

3905 Dakota St • Alexandria, MN 56308 1-888-588-4420 • Fax 1-320-335-5336 www.primewest.org

LEAVE NOTHING BLANK

Please print or type all information. If the question does not apply, enter N/A. **Incomplete forms will be returned.**

NETWORK INFORMATION REQUEST - CONTRACTED FACILITY

1. Name of person completing this form:		
2. Telephone:	3. Email address:	
	Hospital Surgical Center NH/LTC	
A. DEMOGRAPHIC	INFORMATION	
1. Legal name:	the business name you use to file income to the IRS. (This is a	also the first line of the W-9 Form .)
2. DBA name:		
•	e doing business as. (This is also the second line of the W-9 F	•
	oany?	
6. City, state, zip:	7. County:	
8. Telephone: This is the number that will be list	9. Fax:	
10. Email address:		
11. Website address:		
12. Mailing address: Street Address or P.O. B	Pox City	State Zip
13. Organizational structure (check one): *Critical Access Hospitals must include a copy their CMS Critical Access Hospital acceptance letter and rates for all services.	of Community Mental Health Center	Rural Health Clinic State Operated Services Other (describe):

B. CONTACT INFORMATION

Provide the following information for contact people at your facility.

TITLE	NAME	TELEPHONE	EMAIL ADDRESS
a. Administrator/ Facility Site Manager			
b. Business/Billing Office Manager			
c. Director of Nursing/ Nursing Supervisor			
d. Medical Director/ Chief of Staff			
e. Credentialing			

C. BILLING INFORMATION

Be sure your billing name and address are listed correctly below. This is the name and address to which remittances and correspondence will be sent. This should be the name and address that appear in Box 33 of the *CMS 1500 form* and Field 1 of the *UB92 form*. (If the information on your claim differs from the information you provide here, the claim may be delayed or denied.)

from the information	on you provide here, the claim may be delayed or denied.)	l	
1. Billing name: _			
Billing address:	Street Address or P.O. Box		
	Street Address or P.O. Box		
	City	State	Zip
2 Are you current	ly enrolled as a Medicaid provider with the State of Min	inesota? Tyes TNo	
z. / ii o you ourrom	y chilolog de a Medicala provider with the State of Milit	nesota. 🗀 res 🛅 res	
3. Are vou current	ly enrolled as a Medicare provider with the Centers for	Medicare & Medicaid Services (CMS)? Yes]No
-	·		-
sa. II yes, pro	vide your Medicare number		
4 NIDI #*:			
4. NFI #			
5 LIMDI #*:			
5. UNPI #			

D. INSURANCE INFORMATION – Mandatory

- a. Attach a copy of your certificate of liability and coverage limits from your general liability policy.
- b. Attach a current copy of the professional liability certificate for each practitioner providing billable services through your facility.

^{*}If you have more than one NPI/UMPI number, please use the form on page 9. Please label what each NPI/UMPI number is for (e.g., clinic, swing bed, pharmacy, etc.).

