

Virginia Guide to Provider Forms

SECTION 1: Initial Information (All)	
Component	Description
Initial Instructions	<p>Please review all details within Section 1 (Initial Information), and then proceed to the appropriate section of this guide to complete necessary documentation:</p> <ul style="list-style-type: none"> • Section 2: Outlines actions for New Facilities (Health Delivery Organizations) or their new locations/services. • Section 3: Outlines actions for New Groups/Practitioners • Section 4: Outlines actions for all entities, regarding various types of data changes.
Enclosed Forms	<ol style="list-style-type: none"> 1. Provider Information Form (PIF): This form is used to communicate changes, deletions and additions regarding participating providers to Molina Healthcare. 2. Attachment D: This form is used to determine the types of services the provider offers, per location. 3. W-9: This document is issued by the U.S. Internal Revenue Service (IRS). Molina Healthcare uses it to update the TIN owner name, doing business as name, and Tax ID when received with a PIF. 4. ADA Attestation Form: Providers use this form to attest to their compliance with American Disabilities Act (ADA) requirements for each physical service location.
Contact Information	<p>If you have additional questions, please contact Molina Healthcare’s Provider Services department at (800) 424-4524, between the hours of 8 a.m. to 6 p.m. ET, Monday through Friday. You may also email: MCCVA-Provider@MolinaHealthcare.com.</p>
SECTION 2: New Facility (Health Delivery Organization)	
ACTION	<p>Please read through all instructions. Each applicable section must be completed. ALL DOCUMENTS MUST BE COMPLETE, WHEN RETURNED FOR PROCESSING.</p>
New Facility or New Facility location(s) Including hospitals, ambulatory surgical centers, home health agencies, Durable Medical Equipment (DME) suppliers, SNFs, urgent care centers, behavioral health and substance abuse facilities	<ol style="list-style-type: none"> 1. Complete Attachment D: Services Provided, for each service location 2. Separately—Email or fax the completed Organization (HDO) Application(s). <i>This application can be found on Molinahealthcare.com under the Provider Contracting and Credentialing Forms section.</i>
New Service for an existing location	<ol style="list-style-type: none"> 1. Complete Section A of Provider Information Form 2. Complete Attachment D: Services Provided <i>If new service requires additional licensure, submit license with Attachment D.</i>



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SECTION 3: New Group/Practitioners	
ACTION	Please read through all instructions. Each applicable section must be completed. ALL DOCUMENTS MUST BE COMPLETE, WHEN RETURNED FOR PROCESSING.
Add a provider to a group practice	<ul style="list-style-type: none"> • PIF—Complete Section A and Section L* * Section L can be copied when adding multiple providers to the same service location • Complete Attachment D (for ALL providers) • Complete CAQH (for ALL providers) Complete CAQH Provider Data Form, and ensure your CAQH application is complete and up to date (Attested). You will also need to update and give Molina Healthcare permission to review. Visit the website at http://www.caqh.org. <i>If you do not have a CAQH number: Visit the CAQH website and complete the CAQH application enrollment process. Ensure that your CAQH number has been reported to Molina Healthcare on provider enrollment forms and rosters. You will also need to give Molina Healthcare permission to review.</i>
Add a practitioner to an <u>additional</u> service location, within same group	<ul style="list-style-type: none"> • PIF—Complete Section A and • Complete Section G for each additional location within the same group * Ensure Section L has been completed for first location, with provider’s information. Then, complete Section G above for each additional new/changed address with same practice. You may copy Section G, multiple times as needed if provider practices at multiple locations. (A roster with all information requested in Sections A, L and G may also be submitted in lieu of completing form for additional locations).
Add/update services for a Practitioner/Group Member at existing location(s)	<ul style="list-style-type: none"> • PIF—Complete Section A • Complete Attachment D (for ALL providers)
Group: Add a new group practice under the same Tax Identification Number (TIN)	<ul style="list-style-type: none"> • PIF—Complete Section A and Section G • Submit a W-9 • Complete Attachment D (for ALL providers) • Submit a sample claim form (de-identified)
SECTION 4: Data Changes	
ACTION	You will need to complete the sections identified below on the Provider Information Update Form (PIF) and any supplemental documents, as outlined per section. ALL DOCUMENTS MUST BE COMPLETE, WHEN RETURNED FOR PROCESSING
Change TIN only	<ul style="list-style-type: none"> • PIF—Complete Section A and Section B • Submit a W-9 • Submit a sample claim form (de-identified) If changing your Group/Practice Name and Tax ID Number, a new contract may be required. • Please contact Molina Healthcare Provider Services at MCCVA-Provider@MolinaHealthcare.com.
Group/Provider NPI Change	<ul style="list-style-type: none"> • PIF—Complete Section A and Section C

