Adding L&I to an existing provider account

ProviderOne User Guide

Updated November 2022

Disclaimer: *Every effort was made to ensure this manual's accuracy. However, in the unlikely event of an actual or apparent conflict between this document and department rule, the department rule controls.*

Table of Contents

Adding L&I to an existing provider account

The following ProviderOne topics and tasks are covered in this guide:

- Modifying your account.
- Finishing the application steps.
- Submitting your application to ProviderOne.

SELECTING THE RIGHT ENROLLMENT TYPE

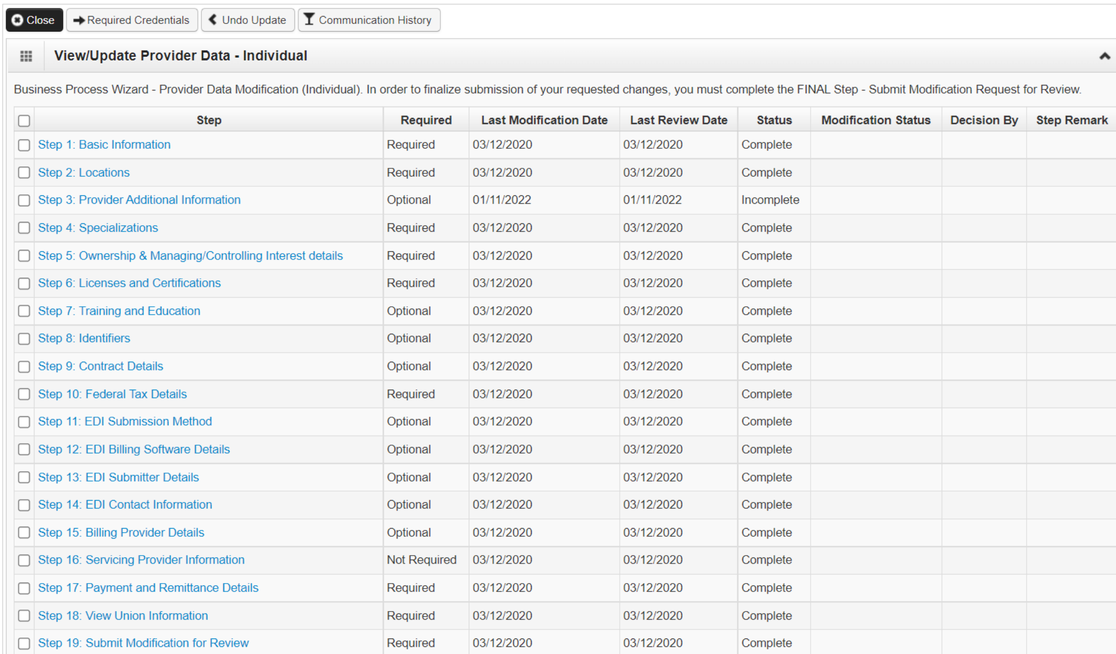
This guide includes different instructions based on your enrollment type. Use the table below to identify which enrollment type applies to you. Click on the corresponding link for instructions.

An **individual billing provider** works for themselves and submits their own bills.	An **individual servicing provider** works for someone else who bills on their behalf.
A **group provider** is an organization of individual providers who offer services.	An **FAOI provider** is a facility, agency, organization, institution of other service vendors.

Individual billing provider

An individual billing provider works for themselves and submits their own bills. To add L&I to your agency list, follow instructions below to finish required steps.

- The **Step Remark** column will display instructions for required steps.



Close | Required Credentials | Undo Update | Communication History

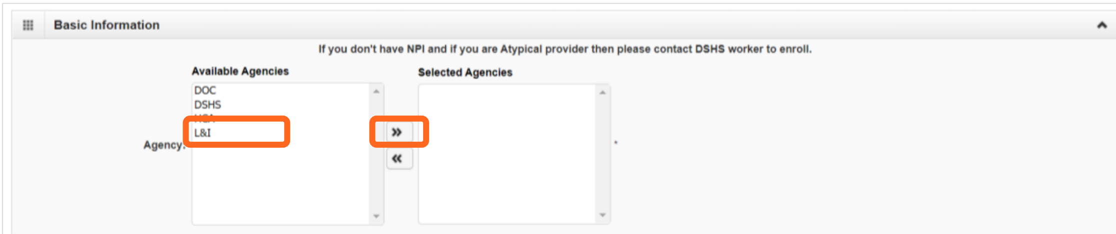
View/Update Provider Data - Individual

Business Process Wizard - Provider Data Modification (Individual). In order to finalize submission of your requested changes, you must complete the FINAL Step - Submit Modification Request for Review.

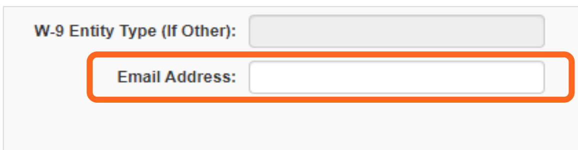
Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Decision By	Step Remark
Step 1: Basic Information	Required	03/12/2020	03/12/2020	Complete			
Step 2: Locations	Required	03/12/2020	03/12/2020	Complete			
Step 3: Provider Additional Information	Optional	01/11/2022	01/11/2022	Incomplete			
Step 4: Specializations	Required	03/12/2020	03/12/2020	Complete			
Step 5: Ownership & Managing/Controlling Interest details	Required	03/12/2020	03/12/2020	Complete			
Step 6: Licenses and Certifications	Required	03/12/2020	03/12/2020	Complete			
Step 7: Training and Education	Optional	03/12/2020	03/12/2020	Complete			
Step 8: Identifiers	Optional	03/12/2020	03/12/2020	Complete			
Step 9: Contract Details	Optional	03/12/2020	03/12/2020	Complete			
Step 10: Federal Tax Details	Required	03/12/2020	03/12/2020	Complete			
Step 11: EDI Submission Method	Optional	03/12/2020	03/12/2020	Complete			
Step 12: EDI Billing Software Details	Optional	03/12/2020	03/12/2020	Complete			
Step 13: EDI Submitter Details	Optional	03/12/2020	03/12/2020	Complete			
Step 14: EDI Contact Information	Optional	03/12/2020	03/12/2020	Complete			
Step 15: Billing Provider Details	Optional	03/12/2020	03/12/2020	Complete			
Step 16: Servicing Provider Information	Not Required	03/12/2020	03/12/2020	Complete			
Step 17: Payment and Remittance Details	Required	03/12/2020	03/12/2020	Complete			
Step 18: View Union Information	Required	03/12/2020	03/12/2020	Complete			
Step 19: Submit Modification for Review	Required	03/12/2020	03/12/2020	Complete			

Step 1: Basic information

- Click **L&I** in the **Available Agencies** box, then click the double right arrows.



- Verify or add an **email address**.

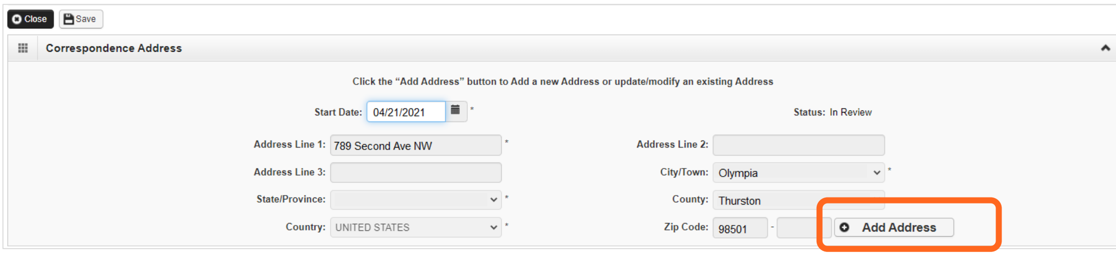


Note: We'll use this email address if we have questions about your application.

- Click **OK** to save or **Cancel** to close without saving.

Step 3: Provider additional information

- Enter **Start Date**.
- Verify address or **Add Address** to update.



- Click **Save** and **Close**.

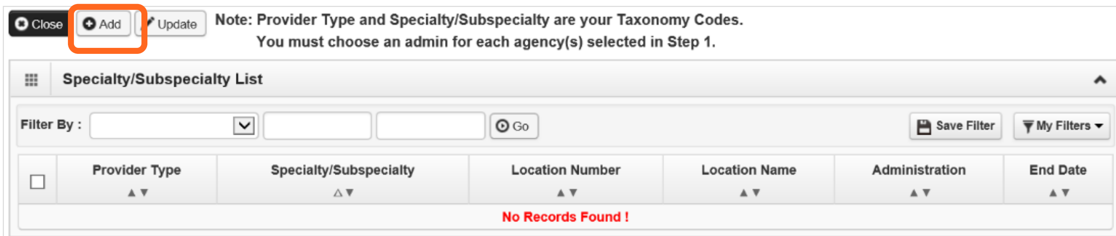
Step 4: Specializations

The information you provide in this step allows you to bill for each specialty you select.

Note: There may be specific requirements for licensure or training for each specialty/taxonomy listed.

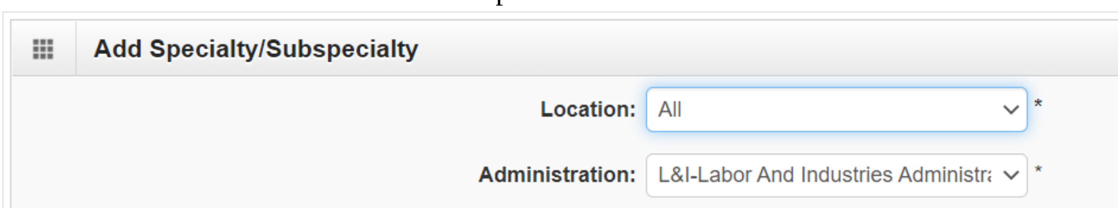
ADDING SPECIALIZATIONS

- Click **Add**.

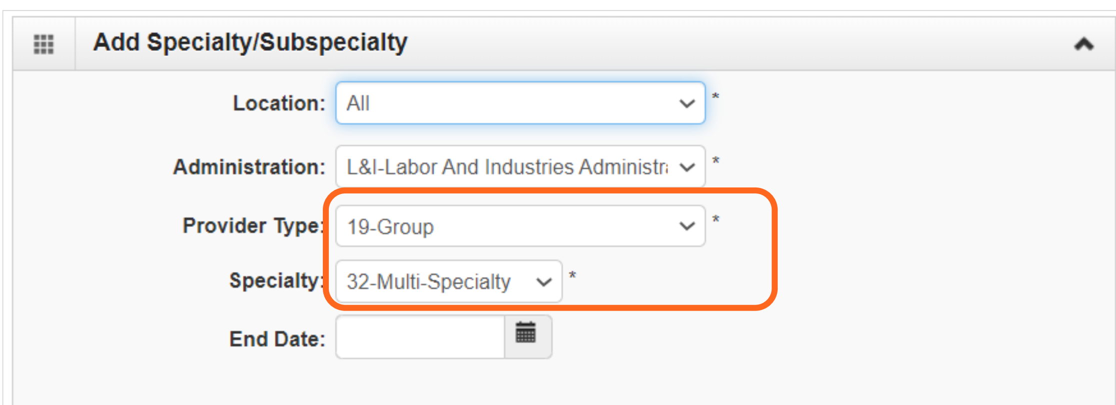


Note: If you'd like to bill for multiple specialties, you'll need to repeat this step to add each specialty.

- Select the appropriate location, or **All**, from the **Location** drop-down menu.
- Choose **L&I** from the **Administration** drop-down menu.

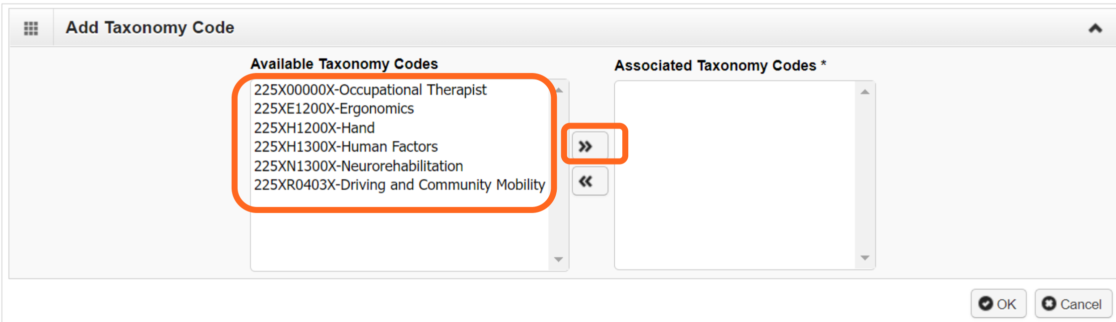


- Choose the **Provider Type** and **Specialty**.



- Don't enter an **End Date**. ProviderOne will auto-populate to 12/31/2999.

- The Provider Type selection will populate the options for Specialty, which displays the available taxonomy codes.
  - Use the double arrows to move taxonomy code from the **Available Taxonomy Codes** box to the **Associated Taxonomy Codes** box.
- Select all applicable taxonomies for each license you hold to allow for accurate billing.
- Click **OK** to save or **Cancel** to close without saving.

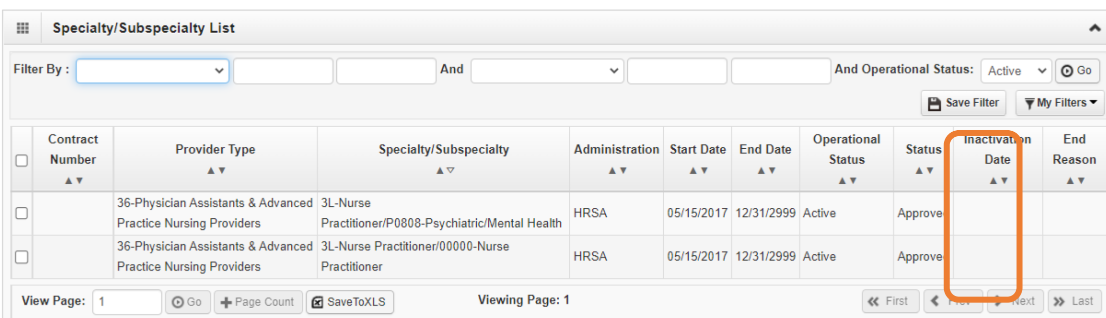


VIEW SUBMITTED ITEMS

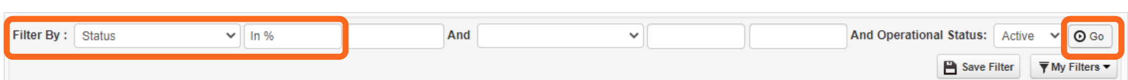
See your changes:

- Click **Step 4: Specializations**.

Note: The screen will show only "Approved" entries.

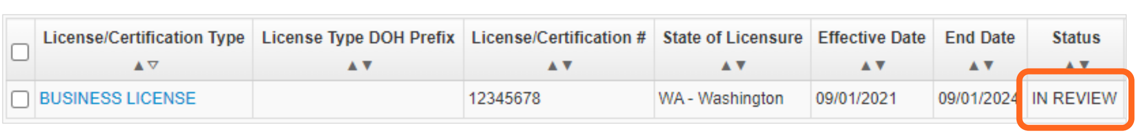


- In the drop-down next to **Filter By**, select **Status**.
- In the next field, enter **IN%**. Any entries with an "In Review" status will be displayed.



Note: Enter **%** to see all entries.