E. SERVICES AVAILABLE

		· · · · · · · · · · · · · · · · · · ·	another entity, provide the name of the billing		
	isted, please check "Other" and list.	—	—		
Acupuncture (by MD)	Diabetes Education	☐ Mammography	☐ Skilled Nursing Facility		
supervised by MD)	☐ Dietician/Nutrition	☐ Midwifery	☐ Speech Therapy		
Ambulatory Surgery	DME (please complete attached	☐ Nuclear Medicine	Swing Beds		
Freestanding Surgery Center	checklist on pages 10-11)	Mobile Lithotripsy	Telemedicine		
Audiology	∐ Eyewear —	Occupational Therapy	/ Telephonic Interpretation		
=	Fitness Professional	Optometry	Transportation		
Behavioral Health	Exercise Specialist	Orthotics	Ambulance Service		
CTSS Certified*	Hearing Aid Center	□PCA	☐ Common Carrier Transportation		
Case Management	Home and Community Based	Pharmacy	Special Transportation Services		
Chemical Dependency	Services (HCBS)	☐MTMS Certified**	Wellness Provider		
Chemotherapy	Home Health Care	Physical Therapy	Other (list below):		
☐ Child Care	└ Medicare Certified*	Podiatry	a.		
L Chiropractor	Hospice	Prosthetics	b		
☐ Dental	Language Interpreter (on-site)	Radiology	C.		
Dialysis	Language(s)	Radiation Therapy	C		
		☐ Nadiation Therapy			
*You must provide a copy of the facility's current certificate. **You must provide a copy of the current Medication Therapy Management Services (MTMS) certification of the practitioner. 2. Is your facility a medical clinic? Yes No If yes, which do you provide? OB/GYN Family Practice Internal Medicine Pediatrics 3. Does your facility have an age restriction in administering care to members or members? Yes No If yes, what is the age restriction? (For example, 18 and under only.) 4. Do you provide "in-house" laboratory services? Yes No If yes, is the lab CLIA certified? (If CLIA certified, you must provide a copy of the most current CLIA certificate.) 5. Do you employ any practitioners who will bill for their professional services through this entity? Yes No If yes, submit a Minnesota Universal Credentialing Application or an Exercise Specialist Credentialing Application for each practitioner and provide a current practitioner list with title and specialty, NPI/UMPI number, and his/her employment status (employed or non-employed [e.g., outreach]). Credentialing applications can be found on the PrimeWest Health website in the Partners & Providers section under Helpful Links.					
5. Do you employ any proof of the search practitioner and proceedings of the search practitioner and proceedings of the search practitioner and proceedings of the search practice of the search practice of the search practice of the search procedure of the search procedu	ertified? (If CLIA certified, you must pro- ractitioners who will bill for their pro- sota Universal Credentialing Applica- rovide a current practitioner list with tit oyed [e.g., outreach]). Credentialing a ection under Helpful Links.	vide a copy of the most currelessional services thrountion or an Exercise Spectle and specialty, NPI/UMPI pplications can be found or	gh this entity? Yes No ialist Credentialing Application for number, and his/her employment status in the PrimeWest Health website in the		
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Members s Members r Other (des	service directs member seen after hours when no eferred to hospital emer cribe): provide extended care to but hours in section 4 in	ecessary by ogency room of the comments of the	on-call clinic physic (ER) and seen by E es	ian at cli	nic or hospita	-
3. REGULAR OF		une gna belo		4. E	XTENDED C	ARE HOURS
Monday	FROM—TO		Closed	Mor	nday	FROM—TO
Tuesday			Closed		sday	_
Wednesday			Closed	Wed	dnesday	_
Thursday			Closed	Thu	rsday	_
Friday	_		Closed	Frid	ay	_
Saturday			Closed	Sati	urday	
Sunday	_		Closed Sunda		day	-
5. HOLIDAY HOL	JRS					
New Year's Day			FROM—TO		Close	d
Martin Luther Kin	g Day		_		Close	d
President's Day			_		Close	d
Memorial Day					Close	d
July 4th			-		Close	d
Labor Day			-		Close	d
Thanksgiving			-		Close	d
Christmas Day			-		Close	d
Other:			-		Close	d
Does your practic	e share calls with practi			ssociate	d with your fa	cility? Yes No

If yes, please list:

H. ADDITIONAL LOCATION(S)

	• /
	complete for each additional practice location associated with the primary facility.
	DRTANT: This should be the business name you use to file income to the IRS. (This is also the first line of the W-9 Form.)
2. DBA name:	
This sh	nould be the name you are doing business as. (This is also the first line of the W-9 Form .)
3. Federal tax ID #:	If different from Section A, #2
,	f different from Section A, #2
Physical address:	
5 City state zin:	6 County
o. City, state, zip	6. County:
7. Telephone:	he number that will be listed in the Provider Directory .
This is ti	ne number that will be listed in the Provider Directory .
9. Billing address:	ich remittances and correspondence will be sent. This should be the address that appears in Box 33 of the CMS 1500 and Field 1 of the UB92.
ro. Mailing address.	
11. Email address:_	
12. Website address	
13. Are you currently	enrolled as a Medicaid provider with the State of Minnesota? Yes No
14. Are you currently	enrolled as a Medicare provider with the Centers for Medicare & Medicaid Services (CMS)? Yes No
15. NPI #:	16. UMPI #:
	FACT INFORMATION FOR ADDITIONAL LOCATION(S)

I. CONTACT INFORMATION FOR ADDITIONAL LOCATION(S)

Provide the following information for contact people at your facility.

