Medicaid Service Providers

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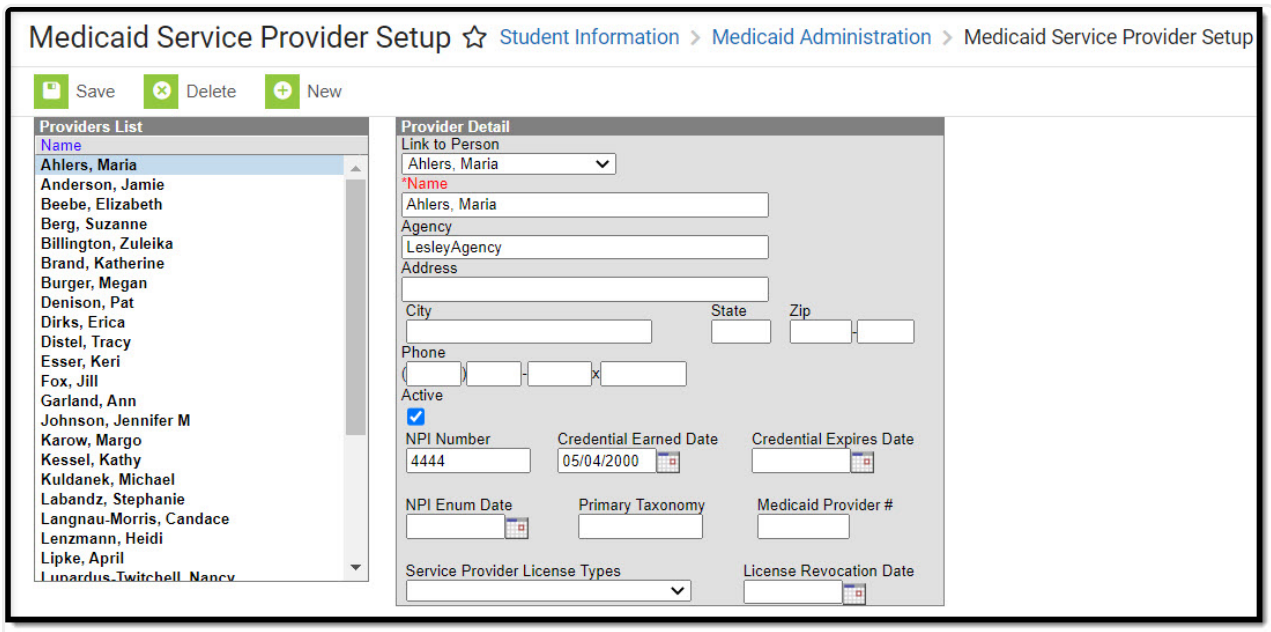
Tool Search: Medicaid Service Providers

Medicaid Service Providers are those individuals, usually district employees, who provide the Medicaid services for the student. Medicaid Service Providers can be the same as Health Providers or Special Education Service Providers, but manual entry of the individual's name must happen on the Medicaid Service Provider editor.



Medicaid Service Provider Detail

See the Medicaid Administration Tool Rights article for information on tool rights needed to use this and related tools.

Medicaid Service Provider Detail Fields

Select an existing Provider name or the **New** button to view the Provider Detail. The following fields display:

Field	Description
Link to Person	This dropdown is populated with active Special Ed providers marked as Special Ed on their District Assignmentstool. The Name field auto-populates with the person's name after selection in this dropdown.

Field	Description
Name *Required*	The first and last name of the person. Names can be manually entered and/or modified after auto-population.
Agency	The agency of the person.
Address	The street and number of the person's address.
City	The city portion of the person's address.
State	The state portion of the person's address.
Zip	The zip code portion of the person's address.
Phone	The phone number for the person.
Active	Indicates the person is an active Medicaid service provider. Service Providers that are external agency providers do not have to be found within Infinite Campus, but they should be if the district is billing on their behalf. Active providers display in **bold** text in the Providers List. Active service providers are the only providers that display in the Primary Provider dropdown list on the student's Medicaid Services editor. Special Education District Assignment settings are only used for Medicaid Service Providers when selecting that staff person from the Link to Person dropdown list.
NPI Number	The person's National Provider ID. This is a unique 10-digit number for every medical provider across the nation.
Credential Earned Date	The date the person earned the credential.
Credential Expires Date	The date the credential expires for the person.
NPI Enum Date	The date the NPI was assigned.
Primary Taxonomy	The code that identifies the provider's specialty.
Medicaid Provider #	The person's Medicaid provider identification number.
Service Provider License Types	The type of health licensure the person obtained. Value available in this dropdown are stored in an Attribute Dictionary (System Administration > Custom > Attribute Dictionary > Employment Credential > Health License).
License Revocation Date	The date revocation of the person's licensure occurred.

Add a Medicaid Service Provider

1. Select the **New** button from the Service Provider tool. A Provider Detail screen displays to the right of the Providers List.
2. When the person is currently a district employee and has the Special Education checkbox marked on the District Assignment tool, select the person's name from the **Link to Person** dropdown list. The information associated with that person auto-populates.
3. When the person is not currently a district employee, enter the **Name** of the provider.
4. Enter the **Agency Name** of this provider.
5. Enter the **Address, City, State, Zip** code and **Phone** number of the person.
6. Mark the **Active** checkbox. This selection indicates the provider is currently active and can be selected as a Medicaid provider.
7. Enter the **NPI Number** or Credential Number.
8. Enter the date the credential was earned in the **Credential Earned Date** in *mmddyy* format, or click the calendar icon to select a date.
9. Enter the date the credential expires in the **Credential Expires Date** in *mmddyy* format.
10. Enter the **NPI Enum Date** in *mmddyy* format, or click the calendar icon to select a date.
11. Enter the **Primary Taxonomy**.
12. Enter the person's **Medicaid Provider #**.
13. Select the person's **Service Provider License Type**.
14. Enter the **License Revocation Date** in *mmddyy* format, or click the calendar icon to select a date.
15. Click the **Save** button when finished. The service providers displays in the Provider list.