

**INSTRUCTIONS FOR COMPLETION OF PENNSYLVANIA PROMISE™  
PROVIDER ENROLLMENT PHARMACY APPLICATION**

---

**Applications must be typed or completed in black ink, or they will not be accepted.  
Applications will be scanned - please do NOT staple.**

Note: Out-of-State providers must submit proof of participation in your State's Medicaid Program.

1. Enter the complete name of Pharmacy/Medical Supplier.
- 2a. Check if this is the initial enrollment.
- 2b. Check if this is a revalidation.
- 2c. If you are reactivating a provider number, indicate the PROMISE™ 13 digit provider number you wish to have reactivated and complete the application as an initial enrollment.
3. Enter your National Provider Identifier (NPI) Number and taxonomy(s). If you have more than 4 taxonomy codes, please attach an additional sheet noting the additional codes. Include a legible copy of the NPPES Confirmation letter that shows the NPI Number and Taxonomy(s) assigned to the healthcare provider applying for enrollment. Refer to:  
<http://www.dhs.state.pa.us/provider/doingbusinesswithdhs/nationalprovideridentifiernpiinformation>
4. Enter the requested effective date for your action request.
5. Enter your provider type number and description (e.g., provider type 31, Physician).
6. Enter your specialty name and code number. See the requirements for your provider type.
7. Enter your sub-specialty name(s) and code number(s), if applicable. See the requirements for your provider type.
8. Enter your Tax Identification Number (TIN). A copy of the TIN label or document generated by the Federal IRS containing the name and IRS number of the entity applying for enrollment must accompany this application. A W-9 form will not be accepted.
9. Enter your legal name as it is filed with the IRS and as it appears on IRS generated documents.
- 10a. Indicate whether or not you participate with any Pennsylvania Medicaid Managed Care Organizations (MCOs).
- 10b. Enter the names of any Pennsylvania Medicaid Managed Care Organizations with which you participate.
- 11a. Indicate whether the provider operates under a fictitious business/doing-business as (d/b/a) name.
- 11b. If applicable, enter the statement/permit number and the name. Attach a legible copy of the recorded/stamped fictitious business name statement/permit.

- 12a. Enter your IRS address. This address is where your 1099 tax documents will be sent.
- 12b-f. Enter the contact information for the IRS address.
13. Check the appropriate box for the business type of the individual or facility applying for enrollment. Check 1 box only. Include corporation papers from the Department of State Corporation Bureau or a copy of your business partnership agreement, if applicable.
14. Enter your license number (if applicable), issuing state, issue date, and expiration date.  
\*A copy of your license must be included with the application.
15. Enter your Drug Enforcement Agency (DEA) Number (if applicable).  
\*A copy of your DEA certificate must be included with the application.
16. Enter your CMS number if applicable.
17. List the name, NPI and License Number of employed pharmacists.
- 18a. Enter a valid service location address.  
**\*The address must be a physical location, not a post office box.**  
**\*The zip code must contain 9 digits and the phone number must be for the service location.**  
**Please indicate if the physical address is handicap accessible**  
**Please indicate if the physical address is an FQHC or RHC location**  
**Please indicate if the physical address has been screened by one of the listed entities**  
**\*Refer to block #22 of the application to list an additional address (es) for Pay-to, Mail-to, and/or Home Office locations if different from the Service Location address entered in Block 18a.**
- NOTE\* you can sign up for the [Electronic Funds Transfer Direct Deposit Option](http://www.dhs.state.pa.us/provider/doingbusinesswithdhs/electronicfundstransferdirectdepositinformation) by following the link below:**  
**<http://www.dhs.state.pa.us/provider/doingbusinesswithdhs/electronicfundstransferdirectdepositinformation>**
- 18b-c. Answer question, if yes, enter your E-mail Address. If no, follow directions to access the bulletin information yourself. If you require paper bulletins or RA's please call the phone number listed.
- 18d. If you wish Medicare claims to crossover to this service location check this box.  
**Note: This crossover can be added to only one service location.**
- 18e-h. Enter contact information.
- 18i. Indicate whether you or your staff is able to communicate with patients in any language other than English.
- 18j. If applicable, list the additional languages in which you or your staff can communicate.
- 18k. Enter the appropriate Provider Eligibility Program(s) (PEP(s)).  
**Refer to the PEP Descriptions and the requirements for your provider type.**
- 19a-e. The individual applying for enrollment OR the representative of the facility applying for enrollment must complete ALL confidential information questions, A through E.  
**If you answer "Yes" to any of the questions, you must provide a detailed explanation (on a separate piece of paper) and attach it to your application. (Refer to the Confidential Information sheet).**

20. Sign the application and print your name, title, and date (**The signature should be that of the individual applying for enrollment or someone able to represent the facility applying for enrollment**).

**\*Use black ink.**

21. This page, beginning with block #21, may be used to add a mail-to, pay-to, and/or home office address to the previously defined service location address listed in 18a.

