

School Medicaid Provider Enrollment

Step 1:

Your school/district can start the process of enrollment by clicking [here](#). This link will take you to the National Plan & Provider Enumeration System (NPPES) to apply for an NPI #.

Please note: School districts must have “5” NPI #s. Charter and private schools must have “1” NPI #.

If you need any assistance, click [here](#) for the CMS “How to apply for an NPI Online Guide”.

Step 2:

Once you have an NPI #(s), you must complete the enrollment application for a Florida Medicaid Provider ID # by clicking [here](#).

While filling out your application make sure to:

- Select “To bill for services and receive payment directly from Medicaid”.
- Select Application Type “Group”.
- Select Provider Type “08-School District”.
- Select Primary Specialty “811-Charter School”, “812-Private School”, or “908-School District”.

If you need any assistance click [here](#) for the Florida Medicaid Provider Enrollment App Guide.

Step 3:

Once you complete the enrollment application, you must upload the “Non-Institutional Medicaid Provider Agreement” which can be found by clicking [here](#). Once complete, upload the required document in pdf format.

Charter and private schools only:

You must also complete and upload a Background Screening **once you obtain an Enrollment Application Tracking Number (ATN)**. You can click [here](#) for screening information.

Please note the Background Screening Units average processing times for reviewing these screenings is 5 to 7 business days once the results are received from FDLE.

School Districts only:

You must also complete and upload the “Special Exempt Entity Certification-Fingerprinting Exemption” by clicking [here](#).

Step 4:

Charter and private schools only:

Once your school is fully enrolled, your rendering providers must enroll. Repeat the steps above.

Please note: If the rendering provider is already enrolled in the community, they will still need to complete the Florida Medicaid enrollment application to enroll as a school health provider. While filling out your application make sure to:

- Select Application Type “Sole Proprietor Enrolling as a Member of a Group”.
- Select Provider Type “84-School Health Provider”.
- Select Primary Specialty as appropriate in the formal confirmation received from AHCA [School Based Provider Enrollment Email](#).

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Please note: Rendering providers should only have one NPI and only one school health Medicaid provider number (“84”). Individual providers have the ability to add up to 20 additional service location addresses. They can add those locations by logging into the web portal and accessing the Additional Service Location Addresses panel.

When there are multiple providers using the same NPI at the same address, they must differentiate the address. Please take the following steps to submit claims:

- Make the addresses unique by adding a room number, or changing DR to Drive, LN to Lane, etc. on one of the duplicate addresses to make unique. This can be done via the secure provider Web Portal.

Here is a link to the Address Maintenance Wizard Quick Reference Guide to assist with this [Address Maintenance Wizard QRG.pdf \(flmmis.com\)](#).