



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	1
Selecting the right enrollment type.....	1
Individual billing provider	2
Step 1: Basic information.....	3
Step 3: Provider additional information	4
Step 4: Specializations	5
Adding specializations.....	5
View submitted items	6
Step 6: Licenses and certifications	7
Check required credentials	7
Add licenses/certifications	7
View submitted items	8
Step 7: Training and education.....	9
Check required credentials	9
Add training/education type	9
View submitted items	10
Step 8: Identifiers.....	11
Check required credentials	11
Add malpractice insurance	11
View submitted items	12
Step 19: Submit modification for review	13
Individual servicing provider	14
Step 1: Basic information.....	15
Step 3: Provider additional information	16
Step 4: Specializations	17
Adding specializations.....	17
View submitted items	18
Step 6: Licenses and certifications	19
Check required credentials	19
Add licenses/certifications	19
View submitted items	20
Step 7: Training and education.....	21
Check required credentials	21
Add training/education type	21
View submitted items	22
Step 8: Identifiers.....	23
Check required credentials	23
Add malpractice insurance	23
View submitted items	24

Step 15: Billing provider details	25
Add billing provider information.....	25
View submitted items	26
Step 19: Submit modification for review	27
FAOI and group providers.....	28
Step 1: Basic information.....	29
Step 3: Specializations	30
Adding specializations.....	30
View submitted items	31
Step 5: Licenses and certifications	32
Check required credentials.....	32
Add licenses/certifications	32
View submitted items	33
Step 6: Training and education.....	34
Check required credentials.....	34
Add training/education type	34
View submitted items	35
Step 7: Identifiers.....	36
Check required credentials.....	36
Add AN IDENTIFIER.....	36
View submitted items	37
Step 14: Servicing provider information	39
Add servicing provider information	39
Provider does not exist in the database.....	40
View submitted items	41
Step 19: Submit modification for review	43

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

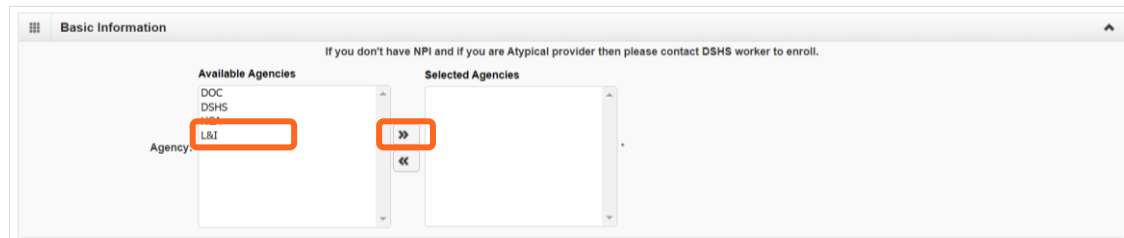
An individual billing provider works for themselves and submits their own bills. To add L&I to your agency list, follow instructions below to finish required steps.

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

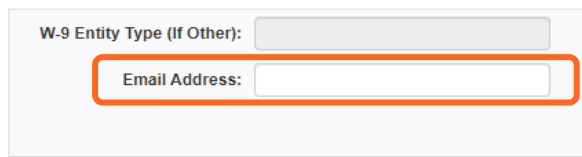
View/Update Provider Data - Individual								
Business Process Wizard - Provider Data Modification (Individual). In order to finalize submission of your requested changes, you must complete the FINAL Step - Submit Modification Request for Review.								
<input type="checkbox"/>	Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Decision By	Step Remark
<input type="checkbox"/>	Step 1: Basic Information	Required	03/12/2020	03/12/2020	Complete			
<input type="checkbox"/>	Step 2: Locations	Required	03/12/2020	03/12/2020	Complete			
<input type="checkbox"/>	Step 3: Provider Additional Information	Optional	01/11/2022	01/11/2022	Incomplete			
<input type="checkbox"/>	Step 4: Specializations	Required	03/12/2020	03/12/2020	Complete			
<input type="checkbox"/>	Step 5: Ownership & Managing/Controlling Interest details	Required	03/12/2020	03/12/2020	Complete			
<input type="checkbox"/>	Step 6: Licenses and Certifications	Required	03/12/2020	03/12/2020	Complete			
<input type="checkbox"/>	Step 7: Training and Education	Optional	03/12/2020	03/12/2020	Complete			
<input type="checkbox"/>	Step 8: Identifiers	Optional	03/12/2020	03/12/2020	Complete			
<input type="checkbox"/>	Step 9: Contract Details	Optional	03/12/2020	03/12/2020	Complete			
<input type="checkbox"/>	Step 10: Federal Tax Details	Required	03/12/2020	03/12/2020	Complete			
<input type="checkbox"/>	Step 11: EDI Submission Method	Optional	03/12/2020	03/12/2020	Complete			
<input type="checkbox"/>	Step 12: EDI Billing Software Details	Optional	03/12/2020	03/12/2020	Complete			
<input type="checkbox"/>	Step 13: EDI Submitter Details	Optional	03/12/2020	03/12/2020	Complete			
<input type="checkbox"/>	Step 14: EDI Contact Information	Optional	03/12/2020	03/12/2020	Complete			
<input type="checkbox"/>	Step 15: Billing Provider Details	Optional	03/12/2020	03/12/2020	Complete			
<input type="checkbox"/>	Step 16: Servicing Provider Information	Not Required	03/12/2020	03/12/2020	Complete			
<input type="checkbox"/>	Step 17: Payment and Remittance Details	Required	03/12/2020	03/12/2020	Complete			
<input type="checkbox"/>	Step 18: View Union Information	Required	03/12/2020	03/12/2020	Complete			
<input type="checkbox"/>	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**.

A screenshot of a form section. It contains two input fields. The first field is labeled "W-9 Entity Type (If Other):" and is currently empty. Below it is a second field labeled "Email Address:" which is also empty. Both the "Email Address:" label and its corresponding input box are highlighted with an orange border.

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.

The screenshot shows a web form titled "Correspondence Address". At the top left, there are "Close" and "Save" buttons. Below the title, a message reads: "Click the 'Add Address' button to Add a new Address or update/modify an existing Address". The form contains the following fields:

- Start Date: 04/21/2021
- Status: In Review
- Address Line 1: 789 Second Ave NW
- Address Line 2: (empty)
- Address Line 3: (empty)
- City/Town: Olympia
- State/Province: (dropdown menu)
- County: Thurston
- Country: UNITED STATES
- Zip Code: 98501

The "Add Address" button, located at the bottom right of the form, is highlighted with a red rectangular box.

- 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**.

Close Add Update Note: Provider Type and Specialty/Subspecialty are your Taxonomy Codes.
You must choose an admin for each agency(s) selected in Step 1.

Specialty/Subspecialty List

Filter By: [] [] [] Go Save Filter My Filters

Provider Type	Specialty/Subspecialty	Location Number	Location Name	Administration	End Date
No Records Found !					

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.

Add Specialty/Subspecialty

Location: All *

Administration: L&I-Labor And Industries Administr *

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

Add Specialty/Subspecialty

Location: All *

Administration: L&I-Labor And Industries Administr *

Provider Type: 19-Group *

Specialty: 32-Multi-Specialty *

End Date: [] []

- 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**.