**\*This sheet cannot be used to add a service location.**

21a. Enter the corresponding mail-to, pay-to, and/or home office address for the service location.

21b. Indicate whether you are adding a mail-to, pay-to, and/or home office address.

21c. Enter the e-mail address of the contact person for this address.

21d-g. Enter the contact information for this address.

- **Facilities must complete a new base application to add additional service locations to their file.**
- The representative of the facility applying for enrollment must complete the Provider Agreement included with the application.

When completed, review the "Did You Remember..." Checklist included with the application.

**Return your application and other documentation to the address listed on the requirements for your specific provider type.**

If no address is listed on the requirements for your specific provider type/specialty, please submit to:

**DHS Provider Enrollment**

**PO Box 8045**

**Harrisburg, PA 17105-8045**

- or -

**Fax: (717) 265-8284**

- or -

**Email: [RA-ProvApp@pa.gov](mailto:RA-ProvApp@pa.gov)**

## **Provider Eligibility Program (PEP) Descriptions**

A Provider Eligibility Program code identifies a program for which a provider may apply. A provider must be approved in that program to be reimbursed for services to beneficiaries of that program. Providers should use the following PEP codes when enrolling in Medical Assistance (MA). Providers should use the descriptions in this document to determine which PEP code to use when enrolling in MA.

### **Adult Autism Waiver (AAW)**

**Bureau of Autism Services - (866) 539-7689**

The AAW is designed to provide long-term services and supports for community living, tailored to the specific needs of adults age 21 or older with Autism Spectrum Disorder (ASD). The program is designed to help adults with ASD participate in their communities in the way they want to, based upon their identified needs.

#### **Eligibility:**

Recipients must be 21 or older and have a diagnosis of ASD and meet certain diagnostic, functional and financial eligibility criteria.

#### **Services:**

- Assistive Technology
- Behavioral Specialist
- Community Inclusion and Community Transition
- Counseling
- Day Habilitation
- Environmental Modifications
- Family Counseling and Family Training
- Job Assessment and Job Finding
- Nutritional Consultation
- Occupational Therapy
- Residential Habilitation
- Respite
- Speech Therapy
- Supported Employment
- Supports Coordination
- Temporary Crisis Services
- Transitional Work Services

### **AIDS Waiver**

**Office of Long Term Living - (800) 932-0939**

This is a federally approved special program which allows the Commonwealth of Pennsylvania to provide certain home and community-based services not provided under the regular fee-for-service program to persons with symptomatic HIV disease or AIDS.

#### **Eligibility:**

Categorically and medically needy recipients may be eligible if they are diagnosed as having AIDS or symptomatic HIV disease, are certified by a physician and recipient as needing an intermediate or higher level of care and the cost of services under the waiver does not exceed alternative care under the regular MA Program.

MA recipients who are enrolled in a managed care organization (MCO) or an MA Hospice Program are not eligible to participate in this home and community-based waiver program. Contact your MCO for comparable services.

Services:

- Homemaker services
- Nutritional consultations by registered dietitians
- Supplemental skilled nursing visits
- Supplemental home health aide visits
- Supplies not covered by the State Plan

**Fee-for-Service**

**Office of Medical Assistance Programs - (800) 537-8862**

The traditional delivery system of the Medical Assistance (MA) program which provides payment on a per-service basis for health care providers who render services to eligible MA recipients.

Eligibility:

All MA Recipients.

Services:

- Behavioral health services
- Inpatient services
- Outpatient services
- Physical health services

**THIS SPACE INTENTIONALLY LEFT BLANK**

# PROMISe™ PROVIDER ENROLLMENT PHARMACY APPLICATION

1. Enter Name of Pharmacy:

\_\_\_\_\_

2. Action Request: Check Boxes that Apply:

2a.  Initial Enrollment

2b.  Revalidation

2c.  Check here if previously enrolled in Medical Assistance (MA).

Enter Provider Number (if known): \_\_\_\_\_ (9 digits)

(Complete the application as an initial enrollment.)

3. National Provider Identifier Number: \_\_\_\_\_ (10 digits)

Taxonomy(s): \_\_\_\_\_ (10 digits) \_\_\_\_\_ (10 digits)

Taxonomy(s): \_\_\_\_\_ (10 digits) \_\_\_\_\_ (10 digits)

4. Requested Effective Date:  
yyyy / mm / dd – (2004/07/31)

\_\_\_\_/\_\_\_\_/\_\_\_\_

5. Provider Type Number and Description:

Number: \_\_\_\_\_ (2 digits)

Description: \_\_\_\_\_

6. Specialty(s) and Code(s), if applicable:

Specialty: \_\_\_\_\_

Code Number: \_\_\_\_\_ (3 digits)

7. Sub-Specialty(s) and Code(s), if applicable:

Sub-Specialty(s): \_\_\_\_\_

Code Number(s): \_\_\_\_\_ / \_\_\_\_\_ (3 digits)

8. Federal Tax ID Number: (If #8 is completed, DO NOT complete this item.)

\_\_\_\_\_ (9 digits)

**\*A copy of a document generated by the Federal IRS with your name and IRS number must accompany this application.**

9. Legal Name Shown on Attached Document:

10a. Do you intend to participate with any Pennsylvania Medicaid Managed Care Organizations (MCOs)?

