Form (de-indentified)
Individual Name Change	• PIF – Complete Section A and Section E • Attachment A (Primary Care Providers, Specialists and Ancillary Providers)
Terming a provider	• See Section J for instructions
Provider Directory Update	• PIF – Complete Section A and Section L
Panel Update	• PIF – Complete Section A and Section K
Hospital Affiliations Update	• PIF – Complete Section A and Section M
Group/Individual NPI, Medicaid ID, or Medicare ID Change/ Addition	• PIF – Complete Section A and Section C
FORMS:	**FORM USAGE:**
Provider Information Update Form (PIF)	This form is used to communicate changes, deletions and additions regarding participating providers to Molina Healthcare.
Attachment A	This form is used for all Primary Care Providers (PCPs), Specialists and Ancillary Providers.

W-9	This document is issued by the U.S. Internal Revenue Service (IRS). Molina Healthcare uses it to update the TIN owner name, doing business as name, and Tax ID when received with a PIF.
ADA Attestation Form	Providers use this form to attest to their compliance with American Disabilities Act (ADA) requirements for each physical service location.
Credentialing - Individual Providers	**YOU WILL NEED TO…**
If you have a CAQH number	Complete CAQH Provider Data Form. You also need to update and give Molina Healthcare permission to review. Visit the website at caqh.org.
If you do not have a CAQH number	Go to caqh.org to request a CAQH number and fill out the information. You will need to give permission to Molina Healthcare to review.
Credentialing - Facilities and Other Providers	**YOU WILL NEED TO …**
Including Hospitals, Ambulatory Surgical Centers, Home Health Agencies, Durable Medical Equipment (DME) Suppliers, SNFs, Urgent Care Centers, and Retail Clinics	Print, complete, fax, email or mail the Ohio Department of Insurance Standardized Credentialing Form Part B (Molina Healthcare refers to this as "HDO"). This form can also be found at Quicklinks located at insurance.ohio.gov. Molina Healthcare of Ohio Attention: PIM P.O. Box 349020 Columbus, OH 43234-9904 Fax: (866) 713-1893 Email: MHOProviderUpdates@MolinaHealthcare.com
CONTACT INFORMATION	If you have additional questions please contact Molina Healthcare's Provider Services department at (855) 322-4079 between the hours of 8 a.m. to 5 p.m. EST, Monday through Friday.

MOLINA HEALTHCARE
Your Extended Family.

Provider Information Form (PIF)

Current Date / /

This form and the associated documentation are required to notify Molina Healthcare of Ohio of any changes to your group/practice information and/or to begin the credentialing process. This form is also available at MolinaHealthcare.com.

Type of Group/Provider (Select all that apply):

☐ PCP ☐ Specialist ☐ Dental ☐ BH - Private Practice ☐ BH - CMHC/SUD

☐ Ancillary ☐ LTSS ☐ FQHC/RHC ☐ QFPP/Title X ☐ Urgent Care ☐ Hospital

CMHC/SUD Agencies Only: For any entity/organization-level updates, please use this form. All updates to employed rendering providers at a CMHC/SUD must be made through the Ohio Department of Medicaid's Provider Network Management (PNM) System.

All Providers: If changing your Group/Practice Name and Tax ID Number, an Amendment is required. However, if changing the Group/Practice Name and Tax ID due to an ownership change, a new contract may be required. Please contact Molina Healthcare Provider Services at (855) 322-4079. A representative will be available to assist you Monday through Friday, 8 a.m. - 5 p.m. EST.

SECTION A

Current Group/Practice Information (*All fields in this section are required*)

Group/Practice Name:

Group/Practice Tax ID:

Group/Practice Medicaid #:

Group/Practice NPI #:

Contact Number:

Email Address:

Contact Name:

Tax Exempt ☐ Yes ☐ No

Return to first page.

SECTION B

Tax ID Number Change

Previous Tax ID Number:

New Tax ID Number:

Return to first page.

SECTION C

Group/Individual NPI, Medicaid ID, or Medicare ID Change/Addition

❒ **Group NPI** ❒ **Individual NPI**

(If adding an NPI, do not fill out "Previous NPI" line.)