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

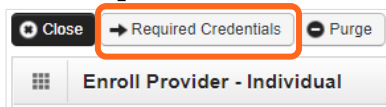
Step 6: Licenses and certifications

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.

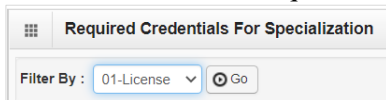
Tip: Make note of all requirements. You may use the Required Credentials tool for multiple steps.

CHECK REQUIRED CREDENTIALS

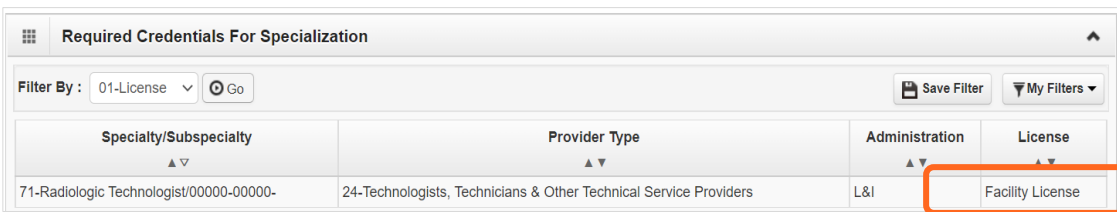
- Click **Required Credentials** from the BPW.



- 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).



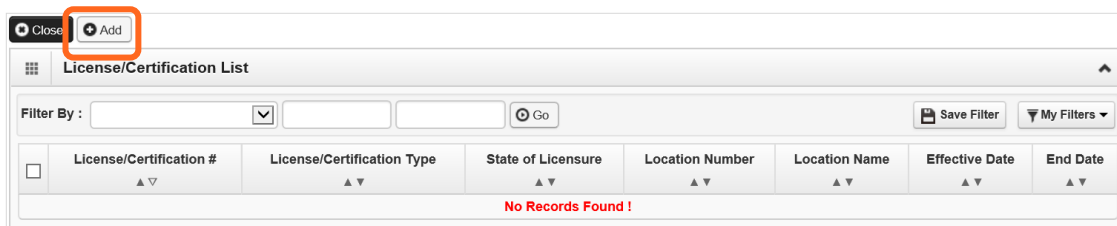
A screenshot of the 'Required Credentials For Specialization' table. The table has four columns: 'Specialty/Subspecialty', 'Provider Type', 'Administration', and 'License'. The 'License' column for the first row is highlighted with a red rectangular box.

Specialty/Subspecialty	Provider Type	Administration	License
71-Radiologic Technologist/00000-00000-	24-Technologists, Technicians & Other Technical Service Providers	L&I	Facility License

- 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

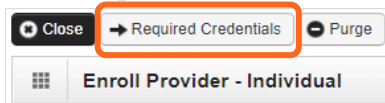
Step 7: Training and education

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.

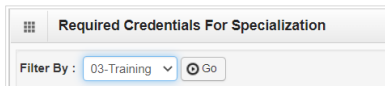
Tip: Make note of all requirements. You may use the Required Credentials tool for multiple steps.

CHECK REQUIRED CREDENTIALS

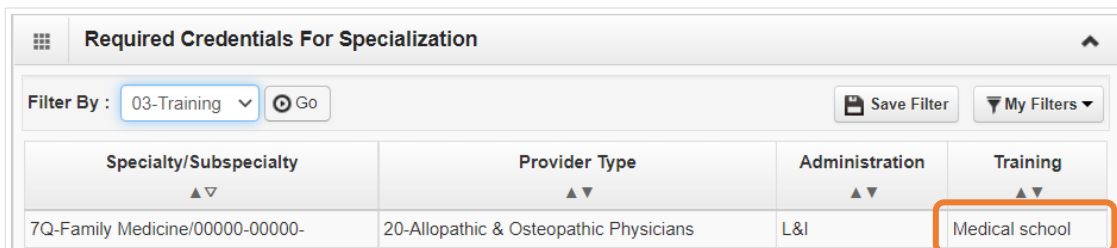
- Click **Required Credentials** from the BPW.



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



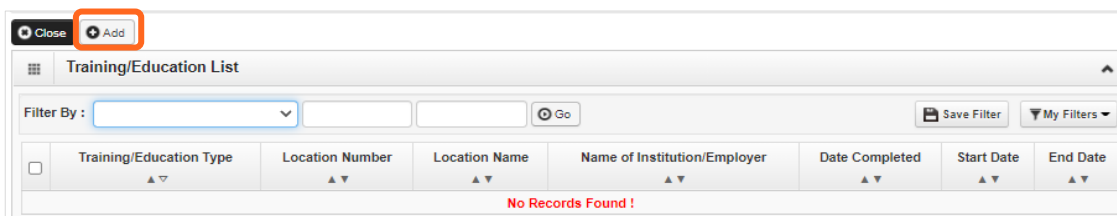
- Required training will be displayed, if required (see highlighted below).



- 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.

The screenshot shows a form titled "Add Training/Education". It contains several input fields: "Training/Education Type" (set to "Medical school"), "Place Completed", "Name of Institution/Employer", "Start Date", "Date Completed", "End Date" (highlighted with a red box and containing "12/31/2999"), "Unit Type", and "Unit Value". There are "OK" and "Cancel" buttons at the bottom right.

- 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.

The screenshot shows a table titled "Training/Education List". The table has columns for "Training/Education Type", "Name of Institution/Employer", "Date Completed", "Start Date", "End Date", "Status", "Operational Status", and "Inactivation Date". The table is currently empty, and a red message "No Records Found!" is displayed at the bottom. There are filter options and a "Go" button at the top right.

- 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.

The screenshot shows the filter section of the "Training/Education List" table. The "Filter By" dropdown is set to "Status" and the input field contains "In %". The "Go" button is highlighted with a red box.

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

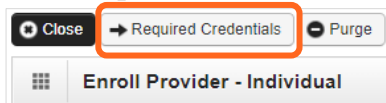
Step 8: Identifiers

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.

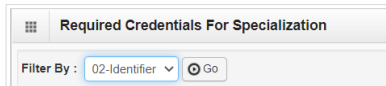
Tip: Make note of all requirements. You may use the Required Credentials tool for multiple steps.

CHECK REQUIRED CREDENTIALS

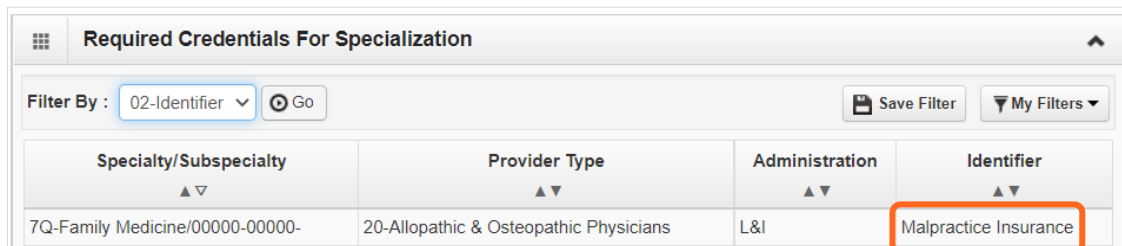
- Click **Required Credentials** from the BPW.