Yes  No

10b. If so, list the MCO(s):

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

11a. Does the provider operate under a fictitious business/doing business as (d/b/a) name?

Yes  No

11b. If yes, list the Statement/Permit number and the name:

Number: \_\_\_\_\_

Name: \_\_\_\_\_

**\*A legible copy of the recorded/stamped fictitious business name statement/permit is required for your application to be processed.**

12a. IRS Address: **Note:** This is the address where your 1099 tax document will be sent.

Street: \_\_\_\_\_ Room/Suite: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_ (9 digits)

12b. Contact Name/Title:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

12c. Contact E-Mail Address:

12d. Contact Phone:

( )

12e. Contact Toll-Free Phone:

( )

12f. Contact Fax Number:

( )

13. Business Type: (Check 1 Box Only)

Business Corporation, For Profit

Not For Profit

Sole Proprietorship

Estate/Trust

Partnership

Government Owned

Public Service Corporation

14.

a. License Number: \_\_\_\_\_

b. Issuing State: \_\_\_\_\_

c. Issue Date: \_\_\_\_\_

d. Expiration Date: \_\_\_\_\_

**\*A copy of your license is required for your application to be processed.**

15. Drug Enforcement Agency (DEA) Number: \_\_\_\_\_

**\*If you have a DEA number, a copy of your DEA certificate is required for your application to be processed.**

16. CMS Certification number: \_\_\_\_\_

17. List the name and License number of employed pharmacists and identify the manager. Enter the name of the owner and owner's license number, if they are a pharmacist.

Name

License Number

NPI Number

Title

_____		_____		_____		_____
_____		_____		_____		_____
_____		_____		_____		_____
_____		_____		_____		_____

18a. Service Location Address: (A POST OFFICE BOX IS NOT A VALID SERVICE LOCATION. THE ADDRESS MUST BE A PHYSICAL LOCATION.)

Street: \_\_\_\_\_ Room/Suite: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (9 digits) County: \_\_\_\_\_

Business Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_ - \_\_\_\_\_

- (1) Does the office have exterior or interior steps leading to the main entrance doorway?  
Yes  No  Exterior  Interior
- (2) If the answer to (1) is yes, does the office have a permanent or portable wheelchair ramp?  
Yes  No  Permanent  Portable
- (3) If the answer to (1) is yes, is there an alternate entrance that has no exterior or interior steps or has a wheelchair ramp?  
Yes  No   
No exterior steps  No interior steps   
Permanent ramp  Portable ramp

Is this address an active Rural Health Clinic or FQHC?  Yes  No

Has the provider named in Block 1 been screened for this location within the last 12 months by:

- Medicare?  Yes  No  
Children's Health Insurance Program (CHIP)?  Yes (Complete below)  No  
Another state's Medicaid program?  Yes (Complete below)  No

\_\_\_\_\_  
Screening State

\_\_\_\_\_  
Screening Contact Phone Number

\_\_\_\_\_  
Screening contact email address

Check all applicable boxes. This service location is also a:  Pay-to  Mail-to  Home Office

If Pay-to, Mail-to, and/or Home Office are different from above address, refer to block #21.

If you wish to utilize the **Electronic Funds Transfer Direct Deposit Option** please follow link for further information:

<http://www.dhs.state.pa.us/provider/doingbusinesswithdhs/electronicfundstransferdirectdepositinformation>

18b. Would you like to receive E-Mail notification of new bulletins? Yes  \*No

E-Mail address is **required if answered YES** to receive notification of MA bulletins: \_\_\_\_\_

\* By answering **NO** you are agreeing to be responsible to check for new MABs on your own by visiting the following website:

<http://www.dhs.state.pa.us/publications/bulletinsearch> OR by signing up to receive notifications of new MABs through the [MA Electronic Bulletins Listserv](#)

**If you wish to continue receiving paper bulletins call 1.800.537.8862 option 1 to see if you meet the requirements.**

18c. Once enrolled, you can retrieve RAs from PROMISe™ online. If you require paper RAs, please call 1.800.537.8862 option 1 to see if you meet the requirements.

18d. Check this block only if you wish your Medicare claims to crossover to this service location.

18e. Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Title: \_\_\_\_\_

18f. Contact Toll-Free Phone:

( ) \_\_\_\_\_

18g. Contact Fax Number:

( ) \_\_\_\_\_

18h. Contact E-Mail address:

18i. In addition to English do you or your staff communicate with patients in another language?