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SECTION 4: Data Changes (continued)	
ACTION	You will need to complete the sections identified below on the Provider Information Update Form (PIF) and any supplemental documents, as outlined per section. ALL DOCUMENTS MUST BE COMPLETE, WHEN RETURNED FOR PROCESSING
Change group name only	<ul style="list-style-type: none"> • PIF—Complete Section A and Section D • Submit a W-9 • Submit a sample claim form (de-identified)
Individual name change	<ul style="list-style-type: none"> • PIF—Complete Section A and Section E • Complete Attachment D (<i>for ALL providers</i>)
Change a phone/fax/email	<ul style="list-style-type: none"> • PIF—Complete Section A and Section F
Change or add a service location	<ul style="list-style-type: none"> • PIF—Complete Section A and Section G • Complete Attachment D (<i>for ALL providers</i>) • Complete ADA Attestation Form (<i>for ALL providers</i>)
Closing a service location	<ul style="list-style-type: none"> • PIF—Complete Section A and Section H
Change the pay-to/billing address	<ul style="list-style-type: none"> • PIF—Complete Section A and Section I • Submit a W-9 • Submit a sample claim form (de-identified)
Terminating a provider	<ul style="list-style-type: none"> • PIF—Complete Section A and Section J Term letter on your organization's letterhead
Provider directory update	<ul style="list-style-type: none"> • PIF—Complete Section A and Section K
Panel update	<ul style="list-style-type: none"> • PIF—Complete Section A and Section K
Hospital affiliations update	<ul style="list-style-type: none"> • PIF—Complete Section A and Section K



Provider Information Update Form (PIF)

Submission date: ____/____/____

SECTION A

This form and the associated documentation are required to notify Molina Healthcare of any changes to your group/practice information and/or to begin the credentialing process. This form is also available at Molinahealthcare.com

Name of person completing this form: _____

Contact phone and email (for questions regarding form): _____

Type of group/provider (select all that apply):

- PCP Specialist ARTS Behavioral Health Medical Group
- Ancillary LTSS FQHC/RHC Urgent Care Hospital Other

Current group/practice information (All fields in this section are required)

Group/practice name: _____

Group/practice tax ID: _____ Group/practice Medicaid ID: _____

Group/practice NPI: _____ Contact phone number: _____

Email address: _____ Contact name: _____

If changing your group/practice name and Tax ID Number, a new contract may be required. Please contact Molina Healthcare Provider Services at MCCVA-Provider@MolinaHealthcare.com.

SECTION B

Tax ID Number change Effective date: ____/____/____

Previous Tax ID Number: _____ New Tax ID Number: _____

SECTION C

Group/Individual NPI change or addition Effective date: ____/____/____

- Group Individual (If adding an NPI, do not fill out "Previous NPI" line.)

Group/individual name: _____

Previous NPI: _____ New NPI: _____

SECTION D

Group/practice name change Effective date: ____/____/____

Previous group/practice name: _____ Medicaid ID: _____

New group/practice name: _____ Medicaid ID: _____



Provider Information Update Form (PIF)

SECTION E

Individual practitioner name change

Effective date: ___/___/___

Previous name: _____ New name: _____

Practitioner NPI: _____

SECTION F

Change phone/fax/email

Effective date: ___/___/___

Previous phone number: _____ New phone number: _____

Previous fax number: _____ New fax number: _____

Previous email: _____ New email: _____

Affected address: _____ City/State/Zip: _____

SECTION G

Change or add a service location

Add service location

Change service location

Effective date: ___/___/___

Add a provider to a service location

Change service location for a provider

Provider NPI: _____

Also complete the [ADA Attestation Form](#) for all new service locations.

