

Provider Roster Form for Federally Qualified Health Centers and Rural Health Clinics

Introduction Idaho Medicaid Electronic Health Record (EHR) Incentive Program
Created March 2012

Note to Providers: There is a good possibility that business processes will change after the program is launched. Potential efficiencies as well as potential problems are likely to become evident. This paper describes the business as of spring 2012. Please be sure to return to the information on the website and in the provider handbook often for updates. Creation dates will be noted on each paper.

Introduction

Many eligible professionals (EPs) may not be enrolled as individual Idaho Medicaid providers, but likely are identified as rendering providers for a federally qualified health center (FQHCs) or rural health centers (RHCs). It is difficult to verify if providers are currently active or if they are one of the eligible provider types when an EP is not fully enrolled in the Medicaid system. The Idaho Medicaid EHR Incentive Program plans to leverage provider rosters completed by the FQHCs and RHCs as the initial point of reference for verification.

Documenting a Provider Roster

The Idaho EHR Incentive Program has developed a provider roster template for FQHCs and RHCs clinics to complete to document their active providers. It is an excel template. Clinic staff must decide who is to complete and submit that form, as only one is needed from each clinic. This should be done prior to clinic providers registering for an incentive payment. The Provider Roster should list ALL PRACTITIONERS at that clinic location, NOT solely those practitioners who are in the eligible professional categories. After the roster is completed it needs email it to the Program. (Please see the directions included with the provider roster template.) The provider roster will serve as a key initial reference that will facilitate preliminary verification that an EP is active and is the correct eligible provider type.

Using a Provider Roster

All FQHCs, RHCs, and Tribal clinics will be required to complete a provider roster and send it to the program. The program will use the provider roster as a reference to perform initial verification of eligible providers from these clinics. An updated provider roster will be requested every calendar quarter.

Finding a Provider Roster Template and Instructions

The Provider Roster template and instructions are posted on the Idaho Medicaid EHR program website www.MedicaidEHR.dhw.idaho.gov listed as the *Provider Roster Workbook*. It contains the template, a guide on how to complete the template, an example of a completed form, as well as information on how to submit the form to Idaho Medicaid. The provider handbook will also contain this information once published to the website. Please Note: All providers at the clinic

are to be listed, including non-eligible providers. The purpose of including the non-eligible providers is to document the members involved in a group proxy calculation, should the clinic decide to use one. There is no need to include an NPI or provider type for non-eligible providers.

Additional Information

For questions about this or other issues concerning the Idaho EHR Incentive Program, please go to www.MedicaidEHR.dhw.idaho.gov. There you will find an “Ask the Program” feature that will allow you to send questions to program staff. You can also call the Idaho Medicaid EHR Program Helpdesk at (208) 332-7989.