Yes  No

18j. If "Yes", list language(s):

\_\_\_\_\_

18k. Provider Eligibility Program (PEP). Refer to PEP descriptions included in the instructions. **You must choose at least 1 PEP:**

a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_



**19. CONFIDENTIAL INFORMATION**

Have you, an agent, or managing employee ever:

A. Been terminated, excluded, precluded, suspended, debarred from or had their participation in any federal or state health care program limited in any way, including voluntary withdrawal from a program for an agreed to definite or indefinite period of time?

Yes  No

B. Been the subject of a disciplinary proceeding by any licensing or certifying agency, had his/her license limited in any way, or surrendered a license in anticipation of or after the commencement of a formal disciplinary proceeding before a licensing or certifying authority (e.g., license revocations, suspensions, or other loss of license or any limitation on the right to apply for or renew license or surrender of a license related to a formal disciplinary proceeding)?

Yes  No

C. Had a controlled drug license withdrawn?

Yes  No

D. Been convicted of a criminal offense related to Medicare or Medicaid; practice of the provider's profession; unlawful manufacture, distribution, prescription or dispensing of a controlled substance; or interference with or obstruction of any investigation?

Yes  No

E. In connection with the delivery of a health care item or service, been convicted of a criminal offense relating to neglect or abuse of patients or fraud, theft, embezzlement, breach of fiduciary responsibility, or other financial misconduct?

Yes  No

**If you answered "Yes" to any of the questions listed above, you MUST provide a detailed explanation (on a separate piece of paper) and submit three (3) statements from professional associates or peer review bodies giving factual evidence of why they believe the violation(s) will not be repeated and attach it to your application. Include the following information as applicable to the situation:**

- |  |   |
|--|---|
| 1. Name and title of individual                          | 8. Disposition/State  |
| 2. Name of federal or state health care program          | 9. Date license was surrendered                             |
| 3. Name of licensing/certifying agency taking the action | 10. Name of court   |
| 4. Date of action  | 11. Date of conviction                                      |
| 5. Type of action taken                                  | 12. Offense(s) convicted of                                 |
| 6. Length of action                                      | 13. Sentence(s)   |
| 7. Basis for action                                      | 14. Categorization of offense<br>(e.g. felony, misdemeanor) |

20. This form requires the original signature of the individual applying for enrollment.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
**Original Signature**

\_\_\_\_\_  
**Date**

**Mail-To/Pay-To/Home Office Information For The Service Location Entered In 18a**

NOTE: Do not use this sheet to add service locations.

22 a. **Address:** Street Suite/Box City State Zip (9-digits) County

b. This address is a:  
 Mail-to  Pay-to  
 Home Office

c. E-Mail address:

d. Contact Name/Title:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

e. Business Phone:  
( )

f. Toll-Free Phone  
( )

g. Fax Number:  
( )

a. **Address:** Street Suite/Box City State Zip (9-digits) County

b. This address is a:  
 Mail-to  Pay-to  
 Home Office

c. E-Mail address:

d. Contact Name/Title:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

e. Business Phone:  
( )

f. Toll-Free Phone  
( )

g. Fax Number:  
( )

a. **Address:** Street Suite/Box City State Zip (9-digits) County

b. This address is a:  
 Mail-to  Pay-to  
 Home Office

c. E-Mail address:

d. Contact Name/Title:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

e. Business Phone:  
( )

f. Toll-Free Phone  
( )

g. Fax Number:  
( )

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF HUMAN SERVICES**

**Provider Agreement for Pharmacy and Medical Suppliers**

---

This Agreement, made by and between the Department of Human Services (hereinafter the "Department") and

---

(hereinafter the "Provider") sets forth the terms and conditions governing participation in the Medical Assistance Program. The parties to this Agreement, intending to be legally bound, agree as follows:

**I. PROVIDER RESPONSIBILITIES**

- A. The Provider agrees to participate in the Pennsylvania Medical Assistance Program (the "Program"), and in the course of such participation to comply with all federal and Pennsylvania laws generally and specifically governing participation in the Program. The foregoing include but are not limited to: 42 U.S.C. § 1396 *et seq.*, 62 P.S. §§441-451, 42 C.F.R. §§431-481 and the regulations adopted by the Department of Human Services (the "Department"). The Provider agrees to be knowledgeable of and to comply with applicable rules, regulations, rates and fee schedules promulgated under such laws and any amendments thereto.
- B. The submission by or on behalf of the Provider of any claim for payment under this Program shall constitute certification by the Provider that:
1. the services or items for which payment is claimed were actually provided by the Provider to the person identified as the Beneficiary; and
  2. the claim does not exceed the Provider's usual charge for the same items or equivalent services provided to persons who are not Medical Assistance recipients.
- C. The Provider agrees to maintain all records necessary to disclose the extent of services the Provider furnishes to recipients.
- D. The Provider agrees to furnish the Department, the Department of Health and Human Services and the Medicaid Fraud Control Unit with any information it may request regarding payments claimed by the Provider for furnishing services.
- E. The provider agrees that it will submit within 35 days of the date of request by the Department or the United States Department of Health and Human Services Secretary full and complete information about the following:
1. the ownership of any subcontractor with whom the provider has had business transactions totaling more than \$25,000 during the 12-month period ending on the date of the request; and
  2. any significant business transactions between the provider and any wholly owned supplier, or between the provider and any subcontractor, during the 5-year period ending on the date of the request.
- F. The provider agrees that it will allow the Centers for Medicare and Medicaid Services, its agents and its contractor and the Department to conduct unannounced on-site inspections of any and all of its locations, including locations where services are provided.