- 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).



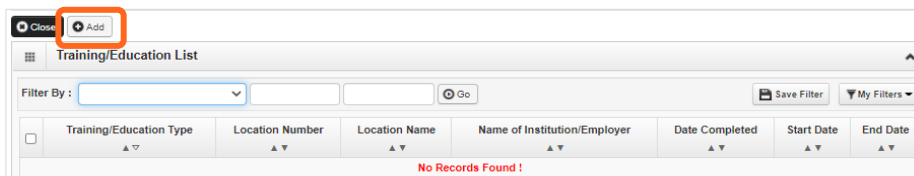
A screenshot of a software interface titled 'Required Credentials For Specialization'. It shows a table with the following columns: Specialty/Subspecialty, Provider Type, Administration, and Identifier. The 'Identifier' column contains the text 'Malpractice Insurance', which is highlighted with a red rectangular box. The table also includes a 'Filter By' dropdown set to '02-Identifier' and a 'Go' button.

Specialty/Subspecialty	Provider Type	Administration	Identifier
7Q-Family Medicine/00000-00000-	20-Allopathic & Osteopathic Physicians	L&I	Malpractice Insurance

- 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.

Identifier Type	Identifier Value	Start Date	End Date	Status	Operational Status	Inactivation Date
Provider Application ID		10/28/2022	12/31/2999	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.

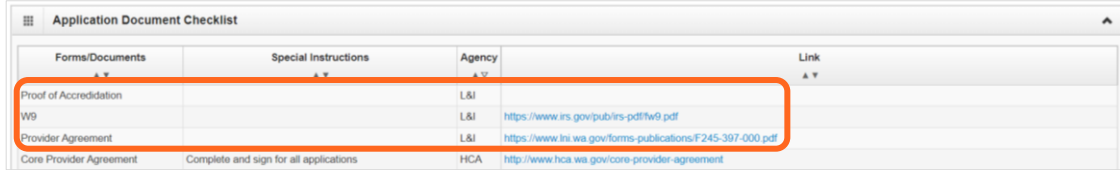
Note: Enter % to see all entries.

- 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 19: Submit modification for review

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



Forms/Documents	Special Instructions	Agency	Link
Proof of Accreditation		L&I	
WS		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.

The modification request has been submitted for State review. Please check this Web site to verify the status of your request.

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

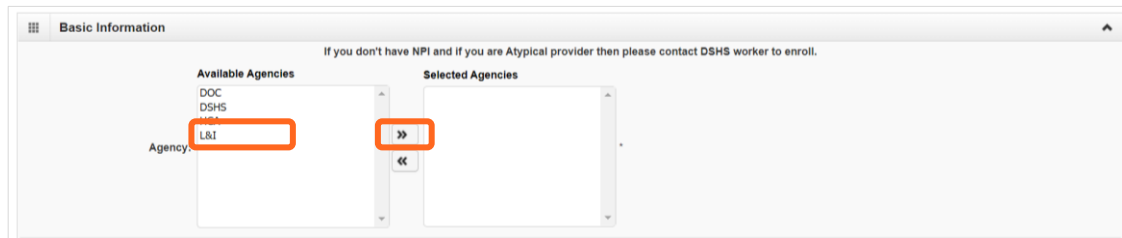
View/Update Provider Data - Individual

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.

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

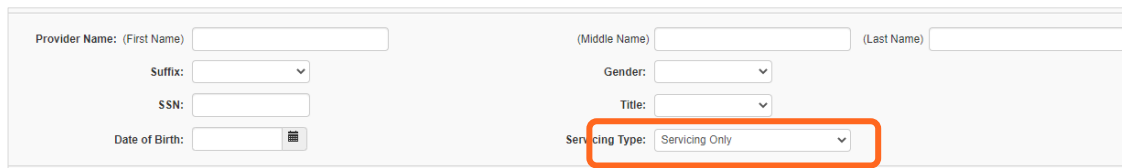
Step 1: Basic information

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



The screenshot shows a window titled "Basic Information" with a sub-header: "If you don't have NPI and if you are Atypical provider then please contact DSHS worker to enroll." Below this, there are two columns: "Available Agencies" and "Selected Agencies". In the "Available Agencies" column, the agency "L&I" is highlighted with an orange box. In the "Selected Agencies" column, the double right arrow button (») is highlighted with an orange box. There are also double left arrow buttons («) between the columns.

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



The screenshot shows a form with several input fields: "Provider Name: (First Name)", "(Middle Name)", "(Last Name)", "Suffix:", "SSN:", "Date of Birth:", "Gender:", "Title:", and "Servicing Type:". The "Servicing Type" drop-down menu is highlighted with an orange box, and the selected option is "Servicing Only".

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

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



The screenshot shows a form with a field labeled "W-9 Entity Type (If Other):" and an "Email Address:" field. The "Email Address:" field is highlighted with an orange box.

Step 3: Provider additional information

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

The screenshot shows a web form titled "Correspondence Address" with a "Close" and "Save" button at the top left. Below the title, there is a message: "Click the 'Add Address' button to Add a new Address or update/modify an existing Address". The form contains the following fields:

- Start Date: 04/21/2021 (with a calendar icon)
- Status: In Review
- Address Line 1: 789 Second Ave NW
- Address Line 2: (empty)
- Address Line 3: (empty)
- City/Town: Olympia (dropdown menu)
- State/Province: (dropdown menu)
- County: Thurston (dropdown menu)
- Country: UNITED STATES (dropdown menu)
- Zip Code: 98501

The "Add Address" button, located at the bottom right of the form, is highlighted with a red rectangular box.

- 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**.

Close Add Update Note: Provider Type and Specialty/Subspecialty are your Taxonomy Codes.
You must choose an admin for each agency(s) selected in Step 1.

Specialty/Subspecialty List

Filter By: [] [] [] Go Save Filter My Filters

Provider Type	Specialty/Subspecialty	Location Number	Location Name	Administration	End Date
No Records Found !					

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.

Add Specialty/Subspecialty

Location: All *

Administration: L&I-Labor And Industries Administr: *

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

Add Specialty/Subspecialty

Location: All *

Administration: L&I-Labor And Industries Administr: *

Provider Type: 19-Group *

Specialty: 32-Multi-Specialty *

End Date: [] []

- 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.

Identifier Type	Identifier Value	Start Date	End Date	Status	Operational Status	Inactivation Date
Provider Application ID		10/28/2022	12/31/2999	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

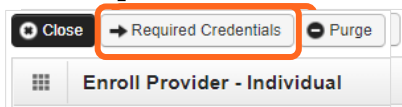
Step 6: Licenses and certifications

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.

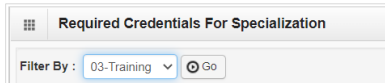
Tip: Make note of all requirements. You may use the Required Credentials tool for multiple steps.

