

RHC Medicaid Enrollment in Alabama



Forms for RHC

All forms can be found on our web site.

- **Before submitting an application you must obtain a Provider Trading Partner ID**-this will only need to be done when enrolling the clinic.(form attached)
- Budgeted Cost Report (sample Format attached)
- Copy of the CLIA certificate
- Voided check or bank letter for verification of EFT information.
- Provider Web Portal Application W-9 Tax Form (form attached)
- Provider Web Portal Application Corporate Board of Directors Resolution and Articles of Incorporation (**Applicable for any business that is incorporated.**) (form attached)
- Provider Web Portal Application Disclosure Form. **Affiliates and 5% owners. 5% owners must be listed as affiliates and have disclosure forms. Anybody listed on the application as an affiliate must have a disclosure form. This is match what you provided to Medicare.** (form attached)
- Civil Rights Compliance Packet only need page 4 and 17 because RHC must be enrolled in Medicare. (form attached)
- EPSDT Agreement. If performing EPSDT screenings. (form attached)
- Plan First Agreement If performing Plan First services. (form attached)

Enrolling in Alabama Medicaid as a Rural Health Clinic – Q & A

When enrolling as a Rural Health Clinic-(RHC) with Alabama Medicaid a certification from the Department of Public Health (DPH) must be received before an application can be submitted for the RHC.

Where do we find instructions on how to enroll in Medicaid as a rural health clinic?

We have an online enrollment portal on our web site @ www.medicaid.alabama.gov under Enrolling as a Medicaid Provider-Electronic Provider Enrollment Portal. I will include a sheet with detailed instructions

Instruction can be found on our web site @ www.medicaid.alabama.gov under Provider Enrollment and Forms. I will include a sheet with detailed instructions

Which forms do we use to enroll with Medicaid as a rural health clinic?

Forms can also be found on our Web Site under Enrolling as a Medicaid Provider- Forms for Provider Enrollment and Re-enrollment. I will include a sheet with detailed instructions.

Do we have to enroll individual providers in Medicaid as a rural health clinic?

Yes once the RHC is enrolled you would need to enroll the individual providers under the RHC as individual within a group. This will be done on our provider enrollment web portal.

If so, what forms do we use?

Forms can also be found on our Web Site under Enrolling as a Medicaid Provider- Forms for Provider Enrollment and Re-enrollment. I will include a sheet with detailed instructions.

When can we start billing Medicaid as a rural health clinic?

You may start billing once the Clinic and the providers are enrolled and active with Alabama Medicaid.

Do we have to hold claims once we become certified as a rural health clinic, but do not have our enrollment complete?

I can't tell to hold claims but I can tell you they will not pay until you are enrolled with Alabama Medicaid

How long does it normally take to complete the process?

We have up to 40 business days to enroll a provider but with RHC it can take longer but hopefully I can get you started on the right track to have everything ready once you complete the application.

Can we go back to the date we were certified and bill as a rural health clinic?

The effective date of enrollment of a rural health clinic will be the date of Medicare certification. Providers who request enrollment more than 120 days after certification are enrolled on the first day of the month the enrollment is approved.

What are the timely filing requirements for rural health clinics?

There is a 1 year timely filing limit

What are the biggest mistakes RHCs make that slow down enrollment?

The RHC must be enrolled as a facility when choosing application type.

The biggest mistakes I've noticed is when enrolling the Clinic is with the correct Budget Cost Report format. I will include the correct format which is also on our web site.

When enrolling the providers under the Clinic choosing the wrong provider type is the biggest mistake. The providers must choose individual within a group application type and the provider type will be RHC. I will include a sheet with detailed instructions.

Is there a way to speed enrollment through the use of portals or some type of special process?

The only way to speed the process up would be to send an email to myself or my supervisor (Jeff) so I can pull the application to work.

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