- G. The provider agrees that it will consent to criminal background checks, including fingerprinting, of individuals with an ownership interest in the provider, and will provide to the Department any information needed for the Department to conduct a background check of the provider and its owners.
- H. The provider agrees that upon written request from the Department it will disclose the identity of any person who has an ownership or control interest in the provider or is an agent or managing employee of the provider that has been convicted of a criminal offense related to that person's involvement in any program under Medicare, Medicaid, Title XX, or Title XXI (CHIP).
- I. The provider agrees that if there is any change in the ownership or control of the provider, it will submit updated disclosure information to the Department within 35 days of the change in ownership or control of the provider.
- J. The Provider agrees that the information submitted in or with the application for enrollment to participate in the Medical Assistance Program and from which this contract ensued is true, accurate and complete. The Provider agrees further that such representation shall be a continuing one and that the Provider shall notify the Department, in writing, within fifteen (15) days of its occurrence, of any fact which arises or is discovered subsequent to the date of the application which affects the truth, accuracy or completeness of such representation.
- K. The Provider agrees to comply with the Commonwealth's Contract Compliance Regulations as set forth at 16 Pa. Code §49.101.
- L. This Agreement is specific to the Provider and may not be assigned by the Provider without prior written approval by the Department.
- M. The Provider agrees that in actual economic practice, overcharges by its suppliers, manufacturers and suppliers to manufacturers resulting from violations of state or federal antitrust laws are, in fact, borne by the Commonwealth of Pennsylvania. The Provider assigns, and shall require its suppliers, manufacturers and suppliers to manufacture to assign, to the Commonwealth of Pennsylvania all rights, title, and interest in and to any claim the Provider, its suppliers, the manufacturers or suppliers to manufacturers now have or may hereafter acquire under state or federal antitrust laws relating to products which are subject to this contract.

## **II. DEPARTMENT'S RESPONSIBILITIES**

- A. The Department will reimburse the Provider in accordance with all applicable federal and state statutes and regulations for services covered under the Pennsylvania Medical Assistance Program which are rendered to Medical Assistance eligible individuals.
- B. The Department will adjust payment to the Provider for the amount of any disapproved cost or expenditure in connection with this Agreement.
- C. The Department will make a good faith effort to mail to all providers, no less than five (5) days before implementation, all final regulations and bulletins.
- D. The Department will provide to the Pharmacy Subcommittee copies of all final drafts of proposed rules and regulations before such proposed regulations are published so that pharmacies have a sufficient time to comment on them before publication.

**III. EFFECTIVE DATE AND TERM OF AGREEMENT**

The Provider must sign and submit a copy of this Agreement to the Department. This Agreement shall remain in effect until terminated by either party. Termination of this Agreement shall not relieve the Provider of his/her obligation to retain records and make restitution of overpayments for services or items furnished prior to termination.

**IV. TERMINATION OF AGREEMENT**

- A. This Agreement may be terminated by either party upon thirty (30) days advance written notice to the other party.
- B. In the event a Provider is terminated or suspended for cause from the program and such termination or suspension shall have been determined to have been done without just cause, then the Provider shall be reimbursed for all services rendered during the period of the unjust termination or suspension, so long as the Provider complied with all rules and regulations during the period of termination or suspension.

**V. DISPUTES**

All questions or disputes arising between the parties hereto respecting payment pursuant to this Agreement shall be referred to the Bureau of Hearings and Appeals of the Department for adjudication.

**PROVIDER ELIGIBILITY AGREEMENT**

I have reviewed the information in this enrollment application and affirm on behalf of the provider seeking to enroll in the Pennsylvania Medical Assistance Program that the information submitted in or with this application is true, accurate and complete.

I understand that the provider is responsible for notifying the Department of Human Services if any information included in this enrollment application changes or if the provider becomes aware that any of the information is not true, accurate or complete.

I understand that any false statements or omissions may be subject to prosecution under applicable state or federal law, including 18 Pa. C.S. § 4904, relating to any unsworn falsifications to authorities

**I understand that knowingly and willfully providing incomplete or false information in this application may result in the denial of enrollment or termination of the provider from the Pennsylvania Medical Assistance Program.**

\_\_\_\_\_  
(Provider – Original Signature)  
(Owner or Authorized Agent)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name – Please Type or Print)

Pennsylvania Provider Reimbursement and Operations Management Information System electronic (PROMISE™) Medicaid Management Information System (MMIS) is a HIPAA compliant database.