Previous address

New address

Service location name: _____ Service location name: _____

Address 1: _____ Address 1: _____

Address 2: _____ Address 2: _____

City/State/Zip: _____ City/State/Zip: _____

Phone number: _____ Phone number: _____

Fax number: _____ Fax number: _____

Email: _____ Email: _____

Is telehealth offered at new location? Yes No

Practice website: _____

Office hours (new location): _____

* If adding/changing provider service location, ensure Section L is completed for first location, with provider's information. Then, complete Section G above for each additional new/changed address with same practice. You may copy Section G, multiple times as needed if provider practices at multiple locations. (A roster with all information requested in Sections A, L and G may also be submitted in lieu of completing form for additional locations).



Provider Information Update Form (PIF)

SECTION H

Closing a service location

Effective date: ____/____/____

Address 1: _____

Address 2: _____

City/State/Zip: _____

Reason: _____

Authorized signatory (printed): _____

Authorized signatory (sign): _____

Phone number: _____ Fax number: _____

Email: _____ Date signed: ____/____/____

SECTION I

Billing address change

Effective date: ____/____/____

Previous billing information

New billing information

Billing Contact: _____ Billing Contact: _____

Address 1: _____ Address 1: _____

Address 2: _____ Address 2: _____

City/State/Zip: _____ City/State/Zip: _____

Phone number: _____ Phone number: _____

Fax number: _____ Fax number: _____

Email: _____ Email: _____

Is this a notice address change? Yes No

The notice address is the particular party's address for delivery or mailing of notice purposes.



Provider Information Update Form (PIF)

SECTION J

Terminating a provider

A termination letter is required on company letterhead and must include the following: group name, group tax ID, group NPI, name of the provider to be termed, provider NPI, effective date of termination, reason for termination, and address of practice location(s). *(Please attach letter to this form, upon submission)*

If terminating provider is a PCP, who will assume patient panel?

Provider name (Last, First, MI): _____ Provider NPI: _____

SECTION K

Provider directory update

Provider name: _____ Provider NPI: _____

Address: _____ City/State/Zip: _____

PCP Specialist

K.1: Panel update Effective date: ____/____/____

Existing patients only Close panel to all members Open panel

Reason *(required)*: _____

K.2: Provider directory update Effective date: ____/____/____

Include in provider directory Exclude from provider directory

Reason *(required)*: _____

K.3: Hospital affiliations update Effective date: ____/____/____

Add hospital affiliation(s) Remove hospital affiliation(s)

Name of hospital(s): _____



Provider Information Update Form (PIF)

SECTION L

Provider joining a group/practice Effective date: ____/____/____ Locum tenen? Yes No

Provider name (Last, First, MI): _____

Provider type (MD, DO, DC, PHD, DPM, etc.): _____ Date of birth: _____

Last four digits of Social Security #: _____ Individual NPI: _____ CAQH Provider Number: _____

Provider ethnicity: African American Asian/Pacific Islander Alaskan/American Indian
 Caucasian Hispanic Other

Group/practice name: _____

Group/practice address: _____

City/State/Zip: _____

Phone number: _____ Fax number: _____

Email address: _____

Office hours: _____ **Include in directory?** Yes No

VA Medicaid provider ID: _____ Medicare provider ID: _____

Provider must be registered with DMAS to provide Medicaid services. Please visit vamedicaid.dmas.virginia.gov for registration information.

Provider specialty: _____ Secondary specialty: _____

Provider specialty must align with registered taxonomy for NPI.