- Click **Go**.



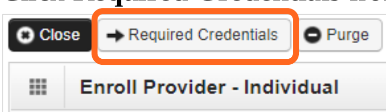
Step 6: Licenses and certifications

Before clicking into Step 6, review **Required Credentials**. The **Required Credentials** tool helps identify what type of license and certification information you need to provide to continue with enrollment.

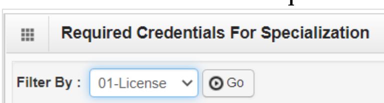
Tip: Make note of all requirements. You may use the Required Credentials tool for multiple steps.

CHECK REQUIRED CREDENTIALS

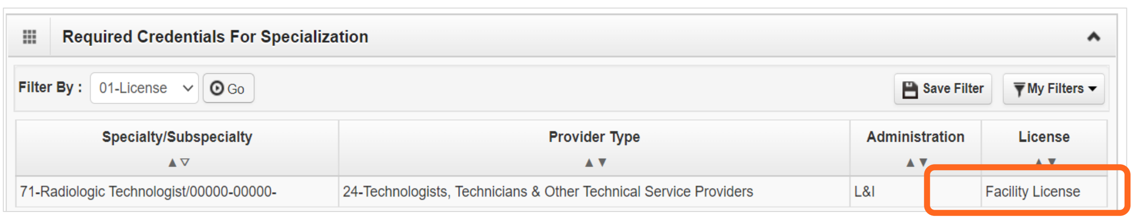
- Click **Required Credentials** from the BPW.



- To view the License Requirements, use the **Filter By** drop-down to select **01-License** and click **Go**.



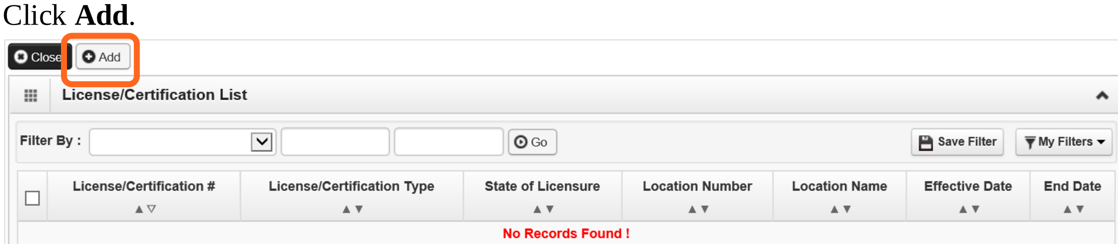
- Required license(s) will be displayed, if required (see highlighted below).



- Make a note of your required license as you'll need it to complete Step 6.
- When finished, click **Cancel** to close.

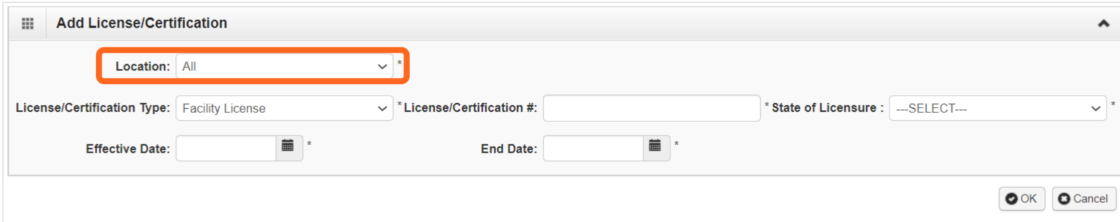
ADD LICENSES/CERTIFICATIONS

- Licenses/Certifications may be required for each location with an added specialization. If you have a **DEA number**, you can enter it for this step.
- Click **Add**.



- Use the **Location** drop-down to add a license or certification to a specific provider location.

- Select All only if the license pertains to every location.



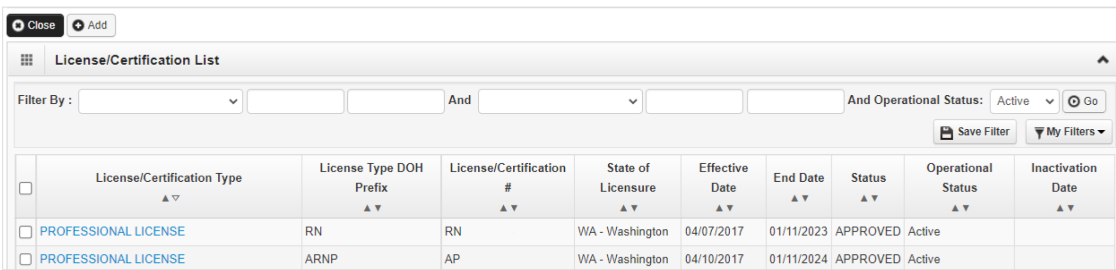
- Complete the **License #** and **State** fields.
- The **Effective Date** is when the license was first issued.
- In the **End Date** field, enter the expiration date.
- Click **OK** to save or **Cancel** to close without saving.

VIEW SUBMITTED ITEMS

See your changes:

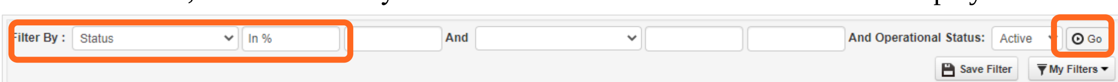
- Click **Step 6: Licenses and Certifications.**

Note: The screen will show only "Approved" entries.



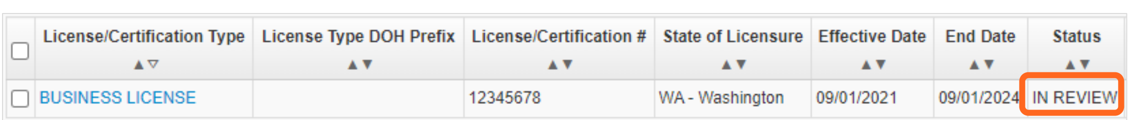
	License/Certification Type	License Type DOH Prefix	License/Certification #	State of Licensure	Effective Date	End Date	Status	Operational Status	Inactivation Date
☐	PROFESSIONAL LICENSE	RN	RN	WA - Washington	04/07/2017	01/11/2023	APPROVED	Active	
☐	PROFESSIONAL LICENSE	ARNP	AP	WA - Washington	04/10/2017	01/11/2024	APPROVED	Active	

- In the drop-down next to **Filter By**, select **Status**.
- In the next field, enter **IN%**. Any entries with an "In Review" status will be displayed.



Note: Enter **%** to see all entries.

- Click **Go**.



	License/Certification Type	License Type DOH Prefix	License/Certification #	State of Licensure	Effective Date	End Date	Status
☐	BUSINESS LICENSE		12345678	WA - Washington	09/01/2021	09/01/2024	IN REVIEW

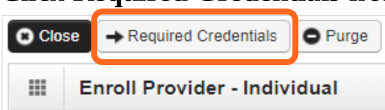
Step 7: Training and education

This step doesn’t apply to all L&I providers. Follow the instructions below if the BPW step is **Required**. Before clicking into Step 7, review **Required Credentials**. The **Required Credentials** tool helps identify what type of training and education information you need to provide to continue with enrollment.

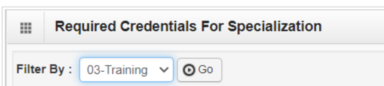
Tip: Make note of all requirements. You may use the Required Credentials tool for multiple steps.

CHECK REQUIRED CREDENTIALS

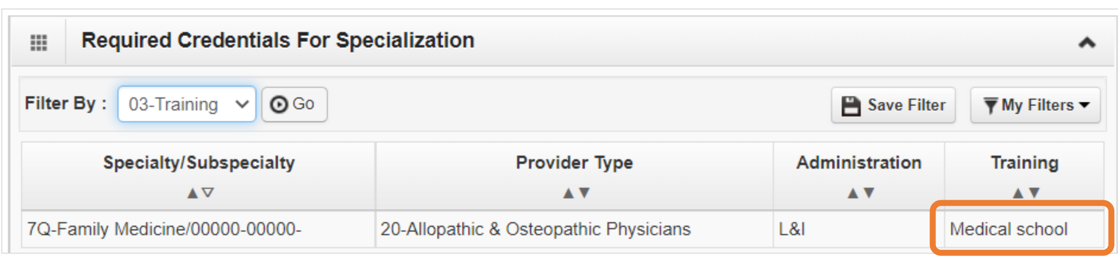
- Click **Required Credentials** from the BPW.



- To view the Training requirements, use the **Filter By** drop-down menu to select **03-Training** and click **Go**.



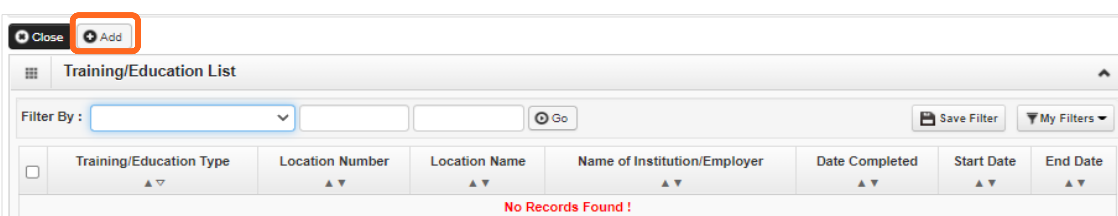
- Required training will be displayed, if required (see highlighted below).



- Make a note of your required training as you’ll need it to complete Step 7.
- When finished, click **Cancel** to close.

ADD TRAINING/EDUCATION TYPE

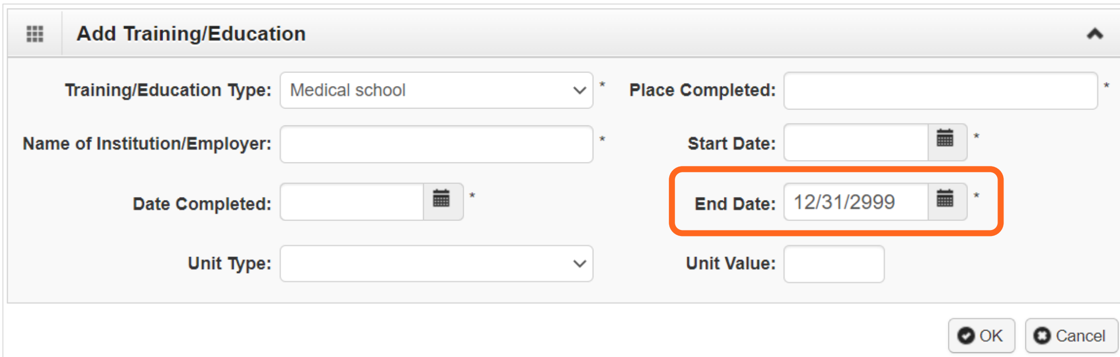
- Click **Add**.



- Use the **Location** drop-down menu to select **All**, or the applicable location.
- Select the required **Training/Education Type** from the drop-down menu. If you’re not sure which applies to you, return to the main BPW page and check **Required Credentials**.
- Finish required fields.

- The **Start Date** is when the training/education started.
- The **Date Completed** is when it was done, e.g. graduation date.

Important! In the **End Date** field, enter 12/31/2999. You must complete this field to continue enrollment.



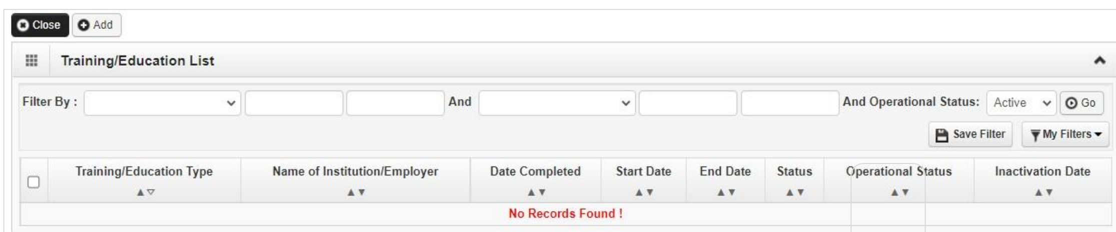
- You don't need to finish the **Unit Type** or **Unit Value** field.
- Click **OK** and **Close**.

VIEW SUBMITTED ITEMS

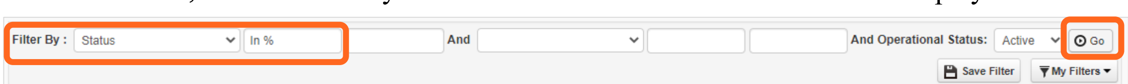
See your changes:

- Click **Step 7: Training and Education.**

Note: The screen will show only "Approved" entries.

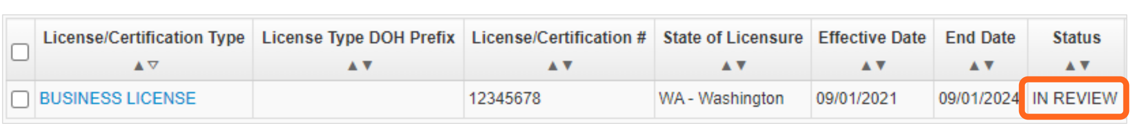


- In the drop-down next to **Filter By**, select **Status**.
- In the next field, enter **IN%**. Any entries with an "In Review" status will be displayed.



Note: Enter **%** to see all entries.

- Click **Go**.



License/Certification Type	License Type DOH Prefix	License/Certification #	State of Licensure	Effective Date	End Date	Status
BUSINESS LICENSE		12345678	WA - Washington	09/01/2021	09/01/2024	IN REVIEW

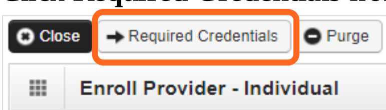
Step 8: Identifiers

This step doesn't apply to all L&I providers. Follow the instructions below if the BPW step is **Required**. Before clicking into Step 7, review **Required Credentials**. The **Required Credentials** tool helps identify what type of training and education information you need to provide to continue with enrollment.

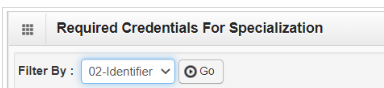
Tip: Make note of all requirements. You may use the Required Credentials tool for multiple steps.

CHECK REQUIRED CREDENTIALS

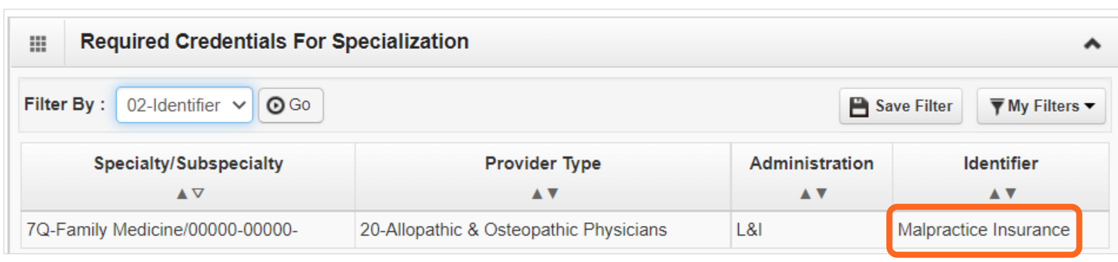
- Click **Required Credentials** from the BPW.



- To view the Identifier requirements, use the **Filter By** drop-down menu to select **02-Identifier** and click **Go**.