## Provider Disclosure Statement Definitions

The definitions below are designed to clarify certain questions on the following Ownership and Control Disclosure Forms. The full text of the regulations governing the disclosure of information by providers and fiscal agents can be found in [42 CFR Part 455 Subpart B](#).

**Agent** means any person who has been delegated the authority to obligate or act on behalf of a provider.

**Disclosing entity** means a Medicaid provider (other than an individual practitioner or a group of practitioners), or a fiscal agent.

**Other Disclosing entity** means any entity that does not participate in Medicaid, but is required to disclose certain ownership and control information because of participation in any of the programs established under title V, XVIII, or XX of the Act. This includes:

- a. Any hospital, skilled nursing facility, home health agency, independent clinical laboratory, renal disease facility, rural health clinic, or health maintenance organization that participates in Medicare (title XVIII);
- b. Any Medicare intermediary or carrier; and
- c. Any entity (other than an individual practitioner or group of practitioners) that furnishes, or arranges for the furnishing of, health-related services for which it claims payment under any plan or program established under title V or title XX of the Act.

**Fiscal agent** means a contractor that processes or pays vendor claims on behalf of the Medicaid agency.

**Group of practitioners** means two or more health care practitioners who practice their profession at a common location (whether or not the share common facilities, common supporting staff, or common equipment).

**Indirect ownership interest** means an ownership interest in an entity that has an ownership interest in the disclosing entity.

Note: The amount of indirect ownership interest is determined by multiplying the percentages of ownership in each entity. For example:

If you own 10 percent of the stock in Corporation A, which owns 80 percent of the stock of the disclosing entity, you would have an 8 percent indirect ownership interest in the disclosing entity.

If you own 20 percent of the stock in Corporation A, which owns 50 percent of the stock in Corporation B which owns 80 percent of the stock of the disclosing entity, you would have an 8 percent indirect ownership interest in the disclosing entity.

**Managing employee** means a general manager, business manager, administrator, director, or other individual who exercises operational or managerial control over, or who directly or indirectly conducts the day-to-day operation of an institution, organization or agency.

**Ownership interest** means the possession of equity in the capital, the stock, or the profits of the disclosing entity.

**Person with an ownership or control interest** means a person or corporation that:

- a. Has an ownership interest totaling 5 percent or more in a disclosing entity.
- b. Has an indirect ownership interest equal to 5 percent or more in a disclosing entity.
- c. Has a combination of direct and indirect ownership interests equal to 5 percent or more in a disclosing entity.
- d. Owns an interest of 5 percent or more in any mortgage, deed of trust, note, or other obligation secured by the disclosing entity if that interest equals at least 5 percent of the value of the property or assets of the disclosing entity.

Note: The percentage of ownership of a mortgage, deed of trust, note, or other obligation is determined by multiplying the percentage of interest owned in the obligation by the percentage of the disclosing entity's assets used to secure the obligation. For example:

If you own 10 percent of a note secured by 60 percent of the disclosing entity's assets, you would have a 6 percent interest in the disclosing entity's assets.

- e. Is an officer or director of a disclosing entity that is organized as a corporation; or,
- f. Is a partner in the disclosing entity that is organized as a partnership.

**Significant business transaction** means any business transaction or series of transactions that, during any one fiscal year, exceed the lesser of \$25,000 and 5 percent of a provider's total operating expenses.

**Subcontractor** means:

- a. An individual, agency, or organization to which a disclosing entity has contracted or delegated some of its management functions or responsibilities of providing medical care to its patients; or
- b. An individual, agency, or organization with which a fiscal agent has entered into a contract, agreement, purchase order, or lease (or leases of real property) to obtain space, supplies, equipment, or services provided under the Medicaid agreement.

**Supplier** means an individual, agency, or organization from which a provider purchases goods and services used in carrying out its responsibilities under Medicaid (e.g., a commercial laundry, a manufacturer of hospital beds, or a pharmaceutical firm).

**Wholly owned supplier** means a supplier whose total ownership interest is held by a provider or by a person, persons, or other entity with an ownership or control interest in a provider.





## Section II: Ownership and Control

**If the provider is organized as a corporation, partnership, estate trust or is a government entity that is organized as a corporation, complete this section.**

In completing this section, an individual with at least 5% direct or indirect ownership interest includes individuals that have a combination of direct and indirect ownership interests equal to 5 percent or more in a disclosing entity and individuals who own an interest of 5 percent or more in any mortgage, deed of trust, note, or other obligation secured by the disclosing entity if that interest equals at least 5 percent of the value of the property or assets of the disclosing entity.

### **INDIVIDUALS WITH AN OWNERSHIP OR CONTROL INTEREST IN THE DISCLOSING ENTITY**

**A.** Please enter the full name, social security number, date of birth, and address of individuals with an ownership or control interest in the disclosing entity and all officers, partners, and directors.

Name: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Suite/Apt: \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (Zip Code) (+4)

1. a. If the individual listed above has an ownership interest in the disclosing entity, please enter the percentage and ownership type that the individual listed above has in the disclosing entity.