CHECK REQUIRED CREDENTIALS

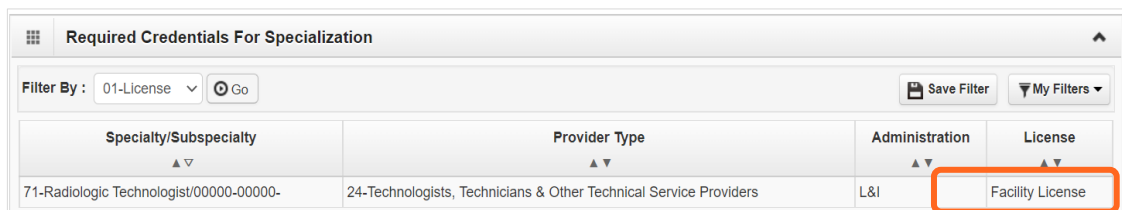
- Click **Required Credentials** from the BPW.



- 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).

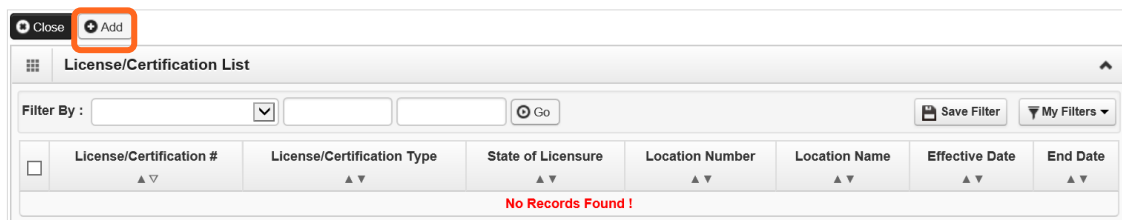


Specialty/Subspecialty	Provider Type	Administration	License
71-Radiologic Technologist/00000-00000-	24-Technologists, Technicians & Other Technical Service Providers	L&I	Facility License

- 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.

The screenshot shows the 'Add License/Certification' form. The 'Location' dropdown is highlighted with a red box and set to 'All'. Other fields include 'License/Certification Type' (Facility License), 'License/Certification #' (empty), 'State of Licensure' (---SELECT---), 'Effective Date' (empty), and 'End Date' (empty). There are 'OK' and 'Cancel' buttons at the bottom right.

- 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.

The screenshot shows the 'License/Certification List' table. The table has columns for License/Certification Type, License Type DOH Prefix, License/Certification #, State of Licensure, Effective Date, End Date, Status, Operational Status, and Inactivation Date. Two rows are visible, both with a status of 'APPROVED'.

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.

The screenshot shows the 'Filter By' section of the 'License/Certification List' table. The 'Filter By' dropdown is set to 'Status' and the next field contains 'In %'. The 'Go' button is highlighted with a red box.

Note: Enter % to see all entries.

- Click **Go**.

The screenshot shows the 'License/Certification List' table after filtering. The table has columns for License/Certification Type, License Type DOH Prefix, License/Certification #, State of Licensure, Effective Date, End Date, and Status. One row is visible with a status of 'IN REVIEW'.

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

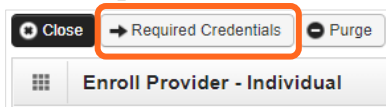
Step 7: Training and education

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.

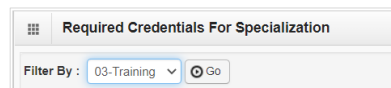
Tip: Make note of all requirements. You may use the Required Credentials tool for multiple steps.

CHECK REQUIRED CREDENTIALS

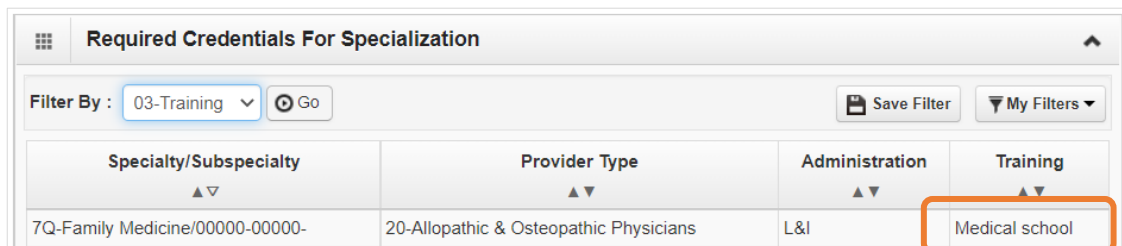
- Click **Required Credentials** from the BPW.



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



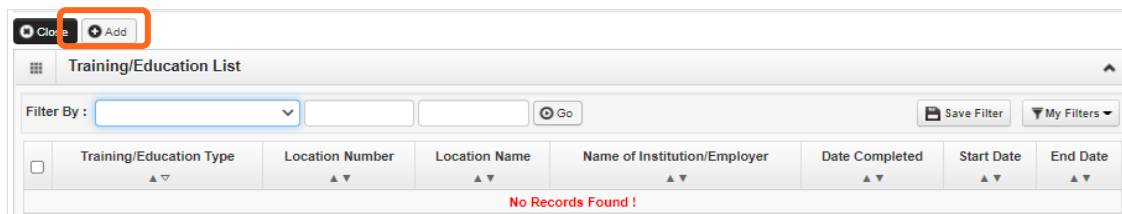
- Required training will be displayed, if required (see highlighted below).
- Make a note of your required training as you'll need it to complete Step 7.



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

ADD TRAINING/EDUCATION TYPE

- Click **Add**.



- 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.

The screenshot shows a form titled "Add Training/Education". It contains several input fields: "Training/Education Type" (set to "Medical school"), "Place Completed", "Name of Institution/Employer", "Start Date", "Date Completed", "End Date" (highlighted with an orange box and containing "12/31/2999"), "Unit Type", and "Unit Value". There are "OK" and "Cancel" buttons at the bottom right.

- 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.

The screenshot shows a table titled "Training/Education List". The table has columns for "Training/Education Type", "Name of Institution/Employer", "Date Completed", "Start Date", "End Date", "Status", "Operational Status", and "Inactivation Date". The table is currently empty, and a red message "No Records Found!" is displayed below the table headers. There are filter options at the top, including "Filter By:" and "And Operational Status: Active".

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

The screenshot shows the filter section of the table. The "Filter By:" dropdown is set to "Status" and the "In %" field is empty. The "And Operational Status:" dropdown is set to "Active". The "Go" button is highlighted with an orange box.

- 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	09/01/2021	IN REVIEW

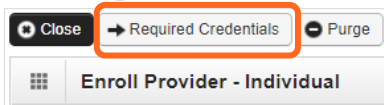
Step 8: Identifiers

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

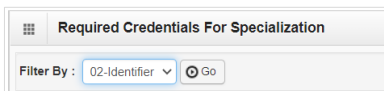
Tip: Make note of all requirements. You may use the Required Credentials tool for multiple steps.