Group/Individual Name:

Previous NPI:

New NPI:

❒ **Group Medicaid ID** ❒ **Individual Medicaid ID**

(If adding a Medicaid ID, do not fill out "Previous Medicaid ID" line.)

Previous Medicaid ID:

New Medicaid ID:

❒ **Group Medicare ID** ❒ **Individual Medicare ID**

(If adding a Medicare ID, do not fill out "Previous Medicare ID" line.)

Previous Medicare ID:

New Medicare ID:

Return to first page.

SECTION D

Group/Practice Name Change

Previous Group/Practice Name:

Medicaid #: Medicare #:

New Group/Practice Name:

Medicaid #: Medicare #:

Return to first page.

OTHER CHANGES

SECTION E

Individual Name Change

Previous Name: New Name:

Return to first page.

SECTION F

Change Phone/Fax

Previous Phone Number:

New Phone Number:

Previous Fax Number:

New Fax Number:

Address:

City, State, Zip:

Return to first page.

Section G (Group)

☐ **Service Location Changes or Additions**

Old Address (complete only if closing location)

Service Location Name:

Address 1:

Address 2:

City, State, Zip:

Phone Number:

Fax Number:

Email:

Closure Date: / /

New Address

Service Location Name:

Address 1:

Address 2:

City, State, Zip:

Phone Number:

Fax Number:

Email:

Please complete the ADA Attestation Form for all new Service Locations.

Return to first page.

Section H (Individual)

☐ **Add a Provider to a Service Location**

☐ **Change Service location for a Provider**

Previous Address

Service Location Name:

Address 1:

Address 2:

City, State, Zip:

Phone Number:

Fax Number:

Email:

New Address

Service Location Name:

Address 1:

Address 2:

City, State, Zip:

Phone Number:

Fax Number:

Email:

Return to first page.

SECTION I

Billing Address Change

Previous Billing Information	New Billing Information
Billing Contact:	Billing Contact:
Address 1:	Address 1:
Address 2:	Address 2:
City, State, Zip:	City, State, Zip:
Phone Number:	Phone Number:
Fax Number:	Fax Number:

- Is this a Notice Address Change? ☐ No ☐ Yes

The Notice Address is the particular party's address for delivery or mailing of notice purposes.

Return to first page.

SECTION J

Terminating a Provider

A termination letter is required on company letterhead and must include the following: Group Name, Group Tax ID, Group NPI, name of the provider to be termed, Provider NPI, effective date of termination, reason for termination and address of practice location(s). If terming provider is a PCP, include name of provider that will assume patient panel.

Return to first page.

SECTION K

Panel Update

☐ Existing Patients ☐ Close Panel to all Patients* ☐ Open Panel

Reason: *(Required)*

*Provider must close panel to members of all payers in accordance with Provider Manual.

Return to first page.

SECTION L

Provider Directory Update

☐ Include in Provider Directory ☐ Exclude from Provider Directory

Reason: *(Required)*

Return to first page.

SECTION M

Hospital Privileges Update

☐ Add Hospital Privilege(s) ☐ Remove Hospital Privilege(s)

Names of Hospital(s):

Return to first page.

SECTION N

Provider Joining a Group/Practice Locum Tenen: ☐ Y ☐ N

Provider Name (Last, First, MI):

Provider Type (MD, DO, DC, DDS, DPM, etc): Date of Birth:

Last Four Digits of Social Security #: Provider Ethnicity:

☐ African American ☐ Caucasian

☐ Asian/Pacific Islander ☐ Hispanic

☐ Alaskan/American Indian ☐ Other

Individual Provider NPI Number: CAQH Provider Number:

For Nurse Practioners, Physician Assistants and Nurse Midwives only:	Supervising Physician Name & Degree	Supervising Physician Specialty:

Note: Please ensure the provider has completed and/or re-attested to the CAQH Application and authorized Molina Healthcare to access CAQH.

OH Medicaid Number:
(Provider must have an active Medicaid Number)

OH Medicare Number:

Specialty: Secondary Specialty:

Applying as: ☐ PCP ☐ Specialist ☐ Hospitalist ☐ Other

For Behavioral Health Providers: Are you individually accessible by appointment? ☐ Yes ☐ No

Board Certified: ☐ Yes ☐ No Issue Date / / Expiration Date / /

Certification Board:

Group/Practice Name:

Group/Practice Address:

City, State, Zip:

Phone Number: Fax Number:

Email Address:

Return to first page.