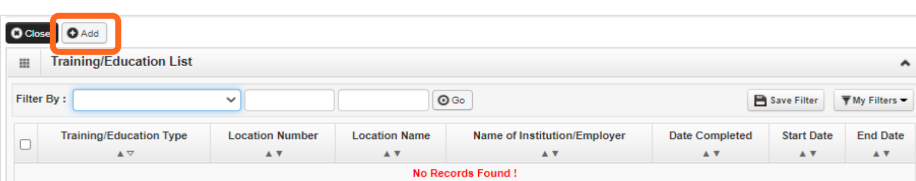
- Required identifier(s) will be displayed, if needed (see highlighted below).



- Make a note of your required identifier(s) as you'll need it to complete Step 8.
- When finished, click **Cancel** to close.

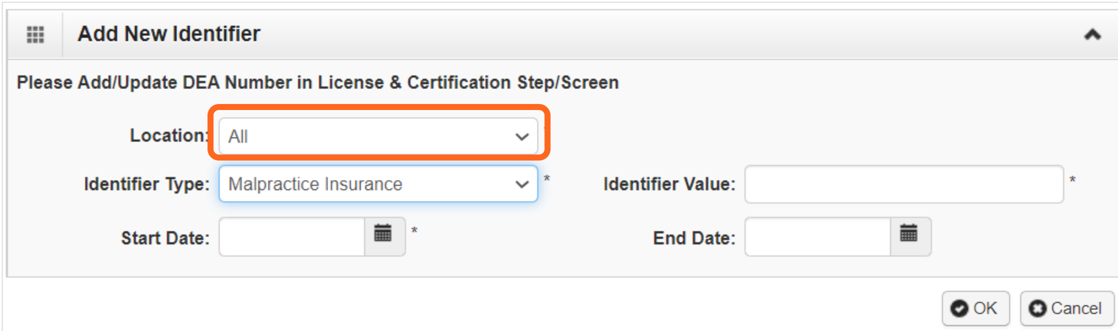
ADD MALPRACTICE INSURANCE

- Click **Add**.



- Use the **Location** drop-down menu to select **All**, or the applicable location.
- Use the **Identifier Type** drop-down to select **Malpractice Insurance**.

- In the **Identifier Value** field, enter your malpractice insurance policy number.



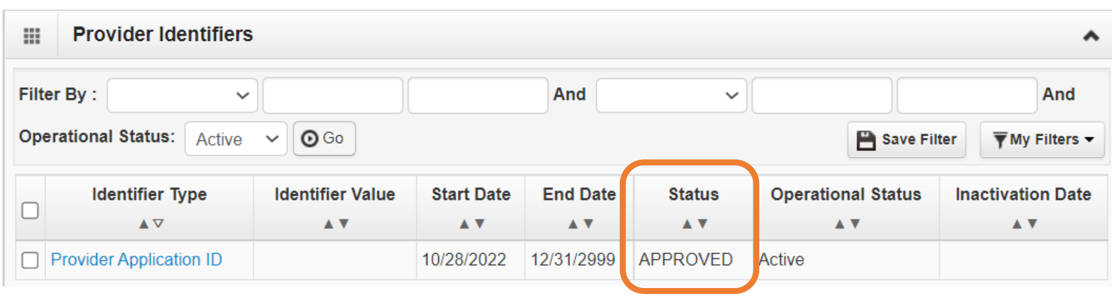
- Enter the **Start Date** and End **Date**, and click **OK** to close.
  - The **Start Date** is when your policy was first issued.
  - The **End Date** is the policy's expiration date.

VIEW SUBMITTED ITEMS

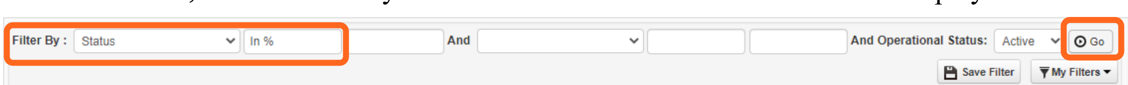
See your changes:

- Click **Step 8: Identifiers.**

Note: The screen will show only "Approved" entries.

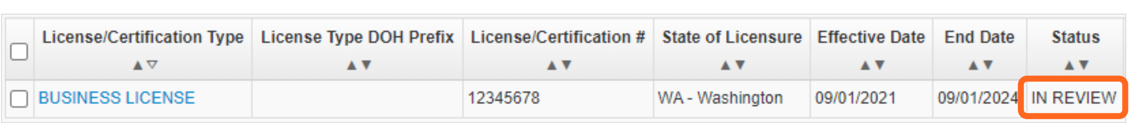


- In the drop-down next to **Filter By**, select **Status**.
- In the next field, enter **IN%**. Any entries with an "In Review" status will be displayed.



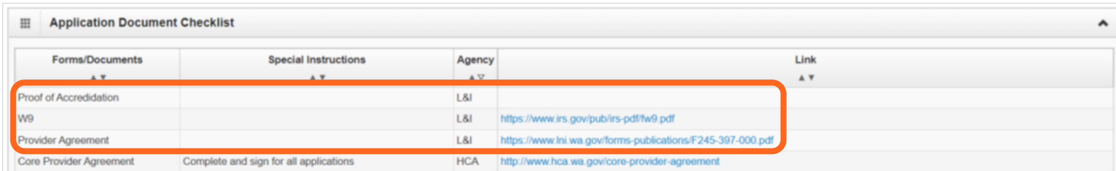
Note: Enter **%** to see all entries.

- Click **Go**.



Step 19: Submit modification for review

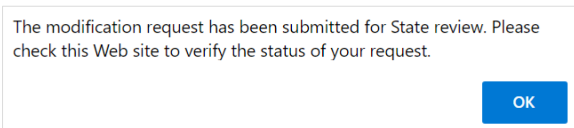
- Finish and/or upload the required L&I documents.
- Click **Submit Provider Modification**.



Application Document Checklist

Forms/Documents	Special Instructions	Agency	Link
Proof of Accredidation		L&I	
W9		L&I	https://www.irs.gov/pub/irs-pdf/fw9.pdf
Provider Agreement		L&I	https://www.lni.wa.gov/forms-publications/F245-397-000.pdf
Core Provider Agreement	Complete and sign for all applications	HCA	http://www.hca.wa.gov/core-provider-agreement

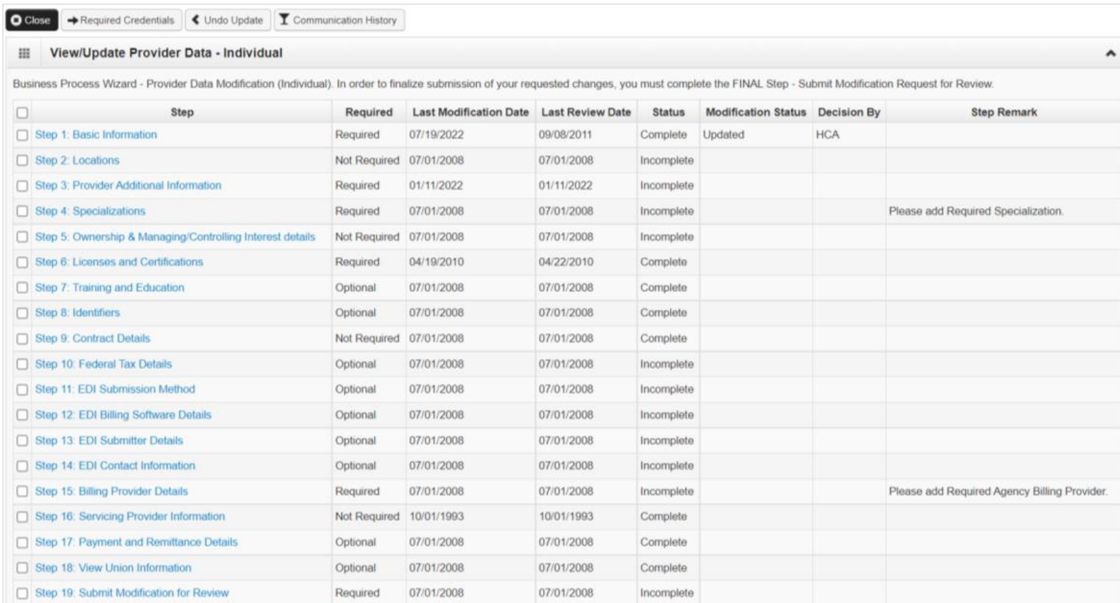
- A confirmation box will display; click **Close** to exit This step isn't needed to enroll a servicing provider.



Individual servicing provider

An individual servicing provider works for someone else who bills on their behalf. To add L&I to your agency list, follow instructions below to finish required steps.

- The **Step Remark** column will display instructions for required steps.



Close | Required Credentials | Undo Update | Communication History

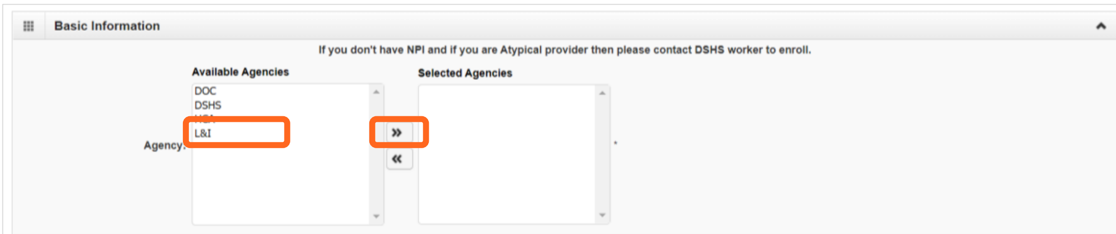
View/Update Provider Data - Individual

Business Process Wizard - Provider Data Modification (Individual). In order to finalize submission of your requested changes, you must complete the FINAL Step - Submit Modification Request for Review.

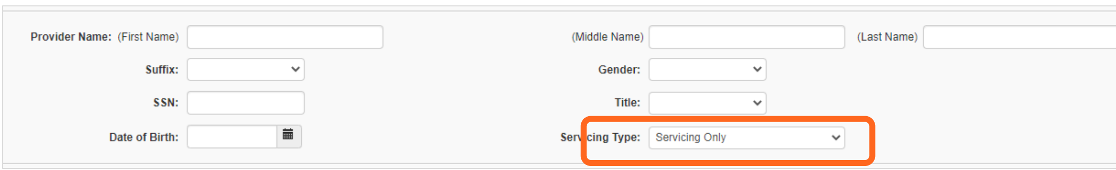
Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Decision By	Step Remark
Step 1: Basic Information	Required	07/19/2022	09/08/2011	Complete	Updated	HCA	
Step 2: Locations	Not Required	07/01/2008	07/01/2008	Incomplete			
Step 3: Provider Additional Information	Required	01/11/2022	01/11/2022	Incomplete			
Step 4: Specializations	Required	07/01/2008	07/01/2008	Incomplete			Please add Required Specialization.
Step 5: Ownership & Managing/Controlling Interest details	Not Required	07/01/2008	07/01/2008	Incomplete			
Step 6: Licenses and Certifications	Required	04/19/2010	04/22/2010	Complete			
Step 7: Training and Education	Optional	07/01/2008	07/01/2008	Complete			
Step 8: Identifiers	Optional	07/01/2008	07/01/2008	Complete			
Step 9: Contract Details	Not Required	07/01/2008	07/01/2008	Complete			
Step 10: Federal Tax Details	Optional	07/01/2008	07/01/2008	Incomplete			
Step 11: EDI Submission Method	Optional	07/01/2008	07/01/2008	Incomplete			
Step 12: EDI Billing Software Details	Optional	07/01/2008	07/01/2008	Incomplete			
Step 13: EDI Submitter Details	Optional	07/01/2008	07/01/2008	Incomplete			
Step 14: EDI Contact Information	Optional	07/01/2008	07/01/2008	Incomplete			
Step 15: Billing Provider Details	Required	07/01/2008	07/01/2008	Incomplete			Please add Required Agency Billing Provider.
Step 16: Servicing Provider Information	Not Required	10/01/1993	10/01/1993	Complete			
Step 17: Payment and Remittance Details	Optional	07/01/2008	07/01/2008	Complete			
Step 18: View Union Information	Optional	07/01/2008	07/01/2008	Complete			
Step 19: Submit Modification for Review	Required	07/01/2008	07/01/2008	Incomplete			

Step 1: Basic information

- Click **L&I** in the **Available Agencies** box, then click the double right arrows.

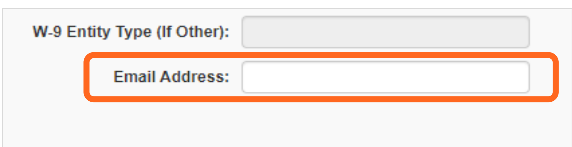


- Select the **Servicing Type** drop-down and select **Servicing Only**.



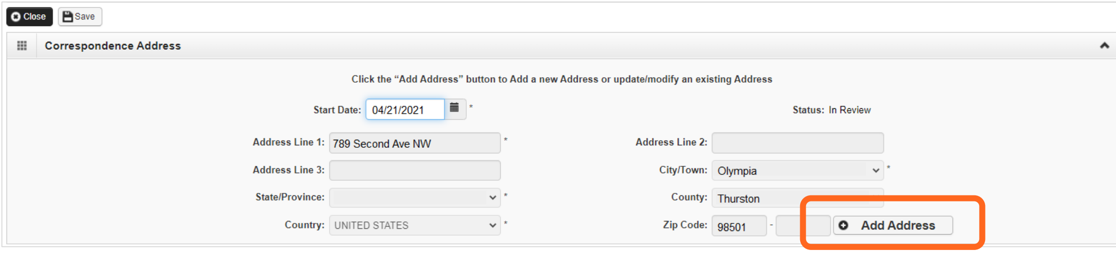
- Verify or add an **Email Address**.

Note: We'll use this email address if we have questions about your application.



Step 3: Provider additional information

- Enter **Start Date**.
- Verify address or **Add Address** to update.



- Click **Save** and **Close**.

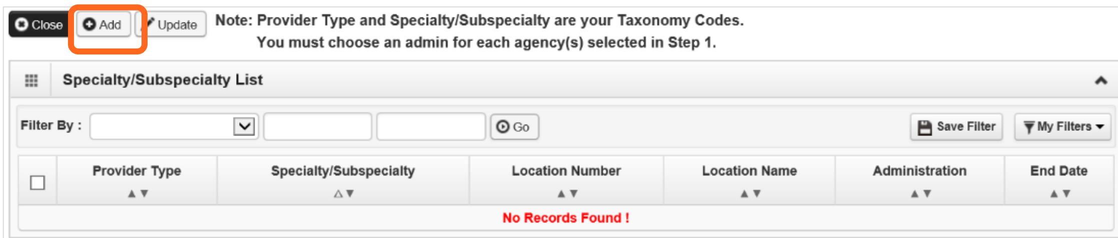
Step 4: Specializations

The information you provide in this step allows you to bill for each specialty you select.

Note: There may be specific requirements for licensure or training for each specialty/taxonomy listed.

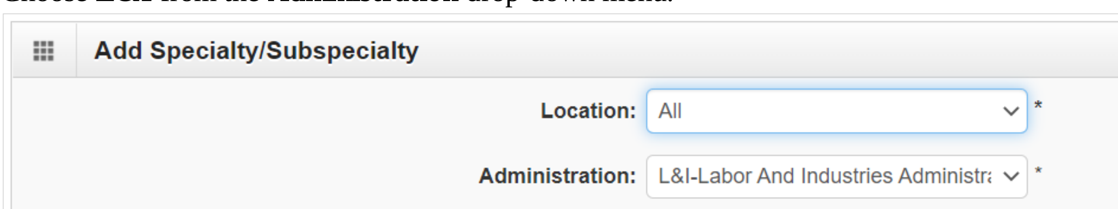
ADDING SPECIALIZATIONS

- Click **Add**.