**Direct:** \_\_\_\_\_%       **Indirect:** \_\_\_\_\_%      \_\_\_\_\_  
(Percent of Ownership)      (Percent of Ownership)      (Name of Entity Owned)

b. If the individual listed above is an officer or director, what position does the individual hold?

<input type="checkbox"/> <b>President</b>	<input type="checkbox"/> <b>Chairman</b>	<input type="checkbox"/> <b>Member</b>
<input type="checkbox"/> <b>Vice President</b>	<input type="checkbox"/> <b>Vice Chairman</b>	
<input type="checkbox"/> <b>Secretary</b>	<input type="checkbox"/> <b>Director</b>	
<input type="checkbox"/> <b>Treasurer</b>	<input type="checkbox"/> <b>Officer</b>	

2. a. Is the individual listed above the spouse, parent, child, or sibling of any other individual with at least 5% direct or indirect ownership or a control interest in the disclosing entity?

**Yes (Provide details below)**       **No**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

\*Attach separate sheet, if necessary\*

**Section II: (cont.)**

b. Is the individual listed above the spouse, parent, child or sibling of any other individuals with at least 5% direct or indirect ownership or a control interest in any subcontractor of the disclosing entity?

**Yes (Provide details below)**                       **No**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
\*Attach separate sheet, if necessary\*

3. Does the individual listed above have an ownership or control interest in other Medicare or Medicaid providers, fiscal agents, managed care entities, or any "other disclosing entities"?

**Yes (Provide details below)**                       **No**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suite/Apt: \_\_\_\_\_

\_\_\_\_\_  
(City)    (State)    (Zip Code)    (+4)

\*Attach separate sheet, if necessary\*

4. Has the individual listed above been convicted of a criminal offense related to that person's involvement in Medicare, Medicaid, Title XX, Title XXI (CHIP), or a state health care program?

**Yes (Provide details below)**                       **No**

5. Description of Offense: \_\_\_\_\_

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

\*Attach separate sheet, if necessary\*

**\*\*COPY SECTION II A TO ADD ADDITIONAL INDIVIDUALS\*\***

**Section II: (cont.)**

**CORPORATE ENTITIES WITH AN OWNERSHIP OR CONTROL INTEREST IN THE DISCLOSING ENTITY**

**B.** Please enter the full name, tax identification number, and primary business address of corporate entities that have at least 5% direct or indirect ownership interest in the disclosing entity.

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_ Suite/Apt: \_\_\_\_\_

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

\_\_\_\_\_  
(+4)

1. Please enter the percentage and ownership type that the corporate entity listed above has in the disclosing entity.

**Direct:** \_\_\_\_\_%  
(Percent of Ownership)

**Indirect:** \_\_\_\_\_%  
(Percent of Ownership)

\_\_\_\_\_  
(Name of Entity Owned)

2. Please enter any additional business locations and PO Boxes for the corporate entity listed above.

Address: \_\_\_\_\_ Suite/Apt: \_\_\_\_\_

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

\_\_\_\_\_  
(+4)

\*Attach separate sheet, if necessary\*

3. Does the corporate entity listed above have an ownership or control interest in other Medicare or Medicaid providers, fiscal agents, managed care entities, or any "other disclosing entities"?

**Yes (Provide details below)**     **No**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suite/Apt: \_\_\_\_\_

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

\_\_\_\_\_  
(+4)

\*Attach separate sheet, if necessary\*

**\*\*COPY SECTION II B TO ADD ADDITIONAL CORPORATE ENTITIES\*\***

## Section II: (cont.)

### OWNERSHIP OR CONTROL INTEREST IN SUBCONTRACTORS

- C. Please enter the full name, date of birth, and address of each person with an ownership or control interest in any subcontractor in which the disclosing entity has a direct or indirect ownership interest of 5% or more.

Name: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Suite/Apt: \_\_\_\_\_  
\_\_\_\_\_  
(City) (State) (Zip Code) (+4)

1. a. Name of Subcontractor: \_\_\_\_\_

Federal Tax ID of Subcontractor: \_\_\_\_\_

- b. Please enter the percentage and ownership type that the disclosing entity has in the subcontractor.

**Direct:** \_\_\_\_\_%  **Indirect:** \_\_\_\_\_% \_\_\_\_\_  
(Percent of Ownership) (Percent of Ownership) (Name of Entity Owned)

- c. Please enter the percentage and ownership type that the individual listed above has in the subcontractor.

**Direct:** \_\_\_\_\_%  **Indirect:** \_\_\_\_\_% \_\_\_\_\_  
(Percent of Ownership) (Percent of Ownership) (Name of Entity Owned)

- d. Is the individual listed above the spouse, parent, child, or sibling of any other individuals with at least 5% direct or indirect ownership or control interest in the disclosing entity?

**Yes (Provide details below)**  **No**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

- e. Is the individual listed above the spouse, parent, child or sibling of any other individuals with at least 5% direct or indirect ownership or a control interest in any subcontractor of the disclosing entity?