CHECK REQUIRED CREDENTIALS

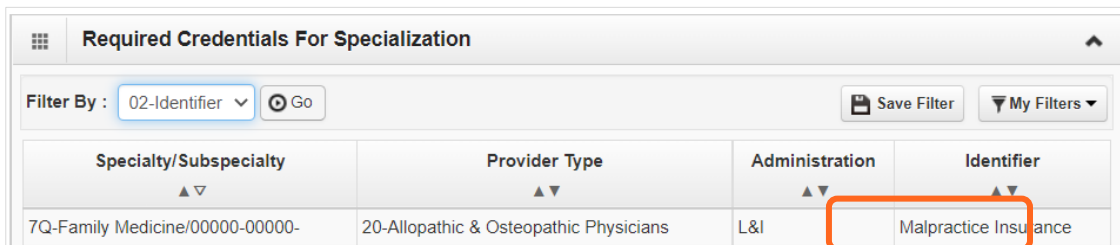
- Click **Required Credentials** from the BPW.



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



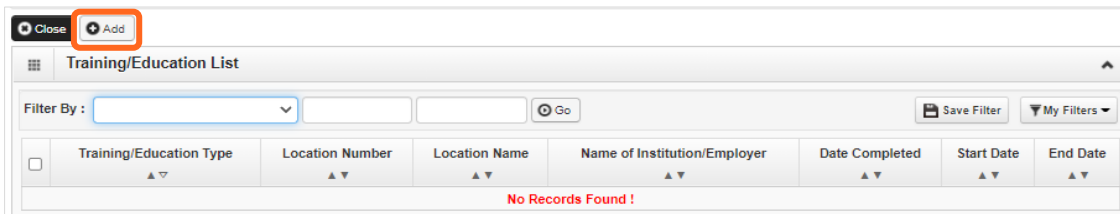
- Required identifier(s) will be displayed, if required (see highlighted below).



- 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.

Identifier Type	Identifier Value	Start Date	End Date	Status	Operational Status	Inactivation Date
Provider Application ID		10/28/2022	12/31/2999	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	09/01/2021	IN REVIEW

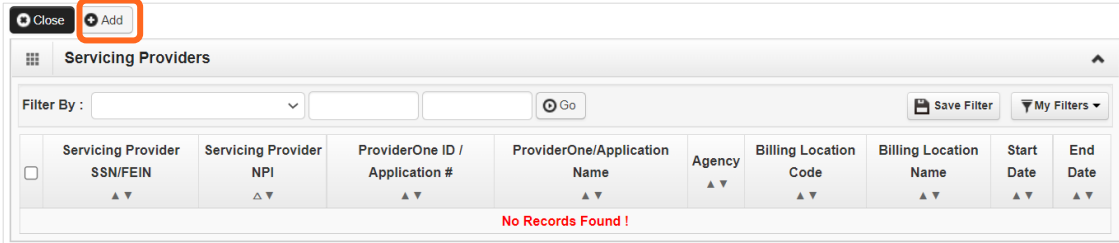
Step 15: Billing provider details

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

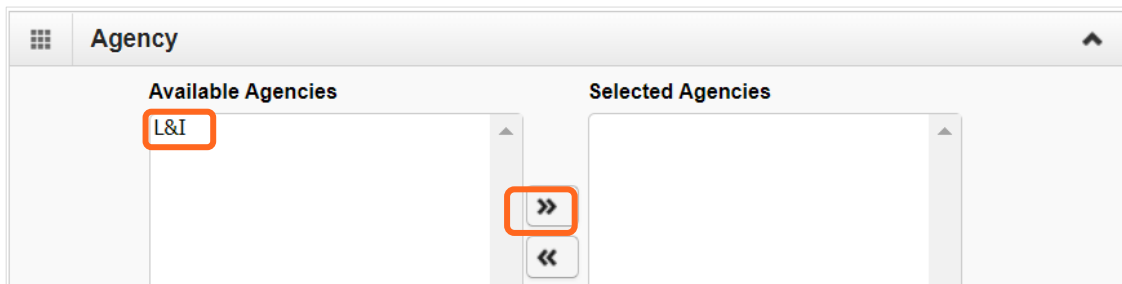
Note: L&I must be listed on your organization’s ProviderOne account.

ADD BILLING PROVIDER INFORMATION

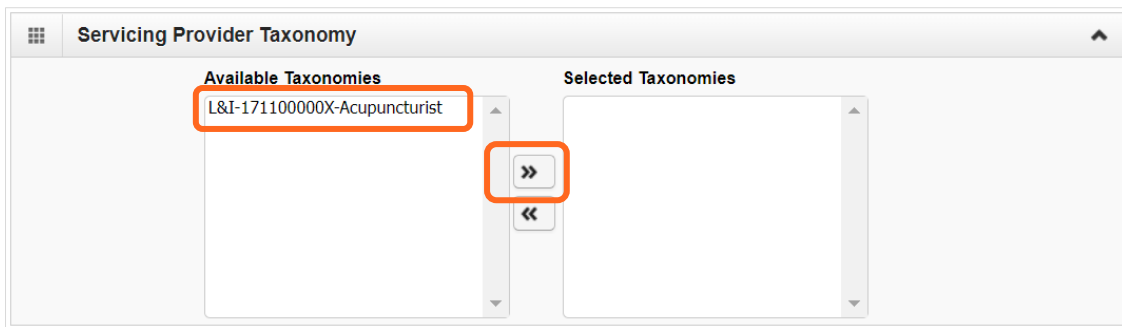
- Click **Add**.



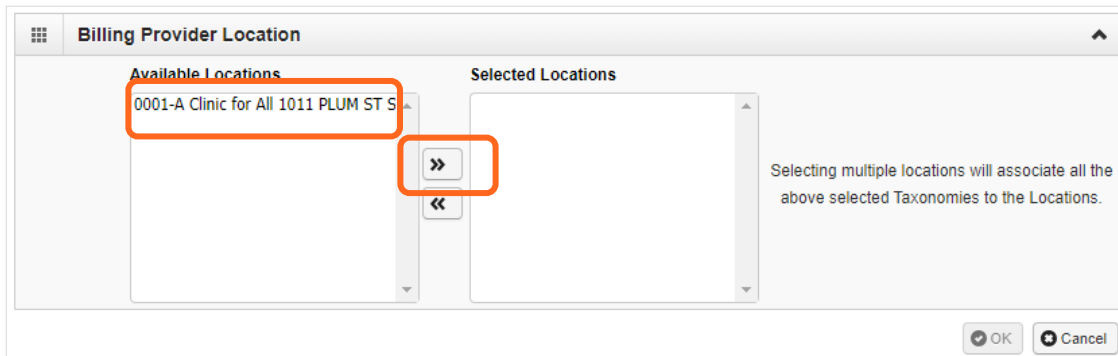
- Enter your group’s ProviderOne ID or NPI, then click **Confirm Provider**.



- 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

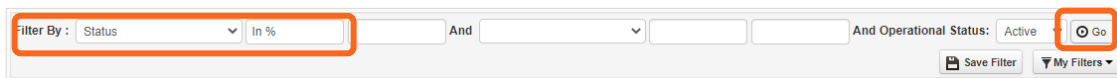
See your changes:

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

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

ProviderOne ID	Billing Provider NPI	Billing Provider Name	Agency	Billing Location Code	Billing Location Name	Start Date	End Date	Status	Operational Status	Inactivation Date
11111111	1111111111	A New Clinic	L&I	00	A New Clinic	10/28/2022	12/31/2999	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.