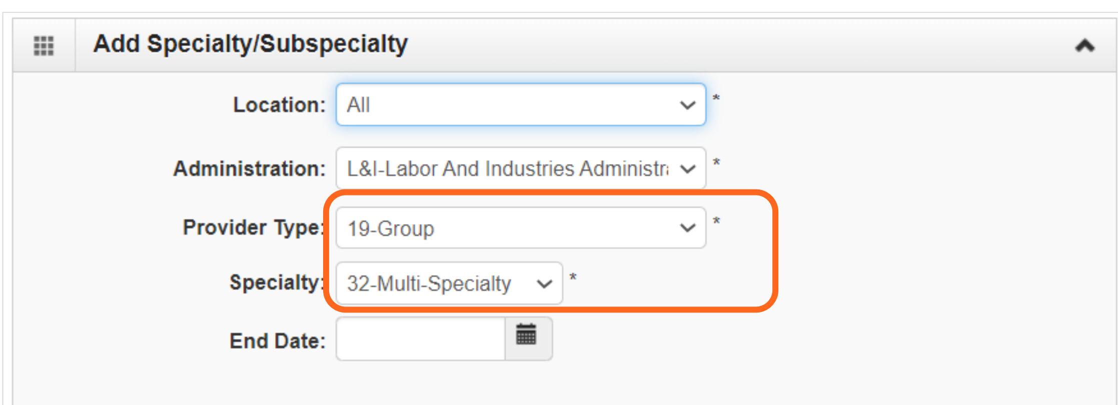


Note: If you'd like to bill for multiple specialties, you'll need to repeat this step to add each specialty.

- Select the appropriate location, or **All**, from the **Location** drop-down menu.
- Choose **L&I** from the **Administration** drop-down menu.

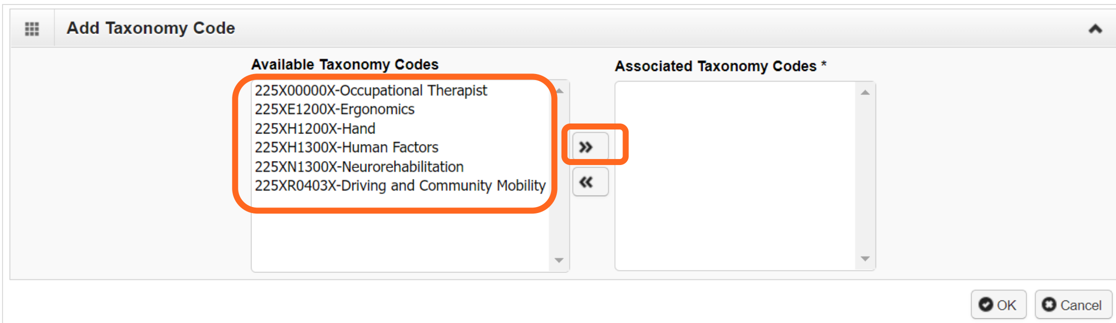


- Choose the **Provider Type** and **Specialty**.



- Don't enter an **End Date**. ProviderOne will auto-populate to 12/31/2999.

- The Provider Type selection will populate the options for Specialty, which displays the available taxonomy codes.
  - Use the double arrows to move taxonomy code from the **Available Taxonomy Codes** box to the **Associated Taxonomy Codes** box.
- Select all applicable taxonomies for each license you hold to allow for accurate billing.
- Click **OK** to save or **Cancel** to close without saving.

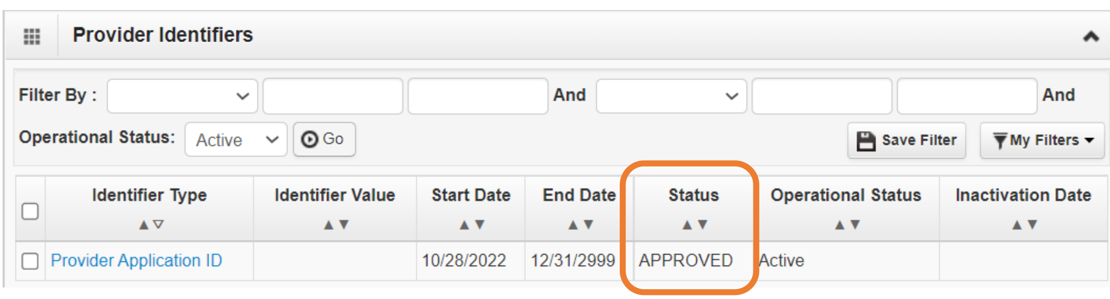


VIEW SUBMITTED ITEMS

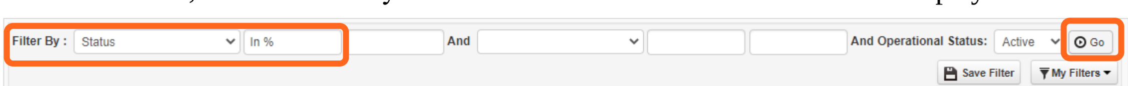
See your changes:

- Click **Step 4: Specializations.**

Note: The screen will show only "Approved" entries.

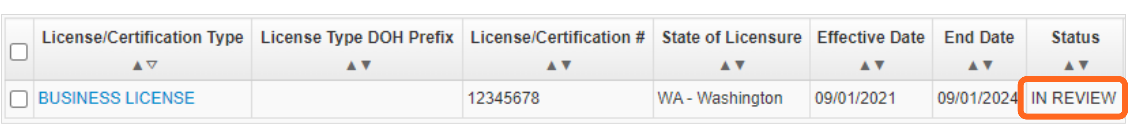


- In the drop-down next to **Filter By**, select **Status**.
- In the next field, enter **IN%**. Any entries with an "In Review" status will be displayed.



Note: Enter **%** to see all entries.

- Click **Go**.



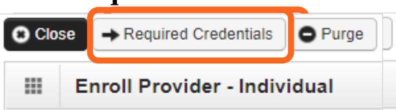
Step 6: Licenses and certifications

Before clicking into Step 6, review **Required Credentials**. The **Required Credentials** tool helps identify what type of license and certification information you need to provide to continue with enrollment.

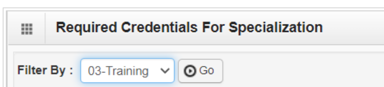
Tip: Make note of all requirements. You may use the Required Credentials tool for multiple steps.

CHECK REQUIRED CREDENTIALS

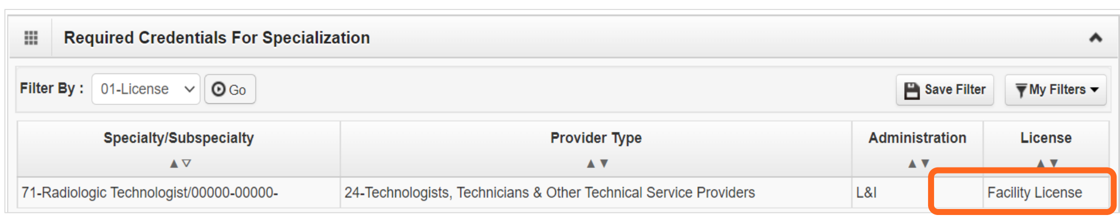
- Click **Required Credentials** from the BPW.



- To view the Training requirements, use the **Filter By** drop-down menu to select **03-Training** and click **Go**.



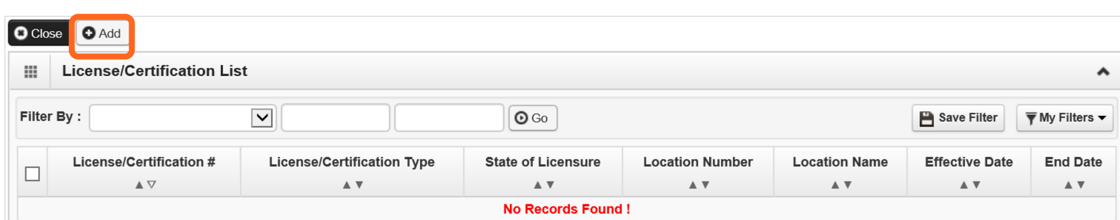
- Required training will be displayed, if required (see highlighted below).



- Make a note of your required training as you'll need it to complete Step 7.
- When finished, click **Cancel** to close.

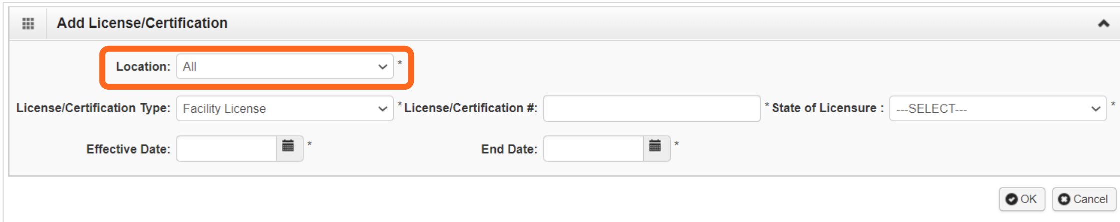
ADD LICENSES/CERTIFICATIONS

- Licenses/Certifications may be required for each location with an added specialization. If you have a **DEA number**, you can enter it for this step.



- Click **Add**.
- Use the **Location** drop-down to add a license or certification to a specific provider location.

- Select All only if the license pertains to every location.



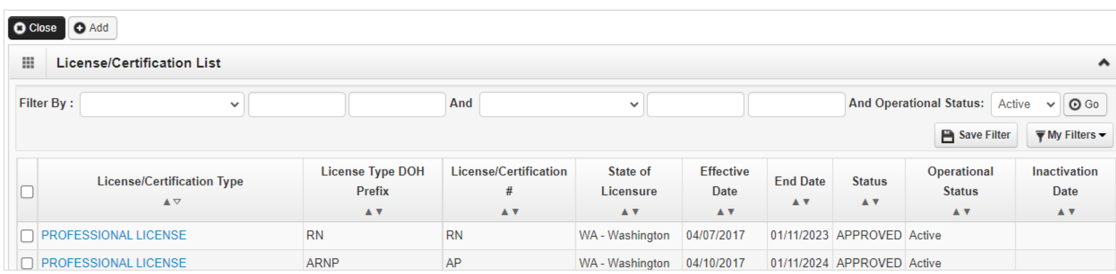
- Complete the **License #** and **State** fields.
- The **Effective Date** is when the license was first issued.
- In the **End Date** field, enter the expiration date.
- Click **OK** to save or **Cancel** to close without saving.

VIEW SUBMITTED ITEMS

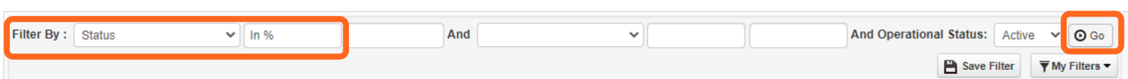
See your changes:

- Click **Step 6: Licenses and Certifications.**

  Note: The screen will show only "Approved" entries.

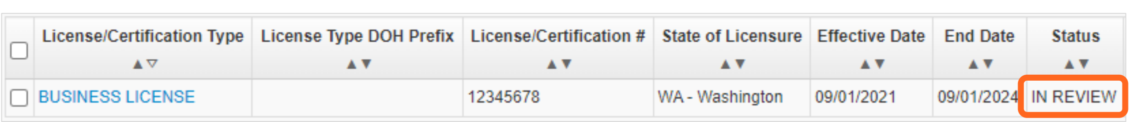


- In the drop-down next to **Filter By**, select **Status**.
- In the next field, enter **IN%**. Any entries with an "In Review" status will be displayed.



Note: Enter **%** to see all entries.

- Click **Go**.



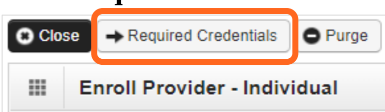
Step 7: Training and education

This step doesn't apply to all L&I providers. Follow the instructions below if the BPW step is Required. Before clicking into Step 7, review **Required Credentials**. The **Required Credentials** tool helps identify what type of training and education information you need to provide to continue with enrollment.

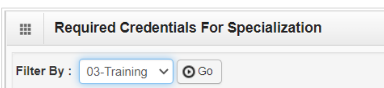
Tip: Make note of all requirements. You may use the Required Credentials tool for multiple steps.

CHECK REQUIRED CREDENTIALS

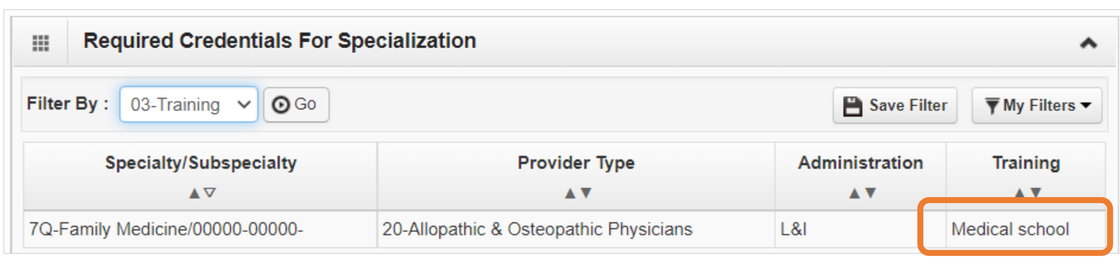
- Click **Required Credentials** from the BPW.



- To view the Training requirements, use the **Filter By** drop-down menu to select **03-Training** and click **Go**.



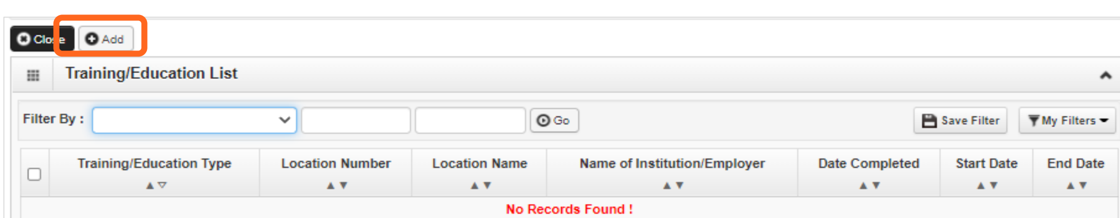
- Required training will be displayed, if required (see highlighted below).
- Make a note of your required training as you'll need it to complete Step 7.



- When finished, click **Cancel** to close.

ADD TRAINING/EDUCATION TYPE

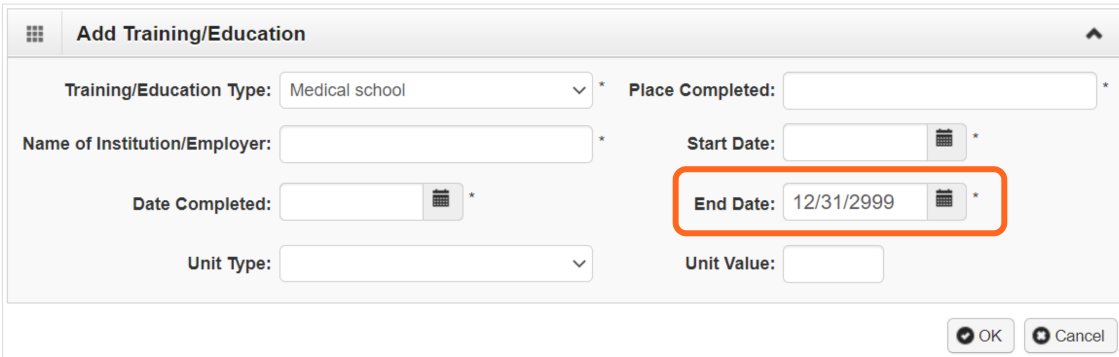
- Click **Add**.