TITLE	NAME	TELEPHONE	EMAIL ADDRESS
a. Administrator/ Facility Site Manager			
b. Business/Billing Office Manager			
c. Director of Nursing/ Nursing Supervisor			
d. Medical Director/ Chief of Staff			
e. Credentialing			

J. SERVICES AVAILABLE AT ADDITIONAL LOCATION(S)

entity. If the service is not	lietad places chack "Othor" and liet		
_ '	listed, please check "Other" and list.	Marana aranhy	Chilled Niverine Facility
supervised by MD)	Diabetes Education	☐ Mammography	Skilled Nursing Facility
Ambulatory Surgery	Dietician/Nutrition	☐ Midwifery	Speech Therapy
Freestanding	DME (please complete attached checklist on pages 10-11)	☐ Nuclear Medicine	☐ Swing Beds
Surgery Center	Eyewear	Mobile Lithotripsy	☐ Telemedicine
Audiology	Fitness Professional	☐ Occupational Therapy	☐ Telephonic Interpretation
Behavioral Health	Exercise Specialist	Optometry	☐Transportation
CTSS Certified*	Hearing Aid Center	Orthotics	☐ Ambulance Service
Case Management	Home and Community Based	∐PCA	Common Carrier Transportation
Chemical Dependency		∐ Pharmacy	Special Transportation Services
☐ Chemotherapy	Home Health Care	MTMS Certified**	☐ Wellness Provider
Child Care	□ Medicare Certified*	☐ Physical Therapy	Other (list below):
Chiropractor	Hospice	☐ Podiatry	a
Dental	Language Interpreter (on-site)	Prosthetics	b
Dialysis	Language(s)	Radiology	C
		Radiation Therapy	
If yes, what is the age r	an age restriction in administering car restriction? (For example, 18 and unde	er only.)	☐ Yes ☐ No
If yes, is the lab CLIA c 5. Do you employ any point if yes, submit a <i>Minnes</i> each practitioner and point (employed or non-employed or non-employed or non-employed extracts & Providers see the seed of the lab CLIA control of years and years are seen as a seed of years and years are seen as a seed of years are years.	loyed [e.g., outreach]). Credentialing a ection under <i>Helpful Links</i> .	of the most current of essional services through ation or an Exercise Special de and specialty, NPI/UMPI repplications can be found on	h this entity? Yes No list Credentialing Application for for humber, and his/her employment status the PrimeWest Health website in the
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L. CALL COVERAGE AND OFFICE HOURS FOR ADDITIONAL LOCATION(S)

Answeri Answeri Member Member Other (d	ng machine directs membering service directs membering service directs membering seen after hours when not referred to hospital emeritescribe):	s how to access how to accessary by ogency room (ess care – "live" per ess care and has no on-call clinic physic (ER) and seen by E	son a urses an a	answering, but available to a clinic or hosp	it no m answei	
-	lity provide extended care I ill out hours in section 4 in						
3. REGULAR (OFFICE HOURS			4	. EXTENDED	CAR	E HOURS
Monday	FROM—TO —		Closed	N	Monday		FROM—TO —
Tuesday	_		Closed	Т	uesday		-
Wednesday	-		Closed	V	Vednesday		-
Thursday	-		Closed	Т	hursday		-
Friday	-		Closed	F	riday		-
Saturday	-		Closed	5	Saturday		-
Sunday	_		Closed	5	Sunday		-
5. HOLIDAY H	OURS						
New Year's Da	у		FROM—TO		Clos	sed	
Martin Luther k	King Day		_		Clos	sed	
President's Day	у		_		Clos	sed	
Memorial Day			_		Clos	sed	
July 4th			_		Clos	sed	
Labor Day			_		Clos	sed	
Thanksgiving	· ·			Clos	sed		
Christmas Day			_		Clos	sed	
Other:			_		Clos	sed	
	ctice share calls with practi					facility	y? Yes No
	oractitioners that provide se				es No		
	oractitioners at this facility vist:		•	? []Yes 🗌 No		

M. REFERRAL PATTERNS

Clinic Referral Patterns: It is PrimeWest Health's goal to allow practitioners to retain as many usual referral patterns as possible. To assist us in contracting efforts, we are asking that you please provide names of the organizations/providers where you refer members for services you are not able to provide at the local clinic. You may list more than one in each section if you wish.