Section O

Office Hours

	From	To
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Return to first page.

If you have any questions, visit our website at MolinaHealthcare.com or call Provider Services at (855) 322-4079. Representatives are available to assist you Monday through Friday from 8 a.m. to 5 p.m.

Please mail, fax or email this form and supporting documentation to:

Molina Healthcare of Ohio
Attn: PIM
P.O. Box 349020 Columbus, OH 43234-9904
Fax (866) 713-1893
MHOProviderUpdates@MolinaHealthcare.com

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Ohio Department of Medicaid

MANAGED CARE ENTITY (MCE) – GROUP PROVIDER AFFILIATIONS – ATTACHMENT A

Provider Group Name	**MCE Name** Molina Healthcare of Ohio, Inc.
Group Tax ID Number	**Group NPI***
Group Medicaid ID*	

***Please submit a separate Attachment A for any given Group/Location NPI and/or Group Medicaid ID.**

(Groups should provide Group name, NPI and Tax ID Number above and individual practitioner NPI under "Provider NPI" below.)
(Ancillary providers are not required to list employees on this attachment. Ancillary, Urgent Care, FQHC and RHC providers: List each service location.)

Last	First	MI	Spec	Service Location (Name and Street Address)	Provider Medicaid ID	Provider NPI	Capacity (PCP only)

MCE acknowledges changes on the date received. Effective Date will be determined by the MCE. Each rendering provider's name must be listed. "Capacity" represents the maximum number of the MCE's Medicaid members primary care providers (PCP) agree to serve. Please indicate a numeric capacity value instead of "unlimited" or similar response. For any given PCP, total capacity must not exceed 2,000 across all locations. If multiple pages are used, the pages must be numbered sequentially on every page (e.g., 1 of 3, 2 of 3, and 3 of 3).

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MOLINA HEALTHCARE

MyCareOhio
Connecting Medicare + Medicaid

Attestation of ADA Compliance

Please complete this form for each service location and return it with your signed contract:

Provider Name: _____ Tax ID # or SSN: _____

Address: _____ Phone: _____

Email Address: _____

The Americans with Disabilities Act (ADA) and Ohio Revised Code (ORC) 3781.111 require providers make reasonable access and accommodations for all persons with disabilities. Molina is providing you with the opportunity to self-attest to the below ADA standards in order to verify core elements of ADA compliance.

If you <u>are not</u> an office-based provider, please check here and proceed to the signature section below: ☐

If you <u>are</u> an office-based provider, please check the applicable box next to each standard below and have the designated representative sign and return the attestation to Molina Healthcare.

ADA STANDARDS	YES	NO
Building has accessible (handicap) parking. Parking spaces are accessible with ramps and curb cutouts between the parking lot, office, and at drop off locations.	☐	☐
Building has automatic entry option or alternative access method.	☐	☐
Building has elevator for public use (if building is multi-leveled). Elevator has enough room for the wheelchair and/or scooter to maneuver.	☐	☐
Restroom is equipped with large stall and safety bars or other reasonable accommodations.	☐	☐
Waiting room (including furniture) can accommodate patients with physical and non-physical disabilities. The reception and waiting areas have enough room for a wheelchair and/or scooter to maneuver and turn around.	☐	☐
At least one exam room can accommodate patients with physical and non-physical disabilities.	☐	☐
Signage and way finding is clear (e.g. color, symbol signage, and braille).	☐	☐
Doors to access building, office, and patient rooms are at least 32 inches wide.	☐	☐
The exam table moves up and down to make it easier to get on and off whether standing or using a wheelchair or scooter.	☐	☐
Diagnostic equipment can accommodate patients with various disabilities.	☐	☐
The scale is able to accommodate a wheelchair or scooter.	☐	☐

Provider service locations that attest to being ADA compliant or have received an in-office assessment and determined to be ADA compliant will be published as such in the Molina Provider Directory.

I attest to the best of my knowledge that the above information is true, accurate and complete.

Name: _____ Signature: _____

Title: _____ Date: _____

If you have any questions or concerns, please contact Molina Healthcare Provider Services at (855) 322-4079. Thank you for your prompt response.