- Select the required **Training/Education Type** from the drop-down menu. If you're not sure which applies to you, return to the main BPW page and check **Required Credentials**.

- Finish required fields.
- The **Start Date** is when the training/education started.
- The **Date Completed** is when it was done, e.g. graduation date.

Important! In the **End Date** field, enter 12/31/2999. You must complete this field to continue enrollment.



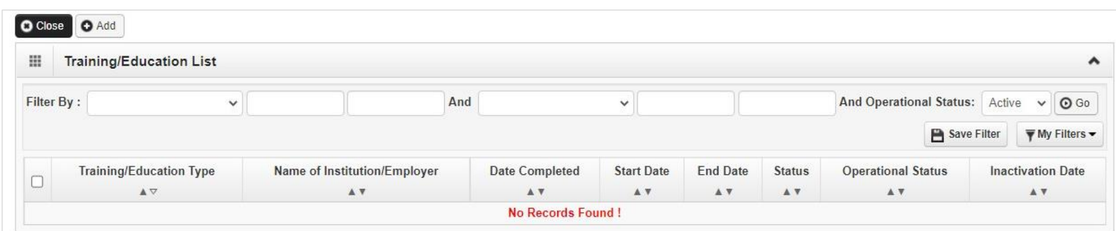
- You don't need to finish the **Unit Type** or **Unit Value** field.
- Click **OK** and **Close**.

VIEW SUBMITTED ITEMS

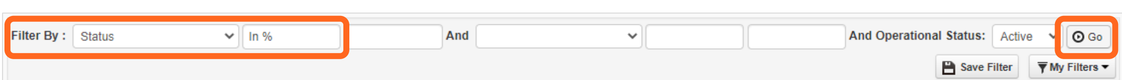
See your changes:

- Click **Step 7: Training and Education.**

  Note: The screen will show only "Approved" entries.



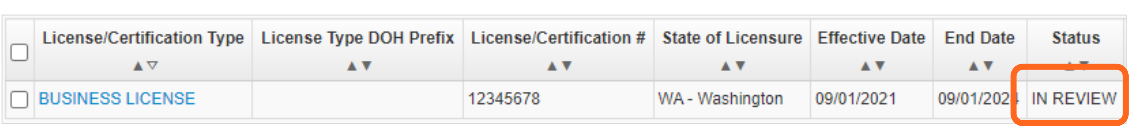
- In the drop-down next to **Filter By**, select **Status**.



- In the next field, enter **IN%**. Any entries with an "In Review" status will be displayed.

Note: Enter **%** to see all entries.

- Click **Go**.



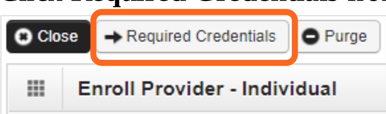
Step 8: Identifiers

This step doesn't apply to all L&I providers. Follow the instructions below if the BPW step is Required. Before clicking into Step 8, review **Required Credentials**. The **Required Credentials** tool helps identify what type of identifier information you need to provide to continue with enrollment.

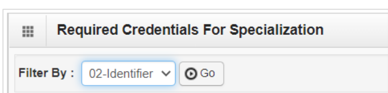
Tip: Make note of all requirements. You may use the Required Credentials tool for multiple steps.

CHECK REQUIRED CREDENTIALS

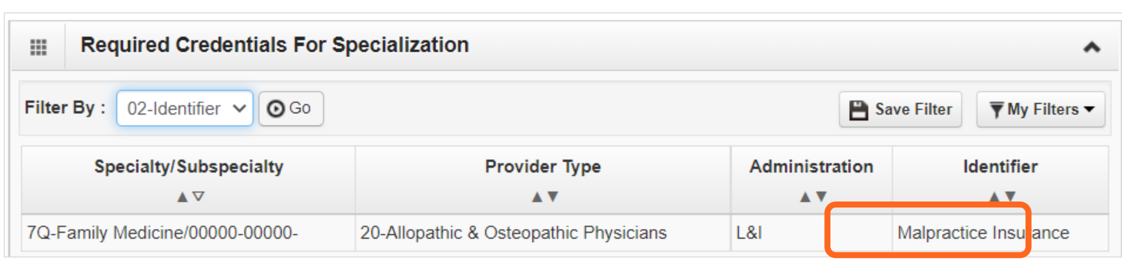
- Click **Required Credentials** from the BPW.



- To view the Identifier requirements, use the **Filter By** drop-down menu to select **02-Identifier** and click **Go**.



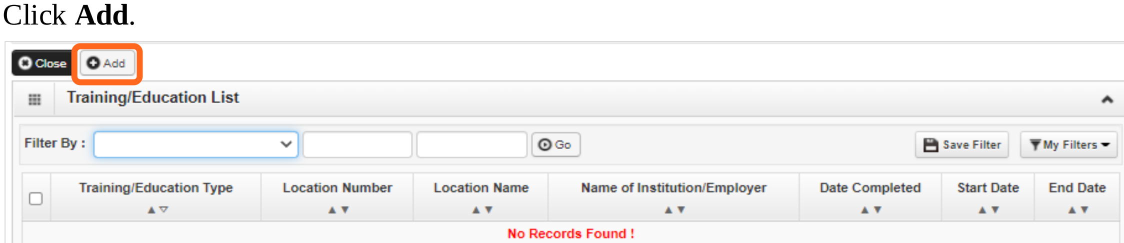
- Required identifier(s) will be displayed, if required (see highlighted below).



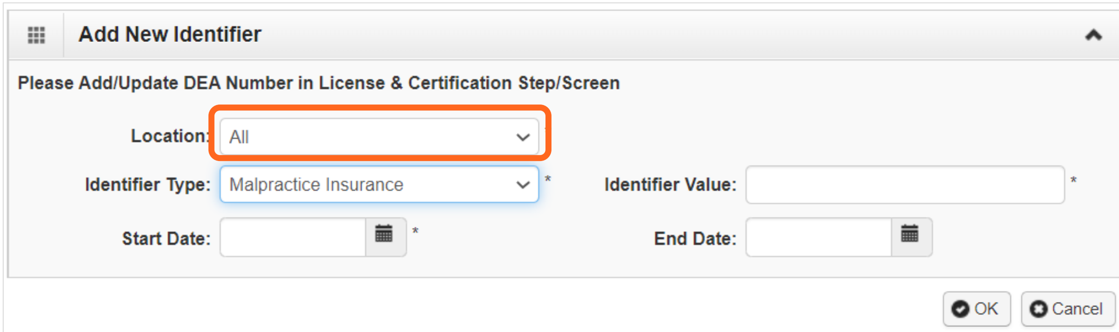
- Make a note of your required identifier(s) as you'll need it to complete Step 8.
- When finished, click **Cancel** to close.

ADD MALPRACTICE INSURANCE

- Click **Add**.



- Use the **Location** drop-down menu to select **All**, or the applicable location.



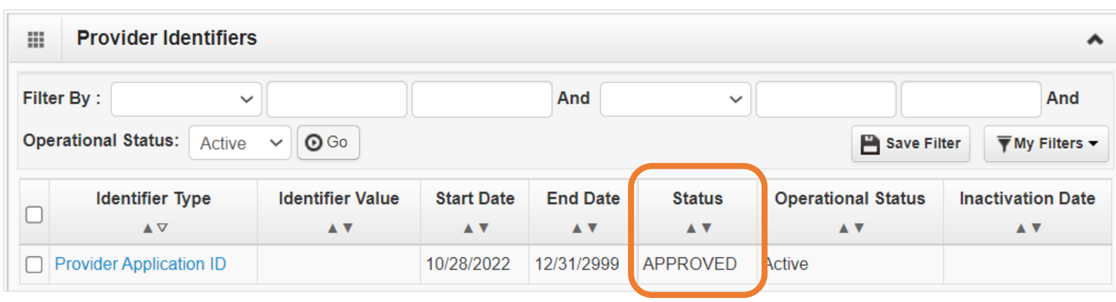
- Use the **Identifier Type** drop-down to select **Malpractice Insurance**.
- In the **Identifier Value** field, enter your malpractice insurance policy number.
- Enter the **Start Date** and **End Date**, and click **OK** to close.
  - The **Start Date** is when your policy was first issued.
  - The **End Date** is the policy's expiration date.

VIEW SUBMITTED ITEMS

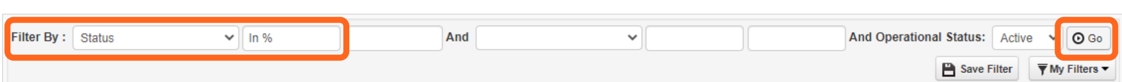
See your changes:

- Click **Step 8: Identifiers.**

Note: The screen will show only "Approved" entries.



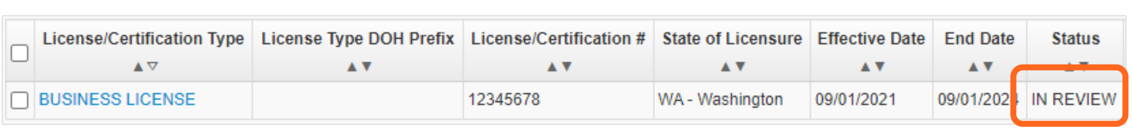
- In the drop-down next to **Filter By**, select **Status**.



- In the next field, enter **IN%**. Any entries with an "In Review" status will be displayed.

Note: Enter **%** to see all entries.

- Click **Go**.



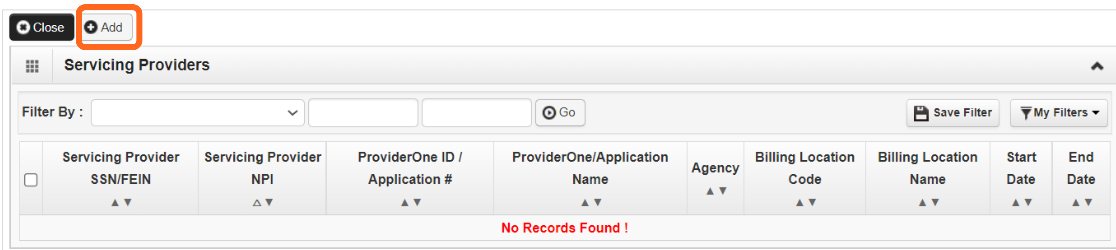
Step 15: Billing provider details

This step creates a link between your organization and this servicing provider.

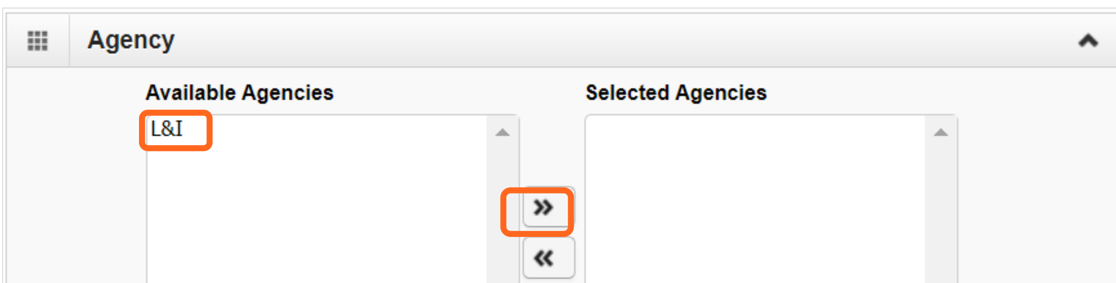
Note: L&I must be listed on your organization's ProviderOne account.

ADD BILLING PROVIDER INFORMATION

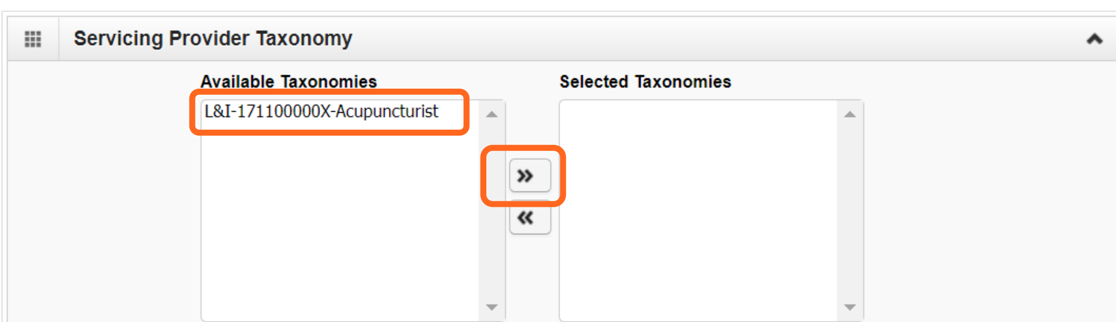
- Click **Add**.



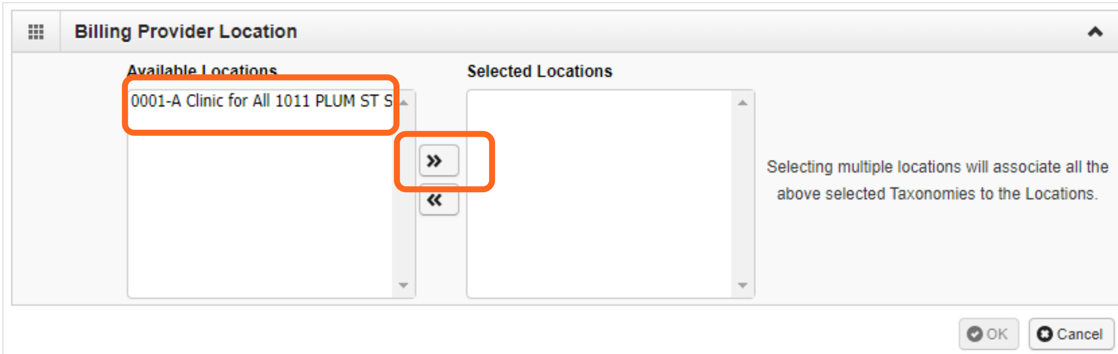
- Enter your group's ProviderOne ID or NPI, then click **Confirm Provider**.



- Click **L&I** and use the double right arrows to move it to the **Selected Agencies** box.
- In **Available Taxonomies**, click all applicable taxonomies and use the double right arrow to move it to the **Selected Taxonomies** box.



- Click the **Available Locations** and use the double right arrows to move it to the **Selected Locations** box.



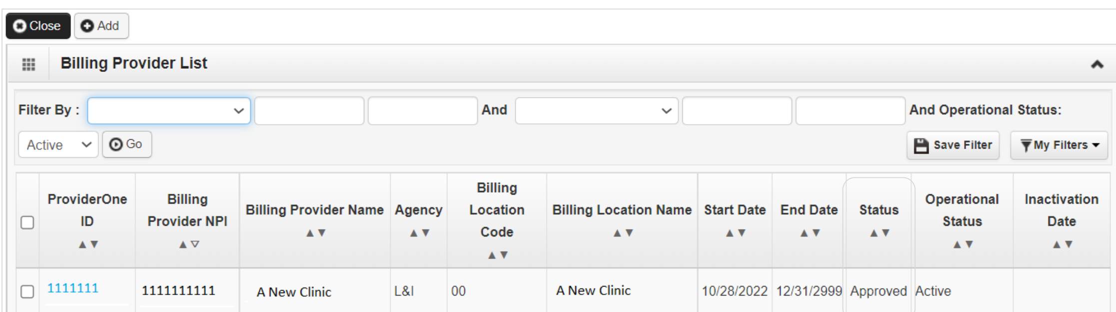
- Click **OK** to save or **Cancel** to close without saving.

