

Guide to Pharmacist Enrollment as ND Medicaid Provider

Full Medicaid provider status is becoming increasingly important as the role of a pharmacist continues to evolve. The North Dakota Medicaid Provider Enrollment website

(<https://www.hhs.nd.gov/healthcare/medicaid/provider/enrollment-information>) has everything you need to know about how to fully enroll as a Medicaid provider. Full provider status is required for the following common practices:

- **Prescribing medications** (e.g., vaccines, nicotine cessation therapy, OTC Narcan): To prescribe or dispense drugs for coverage by the Medicaid program, a provider must have a valid state license and be an enrolled provider with the state Medicaid program. A pharmacist who is not enrolled as a Medicaid provider may not be listed as a prescriber on a prescription submitted for coverage by the Medicaid program.
- **Cognitive services:** ND Medicaid recognizes a pharmacist as a provider for a variety of cognitive services. Full enrollment is required to receive direct payment for these services and to be listed as a provider on a medical claim. For more information on the cognitive services that are covered for pharmacists as a provider, please see the Pharmacy Medical Billing Manual located on the ND Medicaid website (<https://www.hhs.nd.gov/sites/www/files/documents/DHS%20Legacy/pharmacy-medical-billing-manual.pdf>)

How to Apply:

Enrolling as a provider with ND Medicaid is a 2-step process:

Step 1	• Complete the online Individual Provider Enrollment
Step 2	• Submit document including license and NPI via email, fax, or mail

Helpful Tips:

- The “How to Apply” document located on the Medicaid website provides a good list of “Individual Things to know/gather before starting the online application.” (<https://www.hhs.nd.gov/sites/www/files/documents/DHS%20Legacy/how-to-enroll-pe.pdf>).
- Please note that many of the links in the PDFs on the Medicaid website, including the How to Apply PDF, are broken as ND DHHS website addresses changed when the Department of Health and Department of Human Services were recently merged. Many of them can be found at their updated address by doing an internet search.
- **Please note: when completing the online application, if you need to exit the application at any time, please hit “Save” and note the *Application Tracking number* that is provided at the very top of the webpage. This will allow you to resume your application at a later time by using the “Recall Provider Application” function on the Provider enrollment page. You will also need the *Application Tracking Number* when submitting the required documents.**

Detailed Instructions:

Step 1 - Completing the Online Individual Provider Enrollment

Helpful Tips:

- ND Medicaid has a very helpful Online Application Guide with step by step instructions (<https://www.hhs.nd.gov/sites/www/files/documents/DHS%20Legacy/provider-enrollment-application-guide.pdf>)
- There are helpful video tutorials available on YouTube (<https://www.youtube.com/playlist?list=PLj1c4bIkmdF5yBjbjc1Cc94Awmj5GcCwb>)

Go to the ND MMIS Web Portal Provider Enrollment

- <https://mmis.nd.gov/portals/wps/portal/ProviderEnrollment>

Select Individual Provider Enrollment Link

Enter Name, DOB, and SSN

In "Licensure and Certification" Section

- Under "Provider Type" select "Pharmacy"
- Section 2 - Enter Pharmacist license information.
 - If unsure of Date Issued, this can be found using the "Verify License" function on the ND Board of Pharmacy website, www.nodakpharmacy.com/verify.asp
- Section 3 - enter any board certifications
 - Also enter a specialty as a "Pharmacist" with your license number. Select a Board Name of "Other"
- Once sections 1-3 are complete, add a taxonomy code and select "183500000X-Pharmacy s-Pharmacist" from the drop-down list

Enter your individual (Pharmacist) NPI number

Enter practice address

Enter the establishment ND Medicaid Identification or NPI number for your practice setting (ie pharmacy NPI number)

Electronic transaction submission information is entered

The next 3 questions as associated with business type and provider descriptions

After above steps are complete the application can be submitted for review by the North Dakota Department of Health and Human Services Medicaid.

****REMEMBER**** You will also need to document the *Application Tracking Number* when submitting the required documents.

Step 2 - Submit Required Documents

Next, complete the ND Medicaid Individual Provider Application Form Packet available on the ND Medicaid website (<https://www.hhs.nd.gov/sites/www/files/documents/general-application-reactivation-packet.pdf>.)

Helpful Tips:

- Download this form to your computer and then complete in a PDF reader like Acrobat Reader. You may have technical difficulties if trying to complete in an internet browser.
- **Enter the Application Tracking from your online application on this document. Please save this number from the online application.**
- When completing the checklist, select “Pharmacy” from the Provider Type and that will auto populate the Specialty and Taxonomy fields.
- Complete the Fax/Email Coversheet
- Skip the LMSW, BMS, and MHT Attestations
- Copy of License – use the “Verify License” function on the Board of Pharmacy website, www.nodak.pharmacy.com/verify.asp for this as it contains all of the required information. Print this to submit as the copy.
- Include a printed copy of your individual NPI from the NPPES website, <https://npiregistry.cms.hhs.gov/search>.
- Complete the ND Medicaid Provider Agreement Form SFN 615
- Print and fax/mail or submit via email to NDMedicaidEnrollment@noridian.com
 - Recommend fax or mail

Please contact the CAP Center with any questions – ndsucapcenter@ndsuedu