

## **Requirements and Procedures to Report Affiliations Between Rendering Providers and Provider Groups**

**This bulletin amends the initial bulletin titled “Requirements and Procedures to Report Affiliations Between Rendering Providers and Provider Groups” published on October 5, 2016.**

This provider bulletin establishes requirements for the reporting of any affiliation between a rendering provider or Non-Physician Medical Practitioner (NMP) and the Medi-Cal provider group (enrolled or newly enrolling) billing for their services. Also established is the requirement for the timely reporting of any changes to existing affiliations between rendering providers and groups. Proper reporting of affiliations maintains program integrity and is intended to validate an active working relationship between a provider group and a rendering provider or NMP.

For the purposes of this bulletin, the term “rendering provider” will be understood to include both rendering providers, as defined in *California Code of Regulations* (CCR), Title 22, Section 51000.21, and providers enrolling as an NMP, as detailed in CCR, Title 22, Section 51240.

Based upon the authority granted to the director of the Department of Health Care Services (DHCS) in *Welfare and Institutions Code* (W&I), Section 14043.75(b), the requirements and procedures set forth below are established for the reporting and updating of information regarding health care practice affiliations. These procedures implement W&I Code, Section 14043.26 and have the full force and effect of law.

W&I Code, Section 14043.26 requires the submission of a complete application package for enrollment. Effective the date of this bulletin, for a group or rendering application package to be deemed complete, it must include confirmation of the affiliation between each rendering provider and the associated billing provider group. When enrolling as a provider group, failure to properly report at least two affiliated providers at the time of application may result in the denial of the application.

Currently enrolled rendering providers and provider groups must also affiliate at the time of revalidation or at the time of submission of the next complete application.

In order to be considered affiliated, both the rendering provider and provider group must be enrolled, and the affiliation must have been reported via the Provider Application and Validation for Enrollment (PAVE) system or paper form, including the submission of appropriate signatures by both parties confirming the affiliation. Affiliations are location specific. If a rendering provider is working at multiple locations as part of the same provider group, the affiliation must be reported for each location. Instructions on the *Medi-Cal Rendering Provider/Group Affiliation/Disaffiliation Form* (DHCS 4029) have been updated to clarify the location reporting requirements.

Pursuant to CCR, Title 22, Section 51000.40, providers must also report all changes in affiliation or disaffiliation to the Provider Enrollment Division (PED) within 35 days of the change. The types of actions that must be reported as changes in affiliation include, but are not limited to:

- An enrolled provider group with a rendering provider working at one of their locations, and the rendering provider will be working at an additional enrolled group location; or
- A rendering provider that is reporting a disaffiliation with a provider group. Affiliations and disaffiliations must be reported for each location.

### **Reporting Affiliations Using the PAVE Web-Based Enrollment System**

Providers who have opted to enroll using PAVE will report affiliations and changes in affiliation through PAVE. PAVE is the online application system that allows fee-for-service Medi-Cal providers to both enroll and report changes to their enrollment. When completing a new enrollment application in PAVE, affiliation information will be collected as part of the application. Both the rendering provider and an authorized or delegated official of the billing provider group must sign the affiliation form electronically. No separate applications or forms are required.

PAVE will also be used to report changes in affiliation. Either the rendering provider or an authorized or delegated official of the group can initiate this action. In addition, when reporting a disaffiliation, only the party reporting the disaffiliation must sign.

### **Reporting Affiliations Using Paper**

If not using PAVE, providers must submit paper forms to PED to report affiliations. NMP providers employed by physicians or physician groups should continue to report their affiliations and provide both required signatures on the *Medi-Cal Nonphysician Medical Practitioner and Licensed Midwife Application* (DHCS 6248). All other providers must use the DHCS 4029 form.

The DHCS 4029 form requires identifying information for the rendering provider and provider group, and must contain an original signature from both the rendering provider and an authorized or delegated official of the group. Failure to provide complete information or original signatures will result in incomplete enrollment records, which may result in associated applications being denied. Signatures must be notarized if required, pursuant to W&I Code, Section 14043.25.

A newly enrolling rendering provider must submit both a complete *Medi-Cal Rendering Provider Application/Disclosure Statement/Agreement for Physician/Allied/Dental Providers* (DHCS 6216) and a DHCS 4029 form to confirm an affiliation.

Newly enrolling provider groups must submit a complete group application package consisting of the *Medi-Cal Provider Group Application* (DHCS 6203), *Medi-Cal Disclosure Statement* (DHCS 6207) and *Medi-Cal Provider Agreement* (DHCS 6208). In addition, a DHCS 4029 form must be submitted for each rendering provider to confirm the affiliation of each rendering. A complete DHCS 6216 form must also be submitted for any rendering providers not already enrolled.

If both the provider group and rendering provider are already enrolled, only the DHCS 4029 form must be submitted to report the affiliation.

To report disaffiliations, either the group or rendering provider must submit the DHCS 4029 form. When reporting a disaffiliation, only the party reporting the disaffiliation must sign.