VIEW SUBMITTED ITEMS

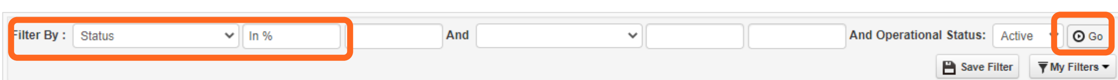
See your changes:

- Click **Step 15: Billing Provider Details.**

  Note: The screen will show only "Approved" entries.

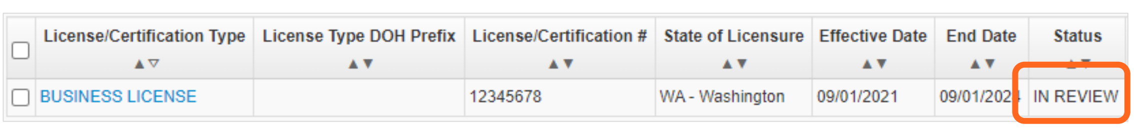


- In the drop-down next to **Filter By**, select **Status**.
- In the next field, enter **IN%**. Any entries with an "In Review" status will be displayed.



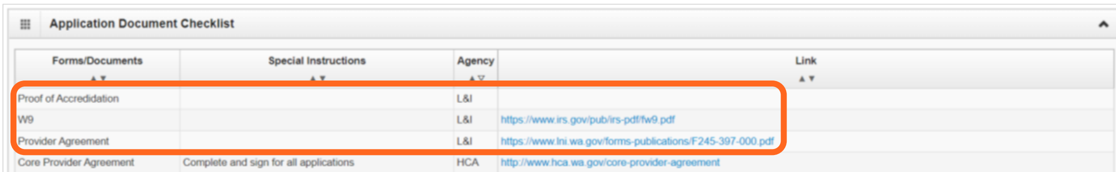
Note: Enter **%** to see all entries. The percentage symbol is a shortcut in ProviderOne.

- Click **Go**.



Step 19: Submit modification for review

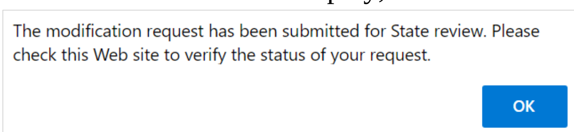
- Finish and/or upload the required L&I documents.
- Click **Submit Provider Modification**.



Application Document Checklist

Forms/Documents	Special Instructions	Agency	Link
Proof of Accreditation		L&I	
W9		L&I	https://www.irs.gov/pub/irs-pdf/fw9.pdf
Provider Agreement		L&I	https://www.lni.wa.gov/forms-publications/F245-397-000.pdf
Core Provider Agreement	Complete and sign for all applications	HCA	http://www.hca.wa.gov/core-provider-agreement

- A confirmation box will display; click **Close** to exit.



FAOI and group providers

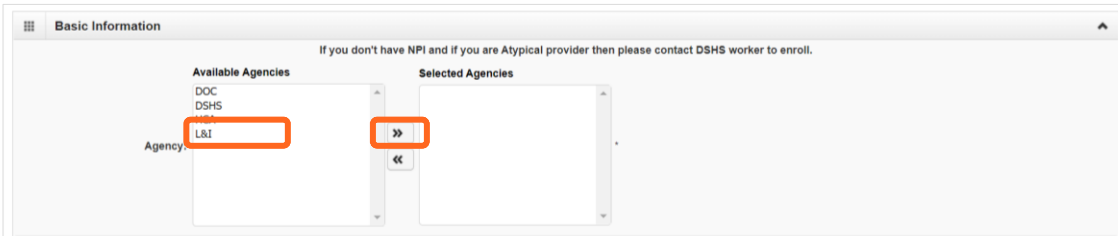
To add L&I to your agency list, you may need to update your existing information (e.g. expired license). Group and FAOI accounts may have different requirements. Follow instructions below to finish required steps.

- The **Step Remark** column will display instructions for required steps.

☐	Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Decision By	Step Remark
☐	Step 1: Basic Information	Required	09/08/2022	06/17/2014	Complete	Updated		
☐	Step 2: Locations	Required	09/28/2021	09/30/2021	Complete			
☐	Step 3: Specializations	Required	06/17/2014	06/17/2014	Incomplete			Please add Required Specialization.
☐	Step 4: Ownership & Managing/Controlling Interest details	Required	06/17/2014	06/17/2014	Complete			
☐	Step 5: Licenses and Certifications	Required	09/28/2021	09/30/2021	Complete			
☐	Step 6: Training and Education	Optional	06/17/2014	06/17/2014	Complete			
☐	Step 7: Identifiers	Required	06/17/2014	06/17/2014	Complete			
☐	Step 8: Contract Details	Optional	06/17/2014	06/17/2014	Complete			
☐	Step 9: Federal Tax Details	Required	06/17/2014	06/17/2014	Complete			
☐	Step 10: EDI Submission Method	Optional	11/21/2014	06/17/2014	Incomplete			
☐	Step 11: EDI Billing Software Details	Optional	06/17/2014	06/17/2014	Incomplete			
☐	Step 12: EDI Submitter Details	Optional	07/18/2019	07/18/2019	Incomplete			
☐	Step 13: EDI Contact Information	Optional	06/17/2014	06/17/2014	Incomplete			
☐	Step 14: Servicing Provider Information	Optional	06/17/2014	06/17/2014	Complete			
☐	Step 15: Payment and Remittance Details	Required	06/17/2014	06/17/2014	Complete			
☐	Step 16: Submit Modification for Review	Required	06/17/2014	06/17/2014	Incomplete			

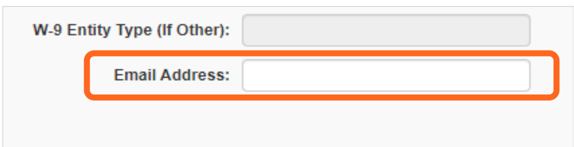
Step 1: Basic information

- Click **L&I** in the **Available Agencies** box, then click the double right arrows.



- Verify or add an **Email Address**.

Note: We'll use this email address if there are questions about your application.



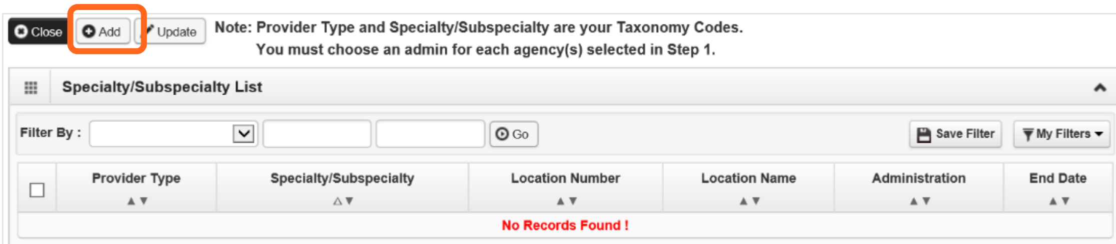
Step 3: Specializations

The information you provide in this step allows you to bill for each specialty you select.

Note: There may be specific requirements for licensure or training for each specialty/taxonomy listed.

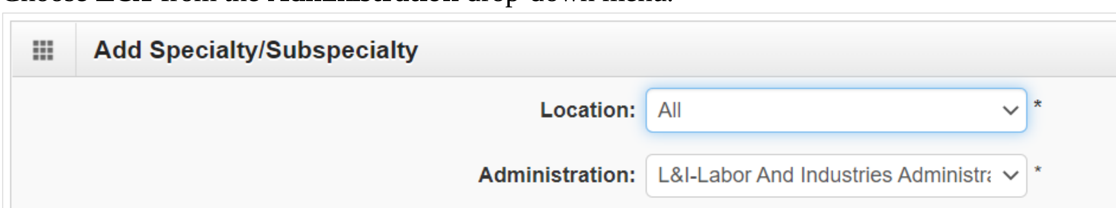
ADDING SPECIALIZATIONS

- Click **Add**.

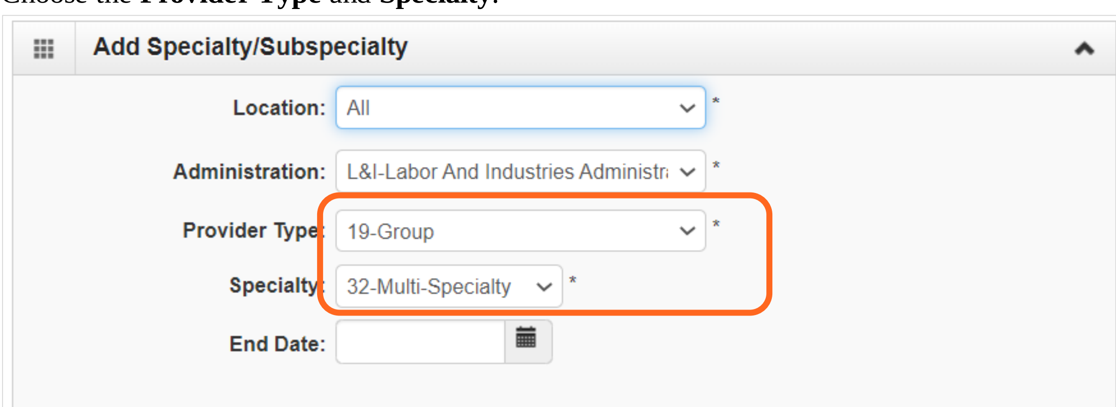


Note: If you'd like to bill for multiple specialties, you'll need to repeat this step to add each specialty.

- Select the appropriate location, or **All**, from the **Location** drop-down menu.
- Choose **L&I** from the **Administration** drop-down menu.

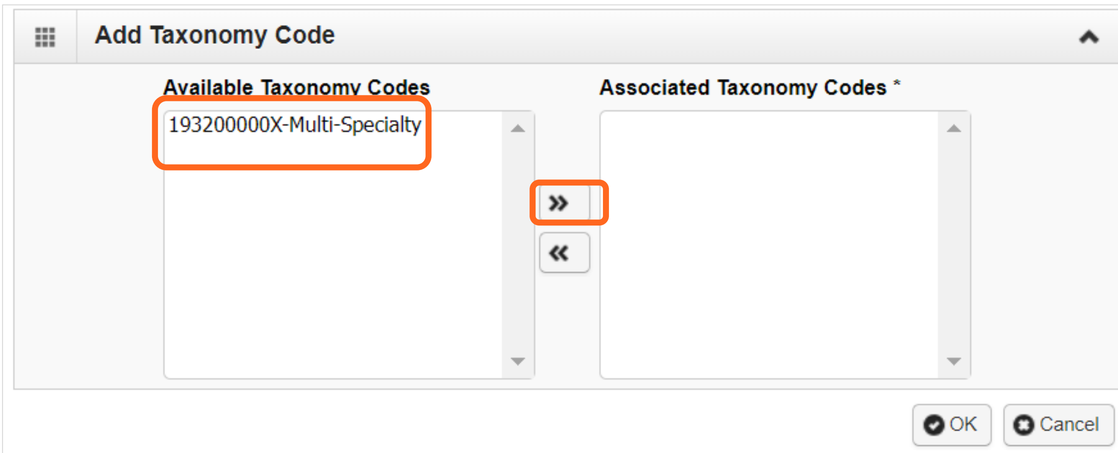


- Choose the **Provider Type** and **Specialty**.



- Don't enter an **End Date**. ProviderOne will auto-populate to 12/31/2999.
- The Provider Type selection will populate the options for Specialty, which displays the available taxonomy codes.
    - Use the double arrows to move taxonomy code from the **Available Taxonomy Codes** box to the **Associated Taxonomy Codes** box.

- Select all applicable taxonomies for each license you hold to allow for accurate billing.



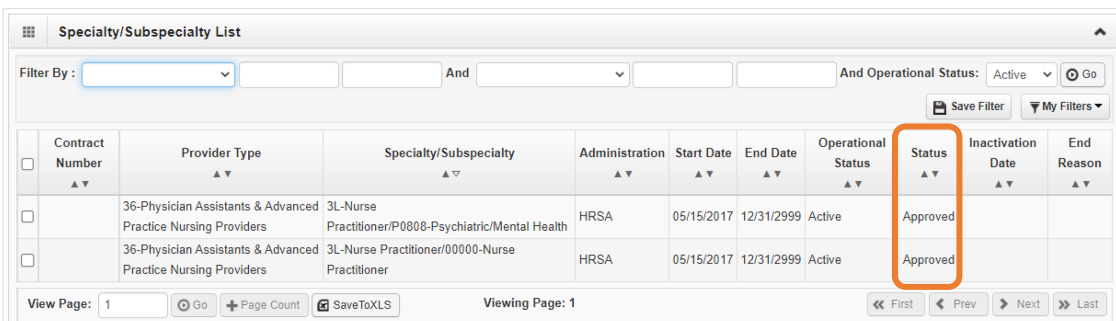
- Click **OK** to save or **Cancel** to close without saving.

VIEW SUBMITTED ITEMS

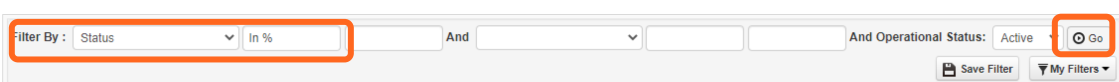
See your changes:

- Click **Step 3: Specializations**.

Note: The screen will show only “Approved” entries.

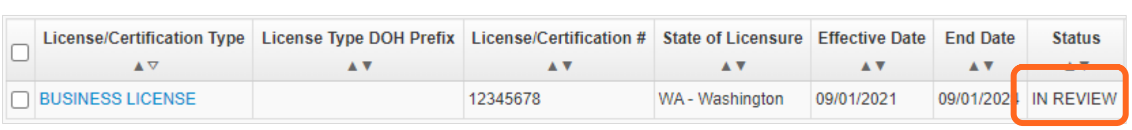


- In the drop-down next to **Filter By**, select **Status**.
- In the next field, enter **IN%**. Any entries with an “In Review” status will be displayed.



Note: Enter **%** to see all entries.

- Click **Go**.



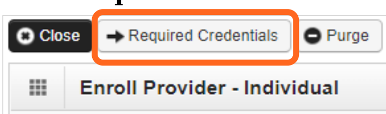
Step 5: Licenses and certifications

Before clicking into Step 5, review **Required Credentials**. The **Required Credentials** tool helps identify what type of license and certification information you need to provide to continue with enrollment.

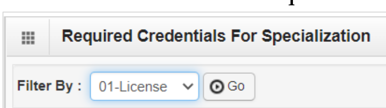
Tip: Make note of all requirements. You may use the Required Credentials tool for multiple steps.