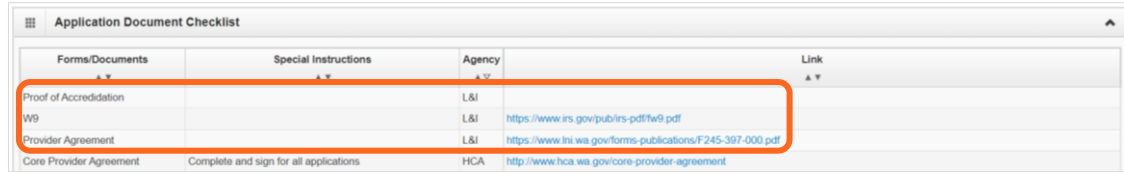
Note: Enter % to see all entries. The percentage symbol is a shortcut in ProviderOne.

- 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	09/01/2021	IN REVIEW

Step 19: Submit modification for review

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



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.lhi.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.

The modification request has been submitted for State review. Please check this Web site to verify the status of your request.

FAOI and group providers

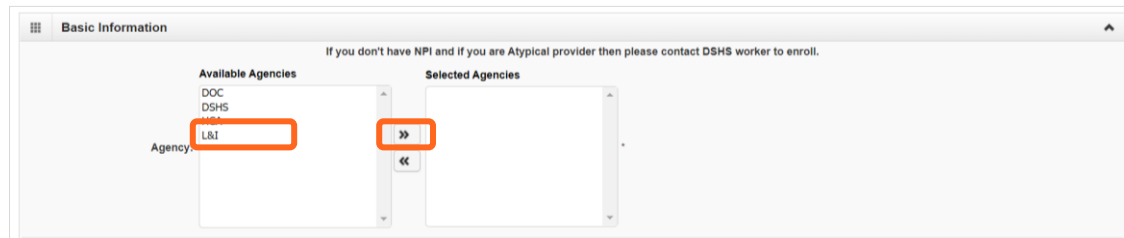
To add L&I to your agency list, you may need to update your existing information (e.g. expired license). Group and FAOI accounts may have different requirements. Follow instructions below to finish required steps.

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

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



The screenshot shows a form with two input fields. The first field is labeled "W-9 Entity Type (If Other):" and is currently empty. Below it is a second field labeled "Email Address:" which is highlighted with an orange box. The "Email Address:" field is currently empty.

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**.

Close Add Update Note: Provider Type and Specialty/Subspecialty are your Taxonomy Codes. You must choose an admin for each agency(s) selected in Step 1.

Specialty/Subspecialty List

Filter By: [] [] [] Go Save Filter My Filters

Provider Type	Specialty/Subspecialty	Location Number	Location Name	Administration	End Date
No Records Found !					

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.

Add Specialty/Subspecialty

Location: All *

Administration: L&I-Labor And Industries Administr: *

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

Add Specialty/Subspecialty

Location: All *

Administration: L&I-Labor And Industries Administr: *

Provider Type: 19-Group *

Specialty: 32-Multi-Specialty *

End Date: [] []

- 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.

Contract Number	Provider Type	Specialty/Subspecialty	Administration	Start Date	End Date	Operational Status	Status	Inactivation Date	End Reason
	36-Physician Assistants & Advanced Practice Nursing Providers	3L-Nurse Practitioner/P0808-Psychiatric/Mental Health	HRSA	05/15/2017	12/31/2999	Active	Approved		
	36-Physician Assistants & Advanced Practice Nursing Providers	3L-Nurse Practitioner/00000-Nurse Practitioner	HRSA	05/15/2017	12/31/2999	Active	Approved		

- 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	09/01/2021	IN REVIEW

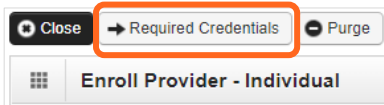
Step 5: Licenses and certifications

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.

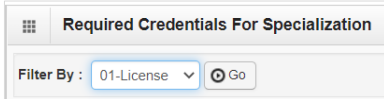
Tip: Make note of all requirements. You may use the Required Credentials tool for multiple steps.

CHECK REQUIRED CREDENTIALS

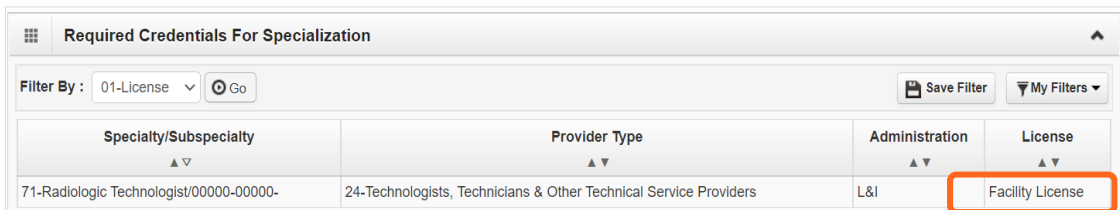
- Click **Required Credentials** from the BPW.



- 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).



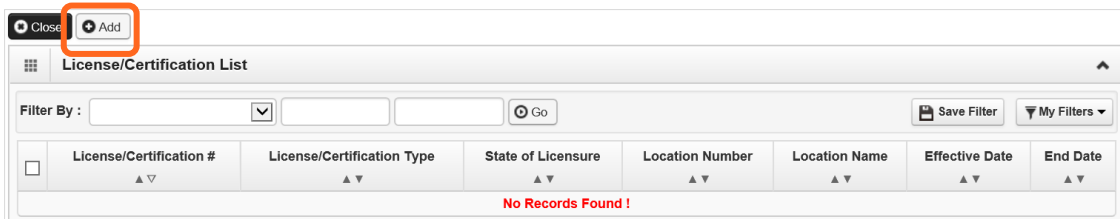
A screenshot of the 'Required Credentials For Specialization' table. The table has four columns: 'Specialty/Subspecialty', 'Provider Type', 'Administration', and 'License'. The 'License' column for the first row is highlighted with an orange box and contains the text 'Facility License'.

Specialty/Subspecialty	Provider Type	Administration	License
71-Radiologic Technologist/00000-00000-	24-Technologists, Technicians & Other Technical Service Providers	L&I	Facility License

- 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.

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	01/11/2022	APPROVED	Active	
PROFESSIONAL LICENSE	ARNP	AP	WA - Washington	04/10/2017	01/11/2022	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. The percentage symbol is a shortcut in ProviderOne.

- 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

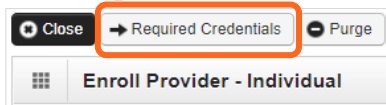
Step 6: Training and education

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.

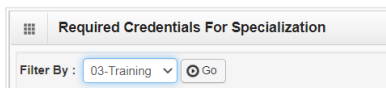
Tip: Make note of all requirements. You may use the Required Credentials tool for multiple steps.