Applying as: PCP Specialist Hospitalist Other If PCP, list requested panel size (max. 1,500) _____

Note: Please ensure the provider has completed and/or re-attested to the CAQH application and has authorized Molina Healthcare to access the CAQH record.

Are you individually accessible by appointment? Yes No

Board certified? Yes No Effective date: ____/____/____ Expiration date: ____/____/____

Certification board: _____

Age restrictions: _____ Gender restrictions: _____

Languages spoken: _____

*** SECTION L CONTINUES ON NEXT PAGE ***



Provider Information Update Form (PIF)

SECTION L (Provider joining a group/practice *continued*)

For Nurse Practitioners, Physician Assistants and nurse midwives only	Supervising physician name & degree:	Supervising physician NPI and specialty:

For additional questions, please visit Molinahealthcare.com, or call Provider Services at (800) 424-4524. Representatives are available to assist you Monday through Friday, from 8 a.m. to 6 p.m. ET.

Please email or fax this form and supporting documentation to:

Email: MCCVA-Provider@MolinaHealthcare.com

Fax: (888) 656-5098



Attachment D: Services Provided Virginia

Provider/group name: _____

Group Tax ID Number: _____ Location NPI: _____

If completing services for individual practitioner/staff member, list:

Practitioner name: _____ Individual NPI: _____

General provider designation (check all that apply, as licensed)

- | | |
|---|--|
| <input type="checkbox"/> PCP (01)
<input type="checkbox"/> Pediatrician (02)
<input type="checkbox"/> OB-GYN (25)
<input type="checkbox"/> Specialist (03), list specialty: _____
<input type="checkbox"/> Health Department (04)
<input type="checkbox"/> Hospice (05)
<input type="checkbox"/> LTSS: Long Term Services and Supports* (06)
<input type="checkbox"/> Home Health (19)
<input type="checkbox"/> General Hospital (11)
<input type="checkbox"/> Physical Rehabilitation Hospital (12)
<input type="checkbox"/> Outpatient Rehabilitation (16)
<input type="checkbox"/> Radiology (18)
<input type="checkbox"/> RHC: Rural Health Clinic (28)
<input type="checkbox"/> FQHC: Federally Qualified Health Center (FQHC) (26)
<input type="checkbox"/> Other (24): Please describe _____ | <input type="checkbox"/> Outpatient Mental Health—traditional services (07)
<input type="checkbox"/> ARTS: Addiction, Recovery and Treatment Services* (08)
<input type="checkbox"/> Mental Health Services* (09)
<input type="checkbox"/> Psychiatric Hospital* (10)
<input type="checkbox"/> CSB: Community Services Board* (27)
<input type="checkbox"/> Transportation (23)

<input type="checkbox"/> DME: Durable Medical Equipment and Supplies (17)
<input type="checkbox"/> Urgent Care (13)
<input type="checkbox"/> Nursing Facility (14)
<input type="checkbox"/> Vision (22)
<input type="checkbox"/> Laboratory (20)
<input type="checkbox"/> Pharmacy (21) |
|---|--|

(* For ARTS, Community Mental Health Services and LTSS, please also complete the appropriate sections below—in addition to General Provider Designation)

Regions Served (Check all served by this Location NPI) Statewide
 Central Charlottesville/Western Northern/Winchester Roanoke/Alleghany Far Southwest Tidewater

LTSS: Long Term Services and Supports

Please complete this additional section, for all applicable LTSS services. For all services, provider(s) must also be licensed and approved by our credentialing department, prior to rendering these services to our members. In addition, ensure that an accompanying Provider Information Update Form is submitted for each location within your organization. (Please note LTSS service options continue onto next page.)