CHECK REQUIRED CREDENTIALS

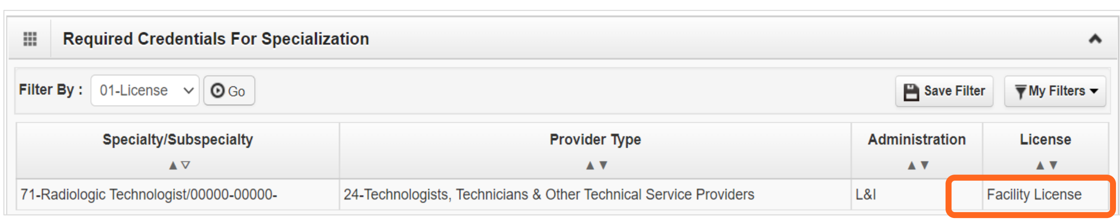
- Click **Required Credentials** from the BPW.



- To view the License Requirements, use the **Filter By** drop-down to select **01-License** and click **Go**.



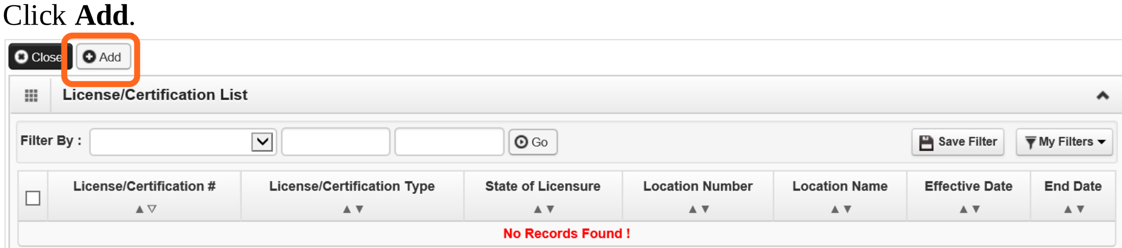
- Required license(s) will be displayed, if required (see highlighted below).



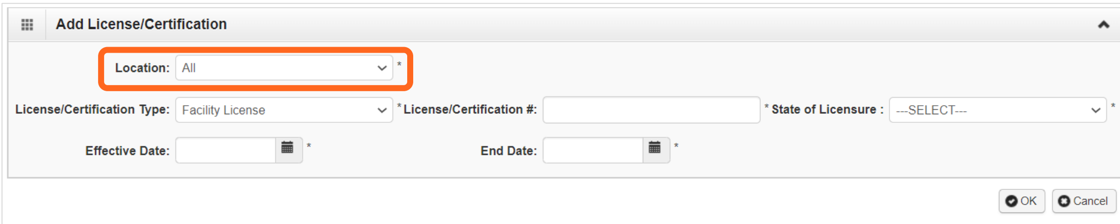
- Make a note of your required license as you'll need it to complete Step 5.
- When finished, click **Cancel** to close.

ADD LICENSES/CERTIFICATIONS

- Licenses/Certifications may be required for each location with an added specialization. If you have a **DEA number**, you can enter it for this step.
- Click **Add**.



- Use the **Location** drop-down to add a license or certification to a specific provider location.
- Select All only if the license pertains to every location.



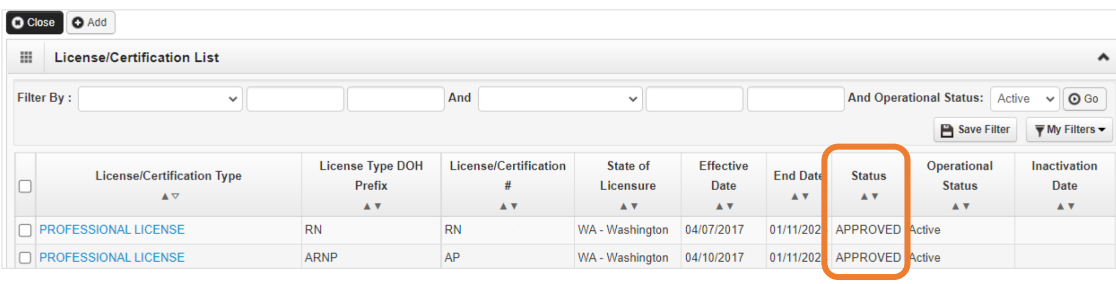
- Complete the **License #** and **State** fields.
- The **Effective Date** is when the license was first issued.
- In the **End Date** field, enter the expiration date
- Click **OK** to save or **Cancel** to close without saving.

VIEW SUBMITTED ITEMS

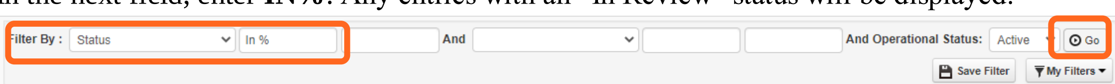
See your changes:

- Click **Step 5: Licenses and Certifications.**

Note: The screen will show only "Approved" entries.

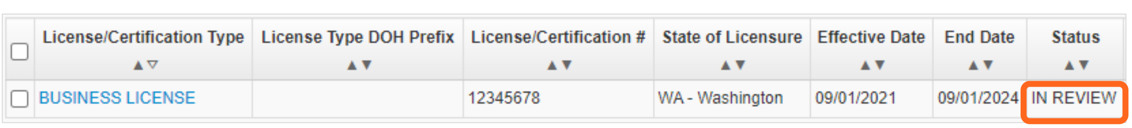


- In the drop-down next to **Filter By**, select **Status**.
- In the next field, enter **IN%**. Any entries with an "In Review" status will be displayed.



Note: Enter **%** to see all entries. The percentage symbol is a shortcut in ProviderOne.

- Click **Go**.



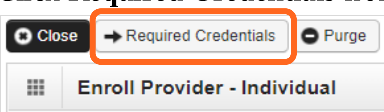
Step 6: Training and education

This step doesn't apply to all L&I providers. Follow the instructions below if the BPW step is Required. Before clicking into Step 6, review **Required Credentials**. The **Required Credentials** tool helps identify what type of training and education information you need to provide to continue with enrollment.

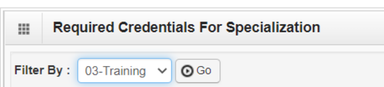
Tip: Make note of all requirements. You may use the Required Credentials tool for multiple steps.

CHECK REQUIRED CREDENTIALS

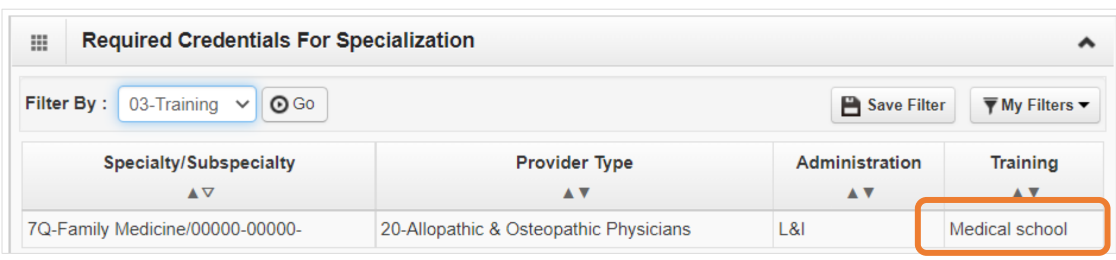
- Click **Required Credentials** from the BPW.



- To view the Training requirements, use the **Filter By** drop-down menu to select **03-Training** and click **Go**.



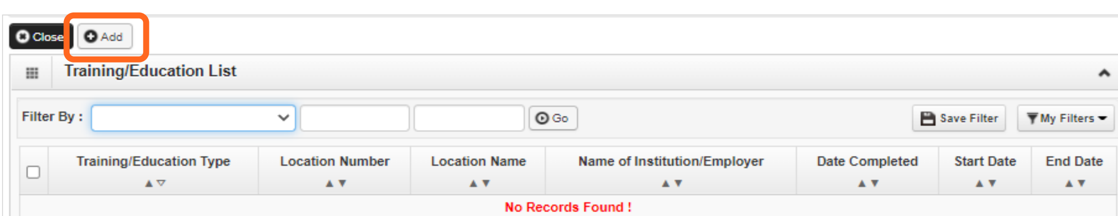
- Required training will be displayed, if required (see highlighted below).



- Make a note of your required training as you'll need it to complete Step 6.
- When finished, click **Cancel** to close.

ADD TRAINING/EDUCATION TYPE

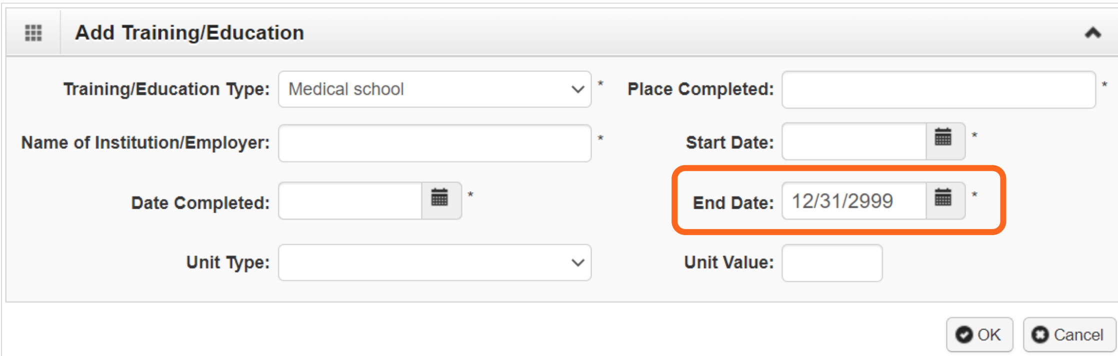
- Click **Add**.



- Use the **Location** drop-down menu to select **All**, or the applicable location.
- Select the required **Training/Education Type** from the drop-down menu. If you're not sure which applies to you, return to the main BPW page and check **Required Credentials**.

- Finish required fields.
- The **Start Date** is when the training/education started.
- The **Date Completed** is when it was done, e.g. graduation date.

Important! In the **End Date** field, enter 12/31/2999.



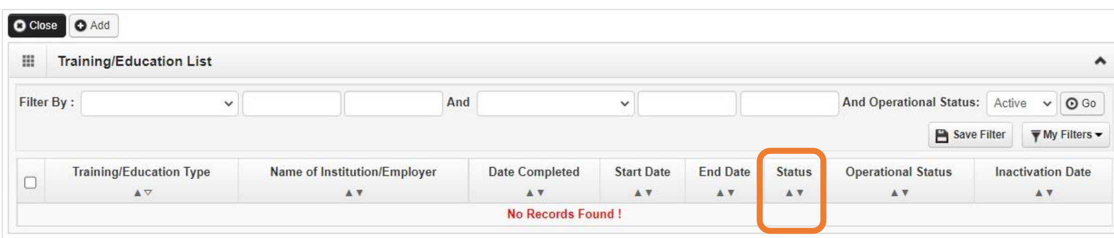
- You don't need to finish the **Unit Type** or **Unit Value** field.
- Click **OK** and **Close**.

VIEW SUBMITTED ITEMS

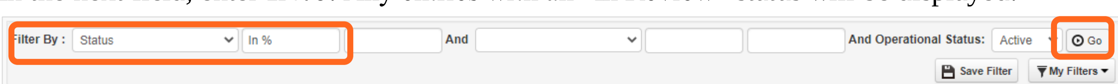
See your changes:

- Click **Step 6: Training and Education.**

Note: The screen will show only "Approved" entries.

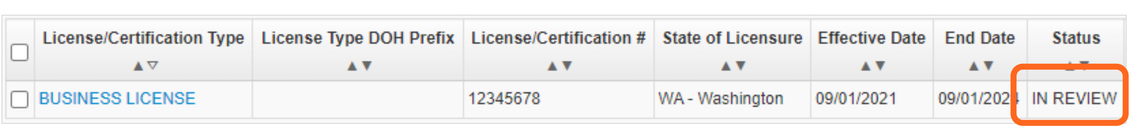


- In the drop-down next to **Filter By**, select **Status**.
- In the next field, enter **IN%**. Any entries with an "In Review" status will be displayed.



Note: Enter **%** to see all entries.

- Click **Go**.



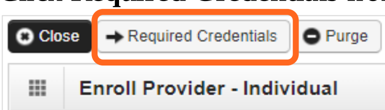
Step 7: Identifiers

This step doesn’t apply to all L&I providers. Follow the instructions below if the BPW step is Required. Before clicking into Step 7, review **Required Credentials**. The **Required Credentials** tool helps identify what type of identifier information you need to provide to continue with enrollment.

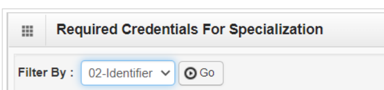
Tip: Make note of all requirements. You may use the Required Credentials tool for multiple steps.

CHECK REQUIRED CREDENTIALS

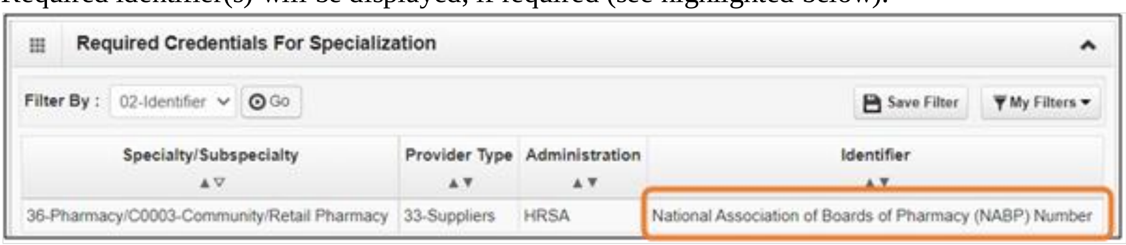
- Click **Required Credentials** from the BPW.



- To view the Identifier requirements, use the **Filter By** drop-down menu to select **02-Identifier** and click **Go**.



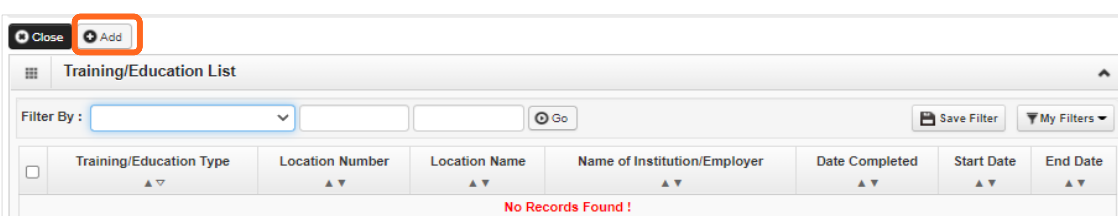
- Required identifier(s) will be displayed, if required (see highlighted below).



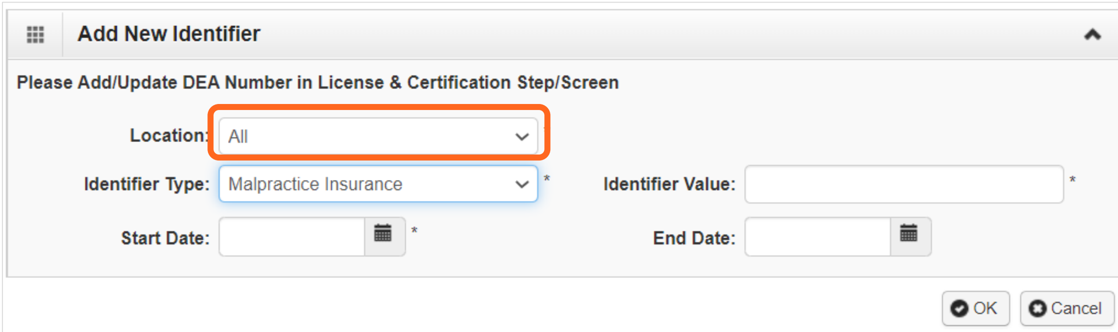
- Make note of your required identifier(s) as you’ll need it to complete Step 7.
- When finished, click **Cancel** to close.