CHECK REQUIRED CREDENTIALS

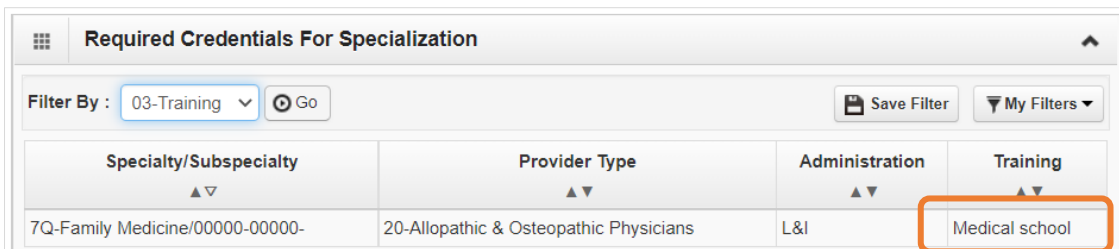
- Click **Required Credentials** from the BPW.



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



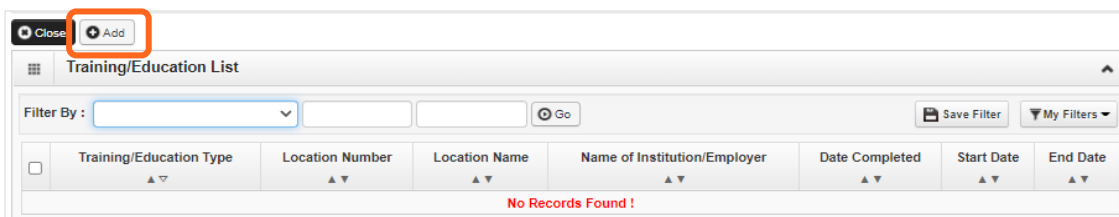
- Required training will be displayed, if required (see highlighted below).



- 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.

The screenshot shows a form titled "Add Training/Education". It contains several input fields: "Training/Education Type" (set to "Medical school"), "Place Completed", "Name of Institution/Employer", "Date Completed", "Unit Type", "Start Date", "End Date" (highlighted with a red box and containing "12/31/2999"), and "Unit Value". There are "OK" and "Cancel" buttons at the bottom right.

- 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.

The screenshot shows a table titled "Training/Education List". The table has columns: Training/Education Type, Name of Institution/Employer, Date Completed, Start Date, End Date, Status (highlighted with a red box), Operational Status, and Inactivation Date. Below the table, it says "No Records Found!". There are filter options at the top and "Save Filter" and "My Filters" buttons.

- 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.

The screenshot shows the filter section of the "Training/Education List" table. The "Filter By" dropdown is set to "Status" and the next field contains "In %". The "Go" button is highlighted with a red box.

Note: Enter % to see all entries.

- Click **Go**.

<input type="checkbox"/>	License/Certification Type	License Type DOH Prefix	License/Certification #	State of Licensure	Effective Date	End Date	Status
<input type="checkbox"/>	BUSINESS LICENSE		12345678	WA - Washington	09/01/2021	09/01/2021	IN REVIEW

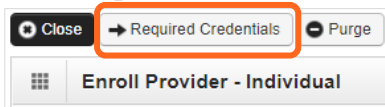
Step 7: Identifiers

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.

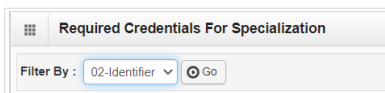
Tip: Make note of all requirements. You may use the Required Credentials tool for multiple steps.

CHECK REQUIRED CREDENTIALS

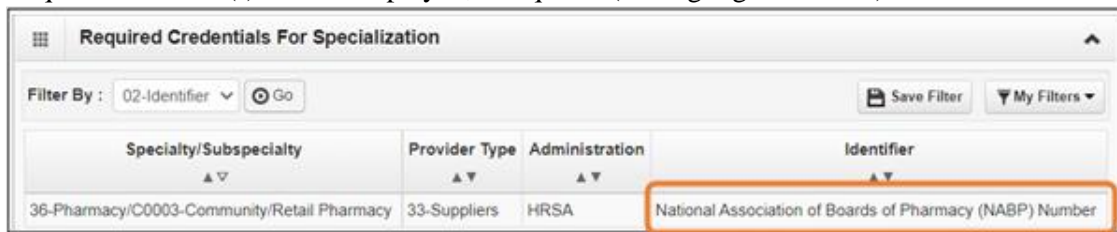
- Click **Required Credentials** from the BPW.



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



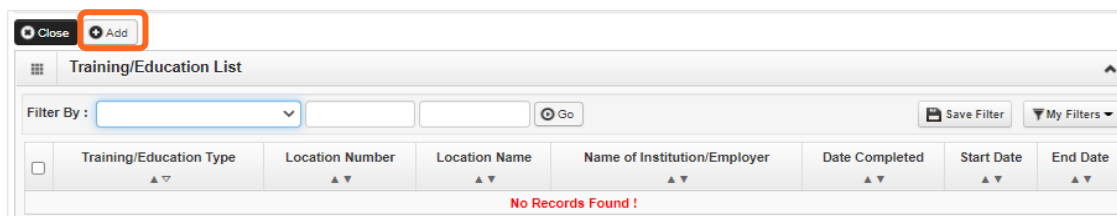
- Required identifier(s) will be displayed, if required (see highlighted below).



- 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.

Identifier Type	Identifier Value	Start Date	End Date	Status	Operational Status	Inactivation Date
Provider Application ID		10/28/2022	12/31/2999	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	09/01/2023	IN REVIEW

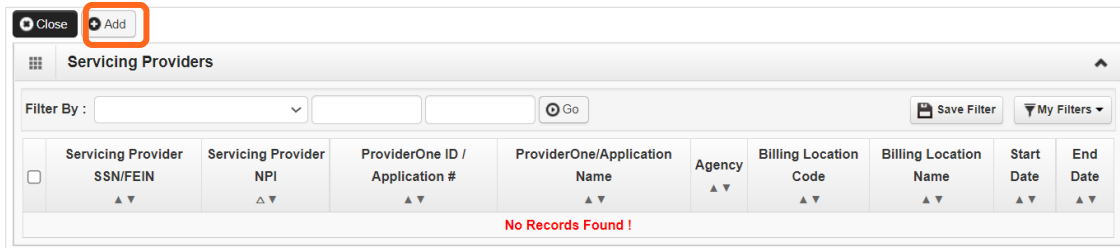
Step 14: Servicing provider information

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.

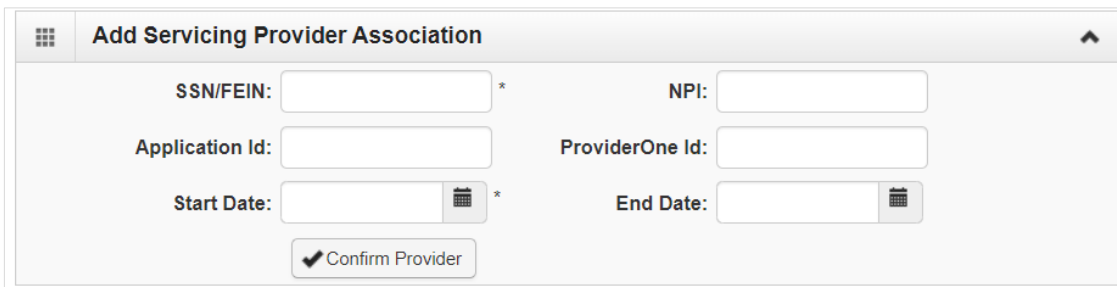
ADD SERVICING PROVIDER INFORMATION

- Click **Add**.



