

How to Complete a Provider Enrollment Application

FACILITY PROVIDER

How to Complete a Provider Enrollment Application



- The Purpose of the Enrollment Application
- How to Complete an Application for a Facility
- What Types of Credentials are Required
- How to submit your Provider Enrollment Application



All practice types (Individual/Facility/Group), **must** complete this section of the application.

Provider Enrollment Form

Reset

Print

U.S. Department of Labor

Office of Workers' Compensation Programs



OMB Number 1240-0021

Expires: 05/31/2019

Please refer to instructions for completing this form.

Provider Number

Effective Date

FOR DOL USE ONLY

1. Are you applying for a new enrollment or updating your record? ☐ New enrollment ☐ Re-enrollment ☐ Update

1a. Program

☐ FECA

☐ Black Lung

☐ Energy

If update or re-enrollment, enter Provider Number or Employer Identification Number (EIN): _____

2. What is the earliest date that you treated a participant in any OWCP program?

Block 1: Indicate whether this form is being used for a new enrollment, or to update an ***** existing enrollment record.

Note: If the form is being submitted to update your record, enter your Provider Number or Employer Identification Number.

Block 1a: Check the program in which you want to enroll as a provider. *****

Note: If the provider wants to enroll in additional programs, a separate application is required for each program

*** If data is missing from these fields, the application will be Returned to the Provider (RTP)**

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If update or re-enrollment, enter Provider Number or Employer Identification Number (EIN): _____

2. What is the earliest date that you treated a participant in any OWCP program?

Ex. 2/22/2015

Block 2: Indicate earliest date you treated any OWCP participant.

- Practice Information **(Section 3)**
- **All** practice types (Individual/Facility/Group), **must** complete this section of the application.

3. Practice Name Provider Company Inc.		4. Practice's Physical Address 4090 Corporate Street	
5. City Corporate Town		6. State FL 	7. Zip (9 digits) 51551-5555
8. Telephone 999-999-9999	9. FAX 999-999-9999	9a. Business Email Address Corporate@Corp.Com	

Box 3: The provider should type/print their practice name

Box 4: The provider should type/print their practice physical address **(P.O. Box is not acceptable - RTP)**

Box 5: The provider should type/print their practice city

Box 6: The provider should type/print their practice state

Box 7: The provider should type/print their zip code (all 9-digits)

Box 8: The provider should type/print their practice phone number

(Note: if the provider submits a cell phone # for the practice, the provider must submit a copy of their cell phone bill. The address on the bill MUST match the address in box 4)

Box 9 & 9a: The provider should include fax number and business email address if available (not required)

*** If data is missing from any of these fields, the application will be Returned to the Provider (RTP)**



- If the provider checked “b” for facility, they must complete boxes 11a through 12.

Provider Type (Individual or Facility). See attached listing.

11a. Provider Type Code

11b. Provider Type Description (see attachment)

11c. If you select "Other Provider" (96) or Non-Medical Vendor (53), please explain:

12. Tax ID: (☐ EIN or ☐ SSN Please select one.)

13a. NPI

13b. Taxonomy

13c. DEA#

Block 11a: The provider should type or print their “provider type.” (A list of provider types are attached to the application) *

Block 11b: The provider should type or print the description of the provider type selected in box 11a.

Block 11c: If the provider is an individual, and selected a provider type of either (96) – Other Provider, or (53) – Non Medical Vendor, the provider must type or print an explanation and a description of The services that will be performed. *

Block 12: The provider should check the box and type or print their SSN or EIN as appropriate. *

Note: If the provider is a sole proprietor they should use their SSN #

If the provider is an LLC, INC., etc., they should use their EIN #

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If the provider checked "b" for facility, they must complete boxes 14a through 15d.



14. Required for hospitals only		14a. Medicare Number	
14b. NPI: 1.	14c. Taxonomy Code(s):1.		14d. DEA No. 1.
2.	2.		2.
3.	3.		3.
License and/or Certification required for all Applicants			
15a. Name	15b. License No./ State	15c. Current License Expiration Date	15d. Certification Expiration Date:

Block 14a: The hospital should type/print their Medicare number

Block 14b: The hospital should type/print their NPI number **(Note: the provider can use as many lines as needed)**

Block 14c: The hospital should type/print their Taxonomy code **(Note: the provider can use as many lines as needed)**

Block 14d: The hospital should type/print their DEA number **(Note: the provider can use as many lines as needed)**

Block 15a: The hospital should type/print their Name

Block 15b: The hospital should type/print their license number and issuing state **(BOTH must be on the application)**

Block 15c: The hospital should type/print their current license expiration date

Block 15d: If the provider has a certificate, the provider should type/print the certification expiration date

*** If data is missing from these fields, the application will be Returned to the Provider (RTP)**

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If the provider checked "b" for facility, they must complete 17a through 20. *The provider MUST sign and date the enrollment application or it will be returned to provider and will NOT be processed



16. United Mine Workers' of America (UMWA) Number, if applicable.

Billing Address-indicate "same" if identical to Practice Address.

17a. Address

17b. City

17c. State



17d. Zip (9 digits)

18. ☐ I have completed an ACH Vendor Payment/Electronic Funds Transfer (EFT) form.

19. ☐ I am interested in billing electronically (check one): ☐ P2P Link ☐ EDI ☐ Web Submission

20. ☐ I do not wish to be included in an online searchable list of OWCP providers. Reason:

NOTICE: Anyone who misrepresents or falsifies essential information to receive payment from Federal funds may upon conviction be subject to fine and imprisonment under applicable Federal laws.

Signature (Provider or Representative and Title)

Coral Jakes,

MD

Date

1/24/2016

Box 16: This box is only for Black Lung providers who have a UMWA Health & retirement Fund member #

Box 17a: The provider should type/print address where they want the Remittance Advice to be sent

Box 17b: The provider should type/print billing city if this is different from block # 5

Box 17c: The provider should type/print billing state if this is different from block # 6

Box 17d: The provider should type/print billing zip code (all nine digits), if this is different from block # 7

Box 18: The provider should check this box to indicate they have completed an ACH Vendor Payment

Box 19: If the provider is interested in electronic billing they should check the box and indicate one of the 3 methods

Box 20: If the provider does not wish to be included in an online searchable list of OWCP providers, they must check

this box and indicate the reason



Signature/date: The provider MUST sign and date the enrollment application *

- Provider must check either Yes or No
- Any provider that indicates “Yes” on the disclosure statement will not be initially enrolled. The provider application will be forwarded to DOL for review and final decision
- Provider must print name and title
- Provider must sign and date

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Once the enrollment application is completed, the provider will mail the application to the appropriate program shown below. **The completed enrollment form must be accompanied by a completed ACH Vendor Payment Information Form or it will be returned to the provider.**

For Federal Employee Compensation (FECA) Program		Energy Program
OWCP/FECA P.O. Box 830 London, KY 40742-8300		IC Box 8304 London, KY 40742-8304
If you have any questions regarding completion of the form, please call Toll Free: 1-844-493-1961		If you have any questions regarding the completion of the form, please call Toll Free: 1-844-493-1961



How to Complete a Facility Provider Enrollment Application _Training Complete



Exit