**Yes (Provide details below)**  **No**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Section II: (cont.)**

f. Has the individual listed above been convicted of a criminal offense related to that person's involvement in Medicare, Medicaid, Title XX, Title XXI (CHIP), or a state health care program?

**Yes (Provide details below)**                       **No**

g. Description of Offense: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Attach separate sheet, if necessary\*

**\*\*COPY SECTION II C TO ADD ADDITIONAL INDIVIDUALS\*\***

**D.** Please enter the full name, tax identification number, and primary business address of any corporate entity with an ownership or control interest in any subcontractor which the disclosing entity has a direct or indirect ownership interest of 5% or more.

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_ Suite/Apt: \_\_\_\_\_

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

\_\_\_\_\_  
(+4)

1. a. Please enter the percentage and ownership type that the disclosing entity has in the subcontractor.

**Direct:** \_\_\_\_\_%       **Indirect:** \_\_\_\_\_%      \_\_\_\_\_  
(Percent of Ownership)      (Percent of Ownership)      (Name of Entity Owned)

b. Please enter the percentage and ownership type that the corporate entity listed above has in the subcontractor.

**Direct:** \_\_\_\_\_%       **Indirect:** \_\_\_\_\_%      \_\_\_\_\_  
(Percent of Ownership)      (Percent of Ownership)      (Name of Entity Owned)

**\*\*COPY SECTION II D TO ADD ADDITIONAL CORPORATE ENTITIES\*\***



**Section III: Non-Profit Organization Disclosure (Not Organized as a Corporation)**

**\*If the disclosing entity is a non-profit organized as a corporation, please complete Section II\***

- A. Please enter the full name, address, social security number, and date of birth of any person who is a director (board member) or officer of the disclosing entity.

Name: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Suite/Apt: \_\_\_\_\_  
\_\_\_\_\_  
(City) (State) (Zip Code) (+4)

1. What position is held by the individual listed above?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> <b>President</b>      | <input type="checkbox"/> <b>Chairman</b>      | <input type="checkbox"/> <b>Member</b> |
| <input type="checkbox"/> <b>Vice President</b> | <input type="checkbox"/> <b>Vice Chairman</b> |  |
| <input type="checkbox"/> <b>Secretary</b>      | <input type="checkbox"/> <b>Director</b>      |  |
| <input type="checkbox"/> <b>Treasurer</b>      | <input type="checkbox"/> <b>Officer</b>       |  |

2. Has the individual listed above been convicted of a criminal offense related to that person's involvement in Medicare, Medicaid, Title XX, Title XX (CHIP), or a state health care program?

3.  **Yes (Provide details below)**     **No**

Description of Offense: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Attach separate sheet, if necessary\*

**\*\*COPY SECTION III TO ADD ADDITIONAL INDIVIDUALS\*\***

The following checklist contains the most common reasons Pennsylvania Medicaid Program enrollment applications are rejected. Please complete this checklist and **submit it with your application**. Incomplete applications will be returned.

**Please remember applications will be scanned - do not staple.**

**Did you remember to...**

- USE BLACK INK or TYPEWRITE. Application must be typed or printed in black ink.**
- Complete all spaces** as required on the application with either your correct information or N/A.
- Ensure that you have entered the **correct number of digits** where specified.
- If you have more than 4 taxonomy codes, please attach a separate sheet listing the additional codes.
- Indicate provider type and provider specialty(s), as applicable.
- Include **documentation generated by the Federal IRS** showing the name associated with the FEIN. Remember, a **W-9 is not permissible**.
- Include corporation papers from the Department of State Corporation Bureau or a copy of your business partnership agreement, if applicable.
- If applicable, **include a copy** of your:
  - Professional license
  - CLIA certificate and Department of Health Laboratory Permit associated with the service location.
  - Mammography certificate, including the list of mammography certified members and their PROMISe™ 13 digit provider numbers
  - Permit from the Department of Health
  - Any other certification, license, or permit that applies.
- Include a legible copy of your **DEA certificate**, if applicable.
- Include a legible copy of the **NPPES Confirmation letter** that shows the NPI Number and Taxonomy(s) assigned to the entity applying for enrollment.
- Enter **at least 1** Provider Eligibility Program (PEP).
- Show proof of home state Medicaid participation (out of state providers only).
- Only the **representative of the facility applying for enrollment** can sign and date the **Confidential Information Sheet and Provider Agreement**. **Signature stamp not accepted.**

Then return your application and other documentation **TO THE ADDRESS LISTED ON THE REQUIREMENTS FOR YOUR SPECIFIC PROVIDER TYPE**. If no address is listed on the requirements for your specific provider type/specialty, please mail to:

**DHS Enrollment Unit**  
**PO Box 8045**  
**Harrisburg, PA 17105-8045**  
**- or -**  
**Fax: (717) 265-8284**  
**- or -**  
**Email: [RA-ProvApp@pa.gov](mailto:RA-ProvApp@pa.gov)**