LTSS service	Service indicator (for this NPI)	LTSS service	Service indicator (for this NPI)
Adult Day Health Care (S5102)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Skilled Nursing Services (T1002/T1003)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assistive Technology (T1999)	<input type="checkbox"/> Yes <input type="checkbox"/> No	PERS: Installation/Monitoring (S5160/S5161)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Congregate Nursing Services (T1000/T1001)	<input type="checkbox"/> Yes <input type="checkbox"/> No	PERS: Medication Monitoring (S5185)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Respite Care (T1005/S9125)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Personal Care (T1019)	<input type="checkbox"/> Yes <input type="checkbox"/> No



Attachment D: Services Provided Virginia

LTSS service	Service indicator (for this NPI)	LTSS service	Service indicator (for this NPI)
Congregate Respite Nursing (T1030/T1031)	<input type="checkbox"/> Yes <input type="checkbox"/> No	PERS: Nursing Services (H2021)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Environmental Modifications (S5165/99199)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Transition Coordination (H2015)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Service Facilitation (Multiple Codes) (example: 99509)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

ARTS: Addiction, Recovery and Treatment Services

Please complete this additional section, for all applicable ARTS services. For all services, ensure you submit copies of required licenses and certifications, ARTS attestation(s), and ARTS roster(s). Provider(s) must also be approved by our credentialing department, prior to rendering these services to our members.

In addition, ensure that an accompanying Provider Information Update Form is submitted for each practitioner within your organization. (Please note ARTS service options continue onto next page.)

ARTS service	Service procedure code	Documentation required	Service indicator (for location NPI above)
ARTS Peer Support Services (Indv)	T1012	ARTS attestation and DBHDS license	<input type="checkbox"/> Yes <input type="checkbox"/> No
ARTS Peer Support Services (Grp)	S9445	ARTS attestation and DBHDS license	<input type="checkbox"/> Yes <input type="checkbox"/> No
Substance Use Case Management	H0006	ARTS attestation and DBHDS license	<input type="checkbox"/> Yes <input type="checkbox"/> No
Substance Use Care Coordination	G9012	ARTS attestation and DBHDS license	<input type="checkbox"/> Yes <input type="checkbox"/> No
Early Intervention Services/SBIRT ASAM 0.5	<i>Multiple</i>	ARTS attestation and DBHDS license	<input type="checkbox"/> Yes <input type="checkbox"/> No
Office-Based Addiction Treatment (OBAT)	<i>Multiple</i>	ARTS attestation and DBHDS license	<input type="checkbox"/> Yes <input type="checkbox"/> No
Opioid Treatment Services	<i>Multiple</i>	ARTS attestation and DBHDS license	<input type="checkbox"/> Yes <input type="checkbox"/> No
Outpatient Services ASAM 1.0	<i>Multiple</i>	ARTS attestation and DBHDS license	<input type="checkbox"/> Yes <input type="checkbox"/> No
Intensive Outpatient Services ASAM 2.1	H0015 or H0015 with rev 0906	ARTS attestation and DBHDS license	<input type="checkbox"/> Yes <input type="checkbox"/> No
Partial Hospitalization Program ASAM 2.5	S0201 or S0201 with rev 0913	ARTS attestation and DBHDS license	<input type="checkbox"/> Yes <input type="checkbox"/> No
Clinically Managed Low-Intensity Residential Services ASAM 3.1	H2034	ARTS attestation and DBHDS license	<input type="checkbox"/> Yes <input type="checkbox"/> No
Clinically Managed Population-Specific High-Intensity Residential Services (Adults) ASAM 3.3	H0010, rev 1002 Modifier TG	ARTS attestation and DBHDS license	<input type="checkbox"/> Yes <input type="checkbox"/> No
Clinically Managed High-Intensity Residential Services (Adults) / Medium Intensity (Adolescent) ASAM 3.5	H0010, rev 1002 Modifier-Adults HB, Adolescents HA	ARTS attestation and DBHDS license	<input type="checkbox"/> Yes <input type="checkbox"/> No



Attachment D: Services Provided Virginia

ARTS service	Service procedure code	Documentation required	Service indicator (for location NPI above)
Medically Monitored Intensive Inpatient Services (Adult) Medically Monitored High-Intensity Inpatient Services (Adolescent) ASAM 3.7	H2036, rev 1002 Modifier-Adults HB, Adolescents HA	ARTS attestation and DBHDS license	<input type="checkbox"/> Yes <input type="checkbox"/> No
Medically Managed Intensive Inpatient ASAM 4.0	H0011, rev 1002	ARTS attestation and DBHDS license	<input type="checkbox"/> Yes <input type="checkbox"/> No

Mental Health Services

Please complete this additional section, for all applicable mental health services. For all services, ensure you submit copies of required DBHDS licenses, and additional documentation, as noted below. Provider(s) must also be approved by our credentialing department, prior to rendering these services to our members.