Specialty	Name	City
Hospital used by most physicians at clinic		
Tertiary services (Hospital)		
Trauma		
Burns		
Preterm Labor		
Complicated pregnancies		
Preterm infants		
Cardiology		
Rheumatology		
Pulmonology		
Gastroenterology		
Oncology		
Urology		
Dermatology		
Orthopedics		
Ophthalmology		
ENT		
Neurology		
Surgery		
Radiology		
Dialysis		
PT, OT, ST		
Home Health services		
Long-Term Care/SNF		
DME		
Mental health treatment		
Chemical dependency treatment		
Other		

N. NPI/UMPI REQUEST/VERIFICATION FORM

If your facility has an NPI/UMPI for any of the following, please enter it in the appropriate area.

Hospital:	Clinic:
Durable Medical Equipment (DME):	
Skilled Nursing Facility (SNF):	
Long-Term Care/nursing home:	
Swing bed:	Emergency room:
Hospice:	Home Health services:
Pharmacy:	Dental:
Anesthesia:	Behavioral health:
Chiropractor:	Transportation:
Home and Community Based Service (HCBS):	
Vision:	
Other:	

O. ACCOMMODATIONS – To be completed by ALL facilities Does your facility have: Yes No Mechanical lifts Bariatric lifts] Yes ☐ No ∏No Adjustable exam tables Yes Adjustable X-ray tables Yes No Scales for members with disabilities (e.g., scales with rails) Yes 🗌 No Yes 🗌 No Bariatric scales Yes No Scales that accommodate wheel chairs] Yes ☐ No Parking lot access for members with disabilities

Yes No	Handicapped parking spots that are wider to accommodate a side lift system in vehicles Family restrooms that are private with complete facilities, toilet and sink
	How far is the distance to public transportation?
P. DN	ME CHECKLIST – To be completed by ALL DME providers
Home delive	ry and maintenance:
	What is the response time to new requests for general DME?
☐ Yes ☐ No	Do you offer home delivery for wheel chair batteries?
☐ Yes ☐ No	Do you offer home delivery for oxygen?
☐ Yes ☐ No	Do you offer home delivery for respiratory equipment?
☐ Yes ☐ No	Do you offer home delivery for other items that are critical to maintaining a stable and maximum level of
	functioning for members with disabilities?
	What is the time frame for expedited home delivery?
☐ Yes ☐ No	Do you provide equipment education or instruction upon delivery?
Yes No	Do you offer equipment set up to accommodate member's medical specifications?
☐ Yes ☐ No	Do you provide equipment maintenance?
	How far will you travel for delivery and/or maintenance?
∐ Yes ∐ No	Can a member call with delivery and/or maintenance questions?
Yes No	Can a member call with delivery and/or maintenance questions after hours or on holidays?
Yes No	Do you provide equipment maintenance after office hours or on holidays?
∐ Yes ∐ No	Do you provide preventive maintenance?
Yes No	Do you provide loaner equipment while a member's DME is being serviced?
Yes No	Is the loaner equipment of equal or better quality than the DME being serviced?
☐ Yes ☐ No	Do you provide specialty items for members with disabilities?
	What is the response time to specialty DME requests?
∐ Yes ☐ No	Do you provide adequate supplies of general durable medical equipment for the timely administration of
	services to meet the needs of members with disabilities?
Please selec	t all services and/or products that you provide:
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Bath Safety ☐ Bath Lifts ☐ Bathing Aids – Hygiene ☐ Commodes and Accessories ☐ Grab Bars	Diabetes Supplies ☐ Accessories ☐ Blood Glucose Meters ☐ Diabetic Test Strips	Hearing Devices Amplified Phones Headphones Personal Amplifiers
Raised Toilet Seats Shower Chairs & Transfer Benches Toilet Aids Toilet Seat Lifts	Diagnostic Products ☐ Blood Pressure Monitors Electrotherapy ☐ Electrodes	IV Infusion Blood Collection Infusion Pumps Infusion Sets IV Catheters
Bedroom Aids Bed Rails Overbed Tables	EMS Muscle Stimulators TENS	IV Dressings IV Flush IV Poles

(DME checklist continued on next page)