ADD AN IDENTIFIER

- Click **Add**.



- Use the **Location** drop-down menu to select **All**, or the applicable location.



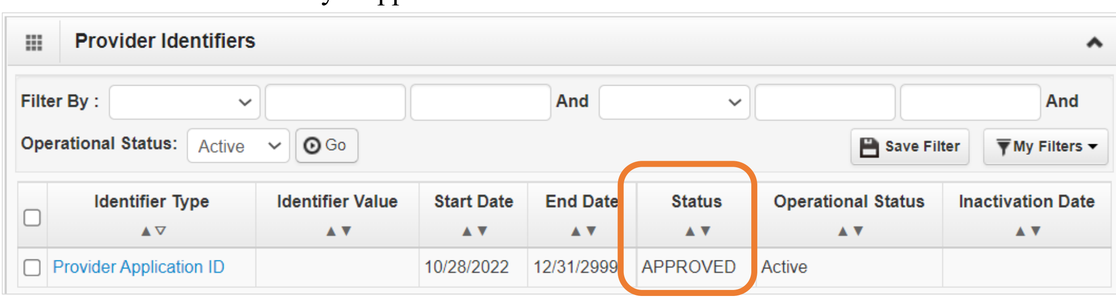
- Use the **Identifier Type** drop-down to select the required identifier.
- In the **Identifier Value** field, enter your information.
- Enter the **Start Date** and End **Date**, and click **OK** to close.

VIEW SUBMITTED ITEMS

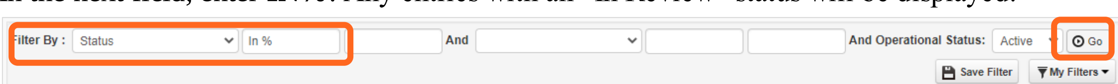
See your changes:

- Click **Step 7: Identifiers.**

Note: The screen will show only "Approved" entries.

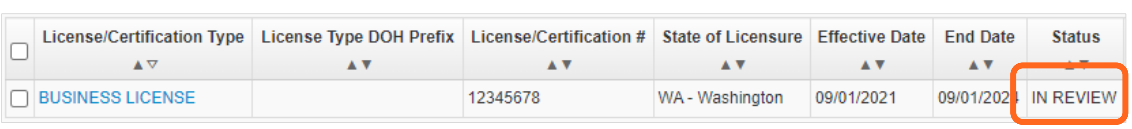


- In the drop-down next to **Filter By**, select **Status**.
- In the next field, enter **IN%**. Any entries with an "In Review" status will be displayed.



Note: Enter **%** to see all entries.

- Click **Go**.



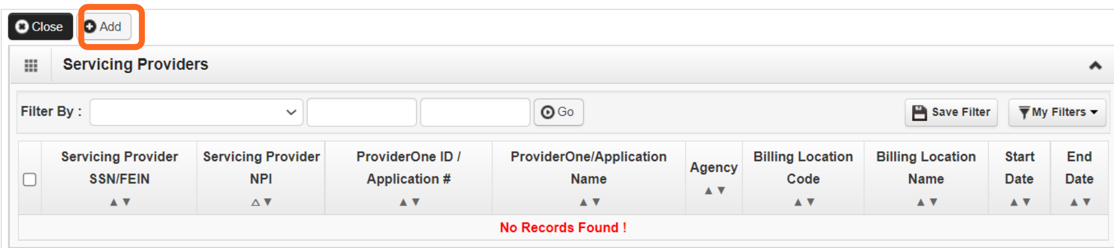
Step 14: Servicing provider information

This step doesn't apply to all L&I providers. In ProviderOne, a servicing provider renders billable services for your organization.

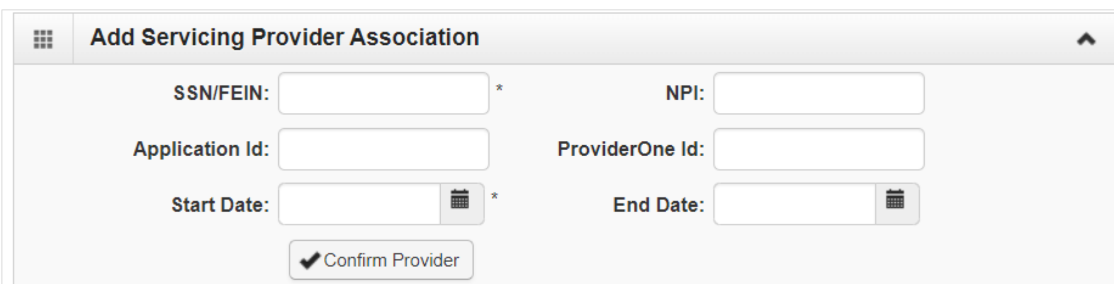
- If you're a Group, you must add at least one servicing provider with L&I already listed.
- If you're a FAOI, this step doesn't apply. Skip to Step 19.

ADD SERVICING PROVIDER INFORMATION

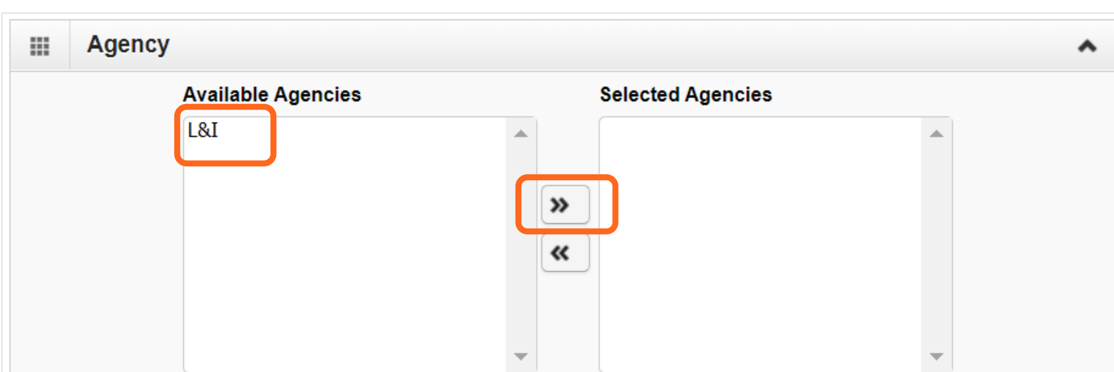
- Click **Add**.



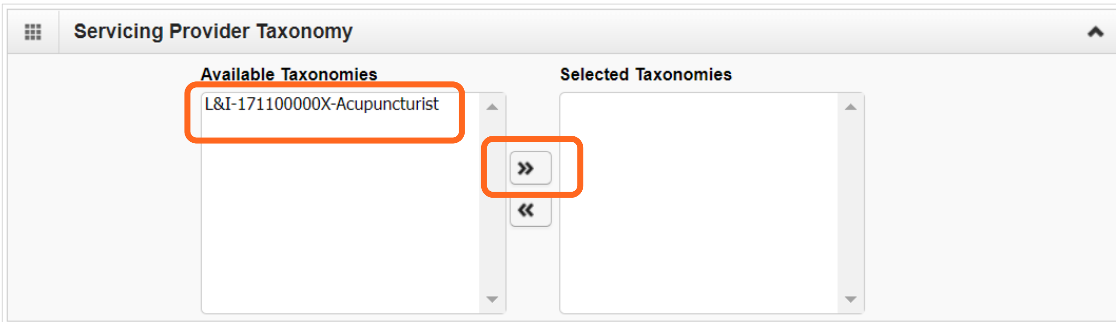
- Enter the **SSN/FEIN** of the servicing provider, and one of the following: **NPI, Application ID or ProviderOne ID**.
- Enter the **Start Date**. The End Date will auto-populate as 12/31/2999.



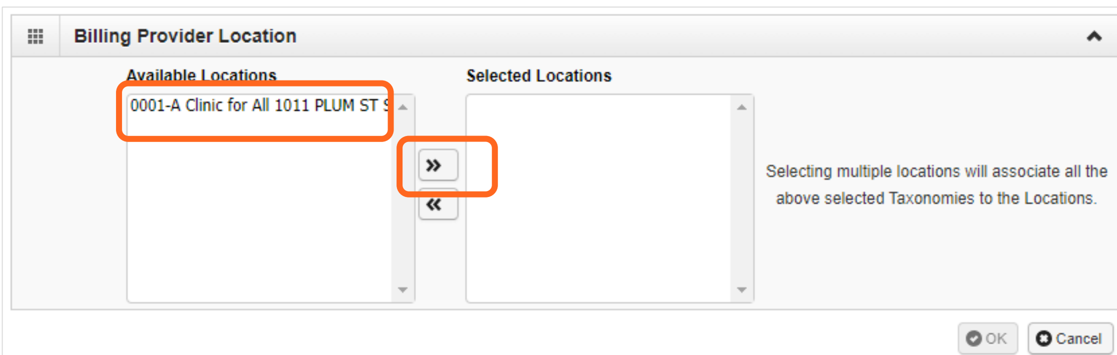
- Click **Confirm Provider**.
  - If the provider is not found, go to **Provider does not exist in the database.**
  - If the provider is found, L&I will display in the Available Agencies box.



- Click **L&I** and use the double right arrows to move it to the **Selected Agencies** box.
- In **Available Taxonomies**, click all applicable taxonomies and use the double right arrow to move it to the **Selected Taxonomies** box.



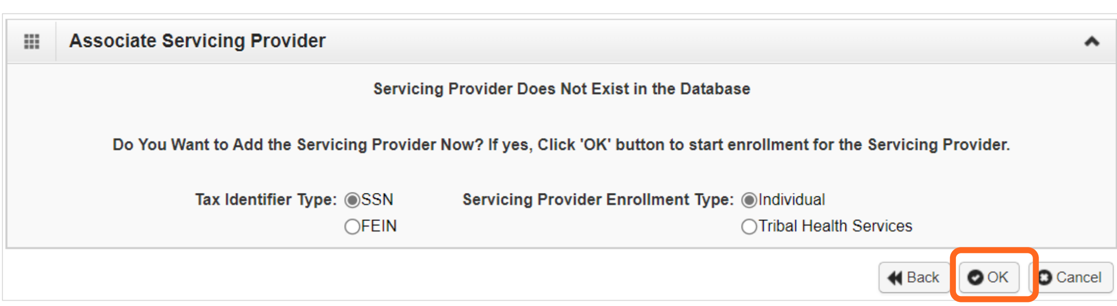
- Click the **Available Locations** and use the double right arrows to move it to the **Selected Locations** box. More than one may be selected.



- Click **OK** to save or **Cancel** to close without saving.
- Ignore the **Social Service Servicing Only Provider List**. L&I doesn't use this.

PROVIDER DOES NOT EXIST IN THE DATABASE

If the L&I provider does not exist in the database, you'll be prompted to add the servicing provider. See the **Enrollment guide for individual servicing providers** for more information.



- Click **OK** to start enrolling a servicing provider, **Back** to return to the previous page, or **Cancel** to return to the Servicing Provider List.

Note: If you start a new enrollment, copy the Application ID that's generated for the servicing provider. You'll need it to:

- Continue the servicing provider application (if you exit before submitting).
- Check application status.
- Update or add additional information, if requested.

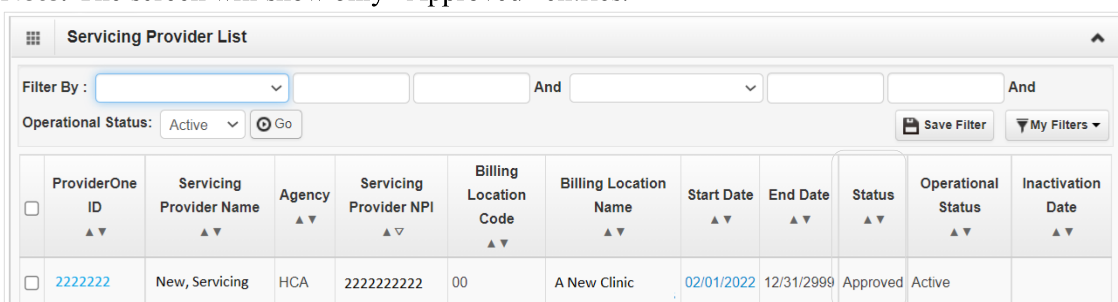
Note: If you have more than one servicing provider in your group, you may use the roster upload process to add multiple servicing providers at once.

VIEW SUBMITTED ITEMS

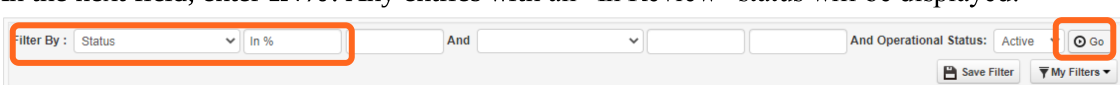
See your changes:

- Click **Step 14: Servicing Provider Information.**

  Note: The screen will show only "Approved" entries.

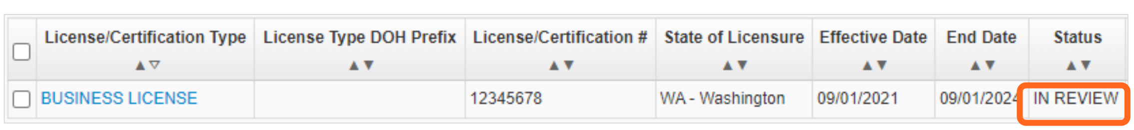


- In the drop-down next to **Filter By**, select **Status**.
- In the next field, enter **IN%**. Any entries with an "In Review" status will be displayed.



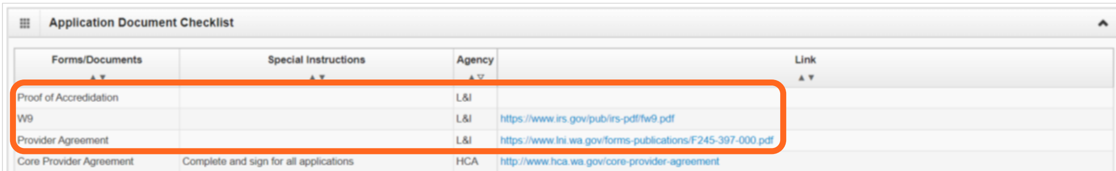
Note: Enter **%** to see all entries.

- Click **Go**.



Step 19: Submit modification for review

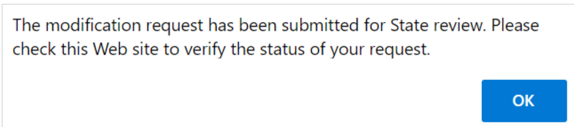
- Finish and/or upload the required L&I documents.
- Click **Submit Provider Modification**.



Application Document Checklist

Forms/Documents	Special Instructions	Agency	Link
Proof of Accredidation		L&I	
W9		L&I	https://www.irs.gov/pub/irs-pdf/fw9.pdf
Provider Agreement		L&I	https://www.lni.wa.gov/forms-publications/F245-397-000.pdf
Core Provider Agreement	Complete and sign for all applications	HCA	http://www.hca.wa.gov/core-provider-agreement

- A confirmation box will display; click **Close** to exit.



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