In addition, ensure that an accompanying Provider Information Update Form, or Staff Roster, is submitted for each practitioner within your organization. (Please note Mental Health service options continue onto next page.)

Mental health service	Service procedure code	Documentation required	Service indicator (for location NPI above)
Peer Support Services	H0024/H0025		<input type="checkbox"/> Yes <input type="checkbox"/> No
Applied Behavior Analysis (ABA)	97151-97158, 0362T, 0373T		<input type="checkbox"/> Yes <input type="checkbox"/> No
Psychotherapy for Crisis	90839/90840		<input type="checkbox"/> Yes <input type="checkbox"/> No
Functional Family Therapy (FFT)	H0036	MH Outpatient license from DBHDS; Certificate in FFT	<input type="checkbox"/> Yes <input type="checkbox"/> No
Multisystemic Therapy (MST)	H2033	Intensive In-Home Services license from DBHDS; Certificate in MST	<input type="checkbox"/> Yes <input type="checkbox"/> No
Community Stabilization	S9482	MH Crisis Stabilization (Non-Residential) license from DBHDS	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mobile Crisis Response	H2011	MH Crisis Stabilization (Non-Residential) license from DBHDS	<input type="checkbox"/> Yes <input type="checkbox"/> No
23-Hour Crisis Stabilization	S9485	MH Crisis Stabilization (Non-Residential) license from DBHDS	<input type="checkbox"/> Yes <input type="checkbox"/> No
Residential Crisis Stabilization	H2018	MH Crisis Stabilization (Non-Residential) license from DBHDS	<input type="checkbox"/> Yes <input type="checkbox"/> No
Psychosocial Rehabilitation (PSR)	H2017	Psychosocial Rehab or Clubhouse Services license from DBHDS	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mental Health Skill-Building Services (MHSS)	H0046	Licensed by DBHDS as a provider of Supportive In-Home Services or Program of Assertive Community Treatment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Intensive In-Home (IIH)	H2012	Intensive In-Home Services license from DBHDS	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mental Health Case Management	H0023	CSB/Behavioral Health Authority (BHA) member; Case Management license from DBHDS	<input type="checkbox"/> Yes <input type="checkbox"/> No
Therapeutic Day Treatment (TDT) - Non School Based	H2016 U7	Therapeutic Day Treatment Services license from DBHDS	<input type="checkbox"/> Yes <input type="checkbox"/> No
Therapeutic Day Treatment (TDT) - School Based	H2016	Therapeutic Day Treatment Services license from DBHDS	<input type="checkbox"/> Yes <input type="checkbox"/> No