P. DME CHECKLIST continued

Low Vision Aids	Oxygen Therapy	Wound Care
☐ Bathroom Mirrors	☐ Air Purifiers	Adhesive Bandages
☐ Big Button Remotes	CPAP Machines & Accessories	Alginate Dressings
Magnifiers	Nebulizers	Attachment Devices
☐ Talking Products	☐ Portable Oxygen Concentrators	Closure Tapes
	☐ Pulse Oximeters	Composite Dressings
Mobility Aids		☐ Compression Bandages
☐ Access Ramps	Personal Protection	☐ Drainage Collectors
☐ Canes and Crutches	Accessories	☐ Foam Dressings
☐ Hospital Beds	☐ Nitrile Gloves	☐ Gauze Pads
☐ Knee Walkers	☐ Powder Free Latex Gloves	Gauze Rolls
Lift Chairs	Powdered Latex Gloves	Gauze Sponges
	Protective Wear	Hydrocolloid Alginate Dressings
	Sharps – Needle Disposal	Hydrocolloid Dressings
	Sterile Exam Gloves	☐ Hydrogel Dressings
Rollators	Sterile Surgical Gloves	Impregnated Gauze
Scooter Lifts		Miscellaneous
☐ Wheelchairs		Non Adherent Pads
	Tracheostomy Care	☐ Non Woven Pads
Needles and Syringes	Suction Catheters	☐ Non Woven Rolls
Accessories	Suction Pumps	☐ Non Woven Sponges
Needles	Tracheostomy Accessories	Odor Absorbent Dressings
Syringes	Tracheostomy Cleaning	☐ Silicon & Collagen Dressings
Syringes with Needles	Tracheostomy Humidification	Sodium Chloride Dressings
	☐ Tracheostomy Tubes	Tapes & Adherent Wraps
<u>Orthopedics</u>		Transparent Dressings
Compression Stockings	<u>Urinary Incontinence</u>	☐ Tubular Bandages & Gauzes ☐ Wound Absorbers
Elbow	Baby Diapers	Wound Cleansers
Foot and Ankle	☐ Bed Wetting	
∐ Hip	Disposable Briefs	
∐ Knee	Disposable Pads – Liners	
Lower Back and Abdomen	☐ Disposable Pants	
∐ Neck	☐ Disposable Undergarments	
☐ Pillows and Wedges	☐ Disposable Underpads	
Socks	Protective Underwear	
TED Anti-Embolism Stockings	☐ Pullups	
Upper Back and Shoulder Wrist and Hand	Reusable Briefs Reusable Underpads	
Whist and Hand	☐ Reusable Officerpaus	
Ostomy Supplies	Urologicals & Catheters	
1 Piece Closed	Accessories	
1 Piece Drainable	Bedside Drainage Bags	
1 Piece Urostomy	Catheter Trays	
2 Piece Closed	☐ Deodorizers	
2 Piece Drainable	☐ Disposable Leg Bags	
2 Piece Flanges & Skin Barriers	Foley Catheters	
2 Piece Urostomy	Intermittent Catheters	
Accessories	Irrigation	
Faceplates	Latex External Catheters	
Ostomy Deodorants & Cleaners	Non Latex External Catheters	
Ostomy Irrigation	Reusable External Catheters	
Ostomy Pastes, Powders, & Rings	Reusable Leg Bags	
Ostomy Supports	☐ Touchless Catheters	
☐ Skin Barriers	☐ Tubing & Connectors	
	Urinals and Bedpans	

Q. DOCUMENTATION

Please attach the following documents:

	State Facility License				
	Professional Liability Certificate of Insurance, showing coverage amount and dates (You may refer to the Provider Manual located on our website for coverage requirements.)				
	General Liability Certificate of Insurance, showing coverage amount and dates (You may refer to the Provider Manual located on our website for coverage requirements.)				
	Practitioner list as referenced in #5 on page 3 and 6 of this form				
	W-9 form				
	Other miscellaneous documents that were requested throughout the form if applicable (e.g., CLIA Certificate)				
	R. CONTRACT SIGNOR STATEMENT				
I certify that the information provided on this form is true and correct. I will notify the PrimeWest Health credentialing and network department with any additions/changes to the information.					
Cor	ntract signor name (print)	Title			
Cor	ntract signor signature	Date			
Tele	ephone number)	Email address			