



North Carolina Department of Health and Human Services

Pat McCrory
Governor

Aldona Z. Vos, M.D.
Ambassador (Ret.)
Secretary, DHHS

Division of Mental Health, Developmental
Disabilities and Substance Abuse Services
3001 Mail Services Center
Raleigh, North Carolina 27699-3001
Tel 919-733-7011 Fax 919-508-0951
Courtney M. Cantrell, Ph.D.
Director

Division of Medical Assistance
2501 Mail Services Center
Raleigh, North Carolina 27699-2501
Tel 919-855-4100 Fax 919-733-6608
Robin Gary Cummings, M.D.
Deputy Secretary for Health Services
Deputy Secretary for Medicaid

MCO Communication Bulletin #J138

Date: April 30, 2015

To: LME-MCOs

From: Kathy Nichols, Lead Waiver Program Manager, Contracts Section, DMA, and Mabel McGlothlen, LME System Performance Team Leader, DMH/DD/SAS

Subject: Enrollment of Associate Professionals

The purpose of this bulletin is to provide clarification on the enrollment process for Associate Level Licensed Professionals and clarify statements made in *Joint Communication Bulletin #J116: Associate Level Licensed Providers: Direct Enrollment*.

As of July 1, 2015, the LME-MCOs must credential and enroll Associate Level Licensed Professionals just as they do fully Licensed Professionals. Associate Level Licensed Professionals who plan to serve **only** Medicaid beneficiaries covered by the LME-MCOs, must be credentialed and contracted directly with the LME-MCO as a **new provider**, and use the same taxonomy code as their respective profession. *For example, an associate level licensed clinical social worker will enroll under the same taxonomy code as a licensed clinical social worker.*

- The LME-MCO will use the provider upload process to load the Associate Level Licensed Professional's information into NCTracks.
- The Associate Level Licensed Professional is not required to apply directly to NCTracks unless they are serving Medicaid beneficiaries age 0 to 3, Health Choice beneficiaries, or legal aliens.
- Upload issues have been resolved by LME-MCOs sending only one provider file a day.
- The LME-MCO will know the next day if there is an error.

LME-MCOs will have no responsibility for Associate Level Licensed Professionals who plan to serve **only** NC Division of Medical Assistance (DMA) **covered populations: Medicaid beneficiaries age 0 to 3, Health Choice beneficiaries, or legal aliens**. They must direct enroll with the DMA through NCTracks. LME-MCOs need to be aware of the following which will be published in the Medicaid Provider Bulletin.

- The NC Department of Health and Human Services has ensured that NCTracks can process the applications of all Associate Level Licensed Professionals who enroll.
- This enrollment process with NCTracks should take no longer than one month. Due to this timeframe, we encourage Associate Level Licensed Professionals to start the enrollment process no later than June 1, 2015.
- **Associate Level Licensed Professionals may not bill “incident to” after July 1, 2015.**

Associate Level Licensed Professionals who plan to serve **all** populations (Medicaid beneficiaries age 0 to 3, Health Choice beneficiaries, or legal aliens and Medicaid beneficiaries covered by the LME-MCOs), must be credentialed and contracted with the LME-MCO **and** direct enroll with NC DMA through NCTracks.

Completing the LME-MCO credentialing and contracting process does not automatically enroll the Associate Level Licensed Professional with NC DMA, and enrolling with NCTracks does not allow the Associate Level Licensed Professional to bypass the credentialing and contracting requirements of the LME-MCO. These are two separate and distinct processes required by law (42 C.F.R.438.214 and 42 C.F.R. 455.410). An Associate Level Licensed Professional must complete both processes to serve both LME-MCO and DMA covered populations.

Associate Level Licensed Professionals who are enrolled via the batch enrollment program through the LME-MCOs, and plan to serve only the population covered by the MCO, will be exempt from the NC Application Fee, the Affordable Care Act (ACA) fee, and ACA screening requirements and will not be subject to the Public Consulting Group (PCG) site visits. However, those Associate Level Licensed Professionals who choose to provide services to the Medicaid beneficiaries age 0 to 3, Health Choice beneficiaries, or legal aliens will be subject to the aforementioned fees and will be subject to the PCG site visits.

Once enrollment is completed in NCTracks, the Associate Level Licensed Professional must go to NCTracks to manage changes in their provider record. *Applications* or *Manage Change Requests* submitted in NCTracks normally take 4-6 weeks to process.

If you have questions, please contact Kathy Nichols at: Katherine.nichols@dhhs.nc.gov or 919-855-4290.

Previous bulletins can be accessed at: <http://jtcommunicationbulletins.ncdhhs.gov/>

Cc: Robin Gary Cummings, M.D., DMA
 Dave Richard, DHHS
 DMA Leadership Team
 DMH/DD/SAS Leadership Team
 Dale Armstrong, DSOHF
 Mary Hooper, NCCCP