Attachment D: Services Provided Virginia

Mental health service	Service procedure code	Documentation required	Service indicator (for location NPI above)
Therapeutic Day Treatment (TDT) - After School	H2016 UG	Therapeutic Day Treatment Services license from DBHDS	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assertive Community Treatment (ACT) - Base Small Team	H0040 U2	Assertive Community Treatment license from DBHDS	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Assertive Community Treatment (ACT) - Base Medium Team	H0040 U1	Assertive Community Treatment license from DBHDS	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assertive Community Treatment (ACT) - Base Large Team	H0040	Assertive Community Treatment license from DBHDS	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assertive Community Treatment (ACT) - High Fidelity Small Team	H0040 U5	Assertive Community Treatment license from DBHDS	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assertive Community Treatment (ACT) - High Fidelity Medium Team	H0040 U4	Assertive Community Treatment license from DBHDS	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assertive Community Treatment (ACT) - High Fidelity Large Team	H0040 U3	Assertive Community Treatment license from DBHDS	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mental Health Partial Hospital (MH-PHP) - Hospital Based Mental Health Program	H0035	MH-PHP license from DBHDS, Proof of Medicare enrollment as a Hospital, Staffing attestation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mental Health Partial Hospital (MH-PHP) - Community Based Clinic Program	H0035	MH-PHP license from DBHDS, Proof of Medicare enrollment as a CMHC, Staffing attestation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mental Health Intensive Outpatient Services (MH-IOP)	S9480	MH-IOP license from DBHDS, IOP Program Accreditation; Staffing attestation	<input type="checkbox"/> Yes <input type="checkbox"/> No
MH-IOP with Occupational Therapy	S9480 GO	MH-IOP license from DBHDS, IOP Program Accreditation; Staffing attestation	<input type="checkbox"/> Yes <input type="checkbox"/> No

All providers contracted and credentialed for the above services must comply with DMAS requirements, as outlined in DMAS provider manuals. Providers must ensure appropriate staffing ratios, applicable supervision, and appropriate licensure, education and training. Failure to adhere to requirements outlined in DMAS provider manuals and Molina Provider Manual can result in termination from the network. By signing below, you agree to maintain compliance with requirements outlined by DMAS and Molina.

Authorized signatory (printed): _____

Authorized signatory (sign): _____

Email: _____ Date signed: ____/____/____

For additional questions, please visit Molinahealthcare.com, or call Provider Services at (800) 424-4524. Representatives are available to assist you Monday through Friday, from 8 a.m. to 6 p.m. ET.

Please email or fax this form and supporting documentation to:

Email: MCCVA-Provider@MolinaHealthcare.com

Fax: (888) 656-5098



Americans with Disabilities Act (ADA) Form: Virginia

Please complete the following attestation for each provider service location and return it with your signed contract.

Practice name: _____ Tax ID Number: _____

Service address: _____ Phone number: _____

Email address: _____

The Americans with Disabilities Act (ADA) requires providers make reasonable access and accommodations for all persons with disabilities. Molina Healthcare is providing you with the opportunity to self-attest to the below ADA standards, in order to verify core elements of ADA compliance, to service our members.

If you are not an office-based provider, please check here and proceed to the signature section below:

If you are an office-based provider, please check complete each standard below, as applicable, and have the designated representative sign and return the attestation to Molina Healthcare.

ADA STANDARDS	RESPONSE
Building has handicap designated parking. Parking spaces are accessible with ramps and curb cutouts between the parking lot, office, and at drop-off locations.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Building has automatic entry option or alternative access method.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Building has elevator for public use (if building is multi-leveled). Elevator has enough room for the wheelchair and/or scooter to maneuver.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Restroom is equipped with large stall and safety bars or other reasonable accommodations.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Waiting room (including furniture) can accommodate patients with physical and non-physical disabilities. The reception and waiting areas have enough room for a wheelchair and/or scooter to maneuver and turn around.	<input type="checkbox"/> Yes <input type="checkbox"/> No
At least one exam room can accommodate patients with physical and non-physical disabilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signage and way finding is clear (e.g. color, symbol signage, and braille).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Doors to access building, office, and patient rooms are at least 32 inches wide.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The exam table moves up and down to make it easier to get on and off whether standing or using a wheelchair or scooter.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diagnostic equipment can accommodate patients with disabilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The scale is able to accommodate a wheelchair or scooter.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Provider service locations that attest to being ADA compliant, or have received an in-office assessment and determined to be ADA compliant, will be published as such in our Provider Directory.

I attest to the best of my knowledge that the above information is true, accurate and complete.

Authorized signatory (printed): _____

Authorized signatory (sign): _____

Title: _____ Date signed: ____/____/____

Please email or fax this form and supporting documentation to:

Email: MCCVA-Provider@MolinaHealthcare.com

Fax: (888) 656-5098

For additional questions, please visit our website at Molinahealthcare.com.