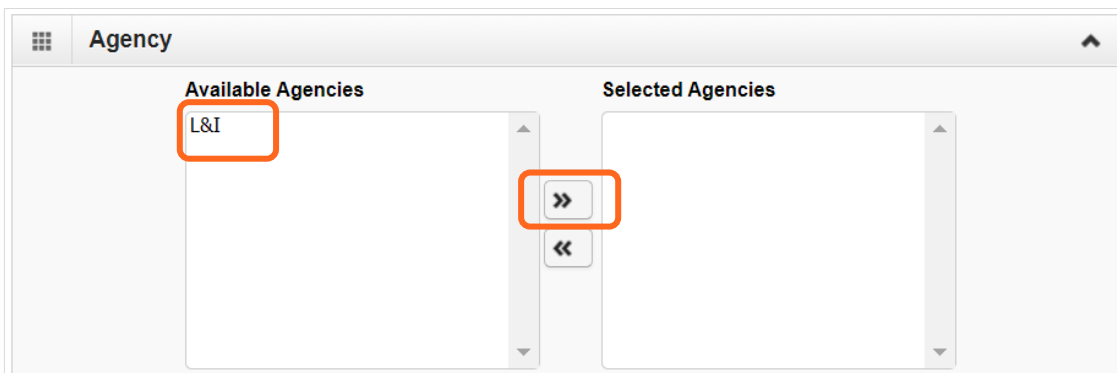
The screenshot shows a table titled "Servicing Providers". At the top left, there are "Close" and "Add" buttons. The "Add" button is highlighted with an orange box. Below the table header, there is a "Filter By:" section with a "Go" button and "Save Filter" and "My Filters" options. The table has columns for "Servicing Provider SSN/FEIN", "Servicing Provider NPI", "ProviderOne ID / Application #", "ProviderOne/Application Name", "Agency", "Billing Location Code", "Billing Location Name", "Start Date", and "End Date". A red message "No Records Found!" is displayed at the bottom of the table.

- 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.



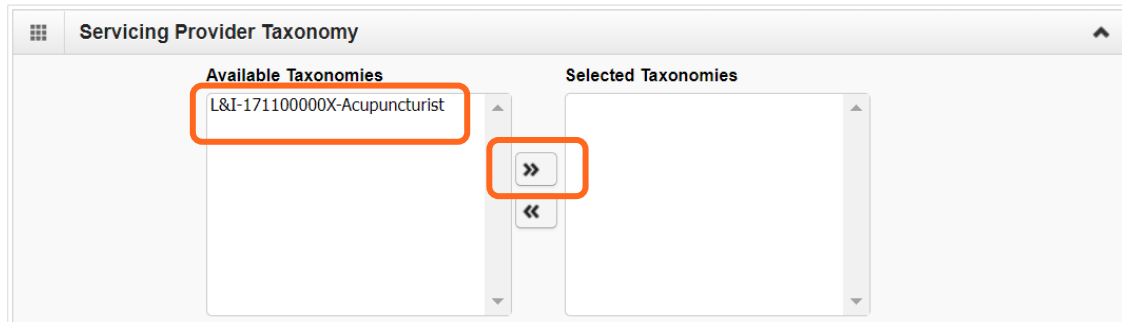
The screenshot shows the "Add Servicing Provider Association" form. It contains input fields for "SSN/FEIN", "NPI", "Application Id", "ProviderOne Id", "Start Date", and "End Date". There are asterisks next to the "SSN/FEIN" and "Start Date" fields. A "Confirm Provider" button with a checkmark is at the bottom.

- 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.

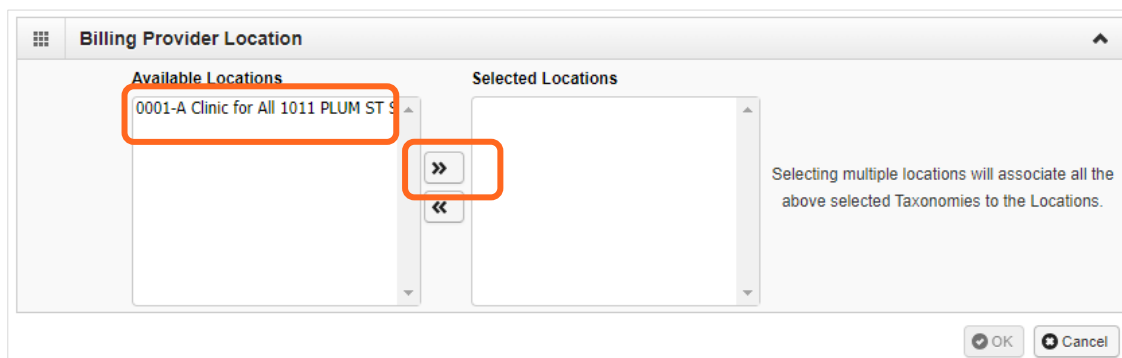


The screenshot shows the "Agency" selection interface. It has two columns: "Available Agencies" and "Selected Agencies". In the "Available Agencies" column, "L&I" is listed and highlighted with an orange box. In the "Selected Agencies" column, there is an empty space. Between the columns, there are "»" and "«" buttons. The "»" button is highlighted with an orange 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.



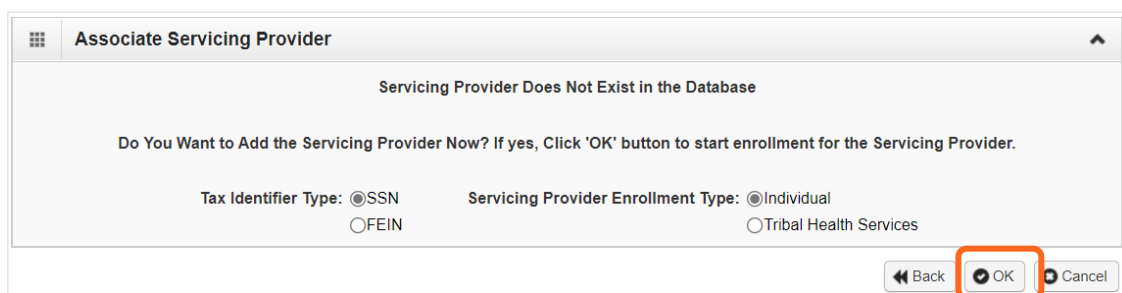
- Click the **Available Locations** and use the double right arrows to move it to the **Selected Locations** box. More than one may be selected.



- 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.

ProviderOne ID	Servicing Provider Name	Agency	Servicing Provider NPI	Billing Location Code	Billing Location Name	Start Date	End Date	Status	Operational Status	Inactivation Date
2222222	New, Servicing	HCA	222222222	00	A New Clinic	02/01/2022	12/31/2999	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 19: Submit modification for review

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

Forms/Documents	Special Instructions	Agency	Link
Proof of Accreditation		L&I	
WS		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.

The modification request has been submitted for State review. Please check this Web site to verify the status of your request.

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employer.

PUBLICATION F248-485-000 [11-2022]