**Background**

Private and charter schools interested in enrolling in Florida Medicaid as providers must complete the application process and be approved before being able to receive Medicaid reimbursement for services. This process involves several steps and requires that all criteria in the School-Based Services Coverage Policy is met. To initiate the process, private and charter schools must apply online through the Enrollment Wizard located on the Agency’s website as provider type 08 (school district) with specialty 811 (charter schools) or 812 (private schools).

Enrollment for private and charter schools consists of two major components: enrolling the school and enrolling the individual practitioners who will deliver services.

**Private and Charter School Enrollment**

Private and Charter School enrollment consists of the following process:

* Private and charter schools must obtain a national provider identifier (NPI). This can be completed at the following link: <https://nppes.cms.hhs.gov/#/>.
* Once an NPI is obtained, the school must complete the online provider application process using the [Online Enrollment Wizard](http://ahca.myflorida.com/medicaid/Operations/Fiscal/providers/index.shtml).
  + The Enrollment Wizard provides step-by-step guidance on completing the application.
  + The application process also requires submission of documents. To obtain a list of what documents to prepare, please refer to the [Interactive Enrollment Checklist](http://ahca.myflorida.com/medicaid/Operations/Fiscal/providers/index.shtml).
  + Completing the application requires level 2 background screenings for personnel listed on page 2-23 of the [Provider General Handbook](http://ahca.myflorida.com/medicaid/review/General/59G_5020_Provider_General_REQUIREMENTS.pdf). All screenings must be completed by the Agency’s [Background Screening Clearinghouse](http://ahca.myflorida.com/MCHQ/Central_Services/Background_Screening/).
* An enrollment application is not complete until the school submits a Medicaid provider agreement.

**Private and Charter School Individual Provider Enrollment**

All providers delivering services at a private or charter school must independently enroll in Florida Medicaid. At this time, only the following provider types can use the Enrollment Wizard to complete the process:

* Therapists (physical, occupational, and speech)
* Mental health providers licensed under Chapter 490 or 491, F.S.
* Behavior analysts
* Registered nurses

The following practitioners are not able to fully enroll in Florida Medicaid at this time:

* School counselors
* Therapy assistants (physical, occupational, and speech)
* Licensed practical nurses
* School health aides

However, the Agency is working on system updates to enable enrollment. In the interim, private and charter schools may receive reimbursement for services provided by these individuals by following these steps:

* Private and charter schools must review and submit signed appendices in the [Medicaid Certified School Match Coverage Policy](http://ahca.myflorida.com/medicaid/review/Specific/Certified_School_MatchHB.pdf) (pages A-1 to A-12) and ensure that their non-enrolled providers meet the specified requirements.
  + In addition to credentialing requirements, providers must also undergo fingerprinting and background screenings in accordance with the Florida Department of Education’s standards.
  + Schools only need to submit signed appendices for the services they deliver and ensure that their providers meet the requirements specified.
* To identify each provider, private and charter schools must submit a roster to the Agency that includes the following:
  + Social Security number and date of birth
  + Position (e.g., school counselor, school health aide, physical therapy assistant)
  + License and/or certificate number
  + Dates of hire and completed background screening
* This roster must also include information of providers who are independently enrolled but cannot “link” to the school in Florida Medicaid’s system.
* Private and charter schools must keep their provider rosters current and notify the Agency of any changes.
* Private and charter schools must also submit scanned copies of their individual providers’ credentials as listed in the appendices from the Medicaid Certified School Match Coverage Policy.
* The Agency will notify private and charter schools if additional information is needed.

**How Private and Charter Schools Should Complete Claims for Reimbursement**

Following completion of the enrollment process, private and charter schools can begin delivering and billing for Medicaid school-based services. Because of the interim process needed to enroll certain providers, schools will need to take special steps when completing claims forms.

* Private and charter schools must use the CMS-1500 claims form. For additional information, please refer to the [CMS-1500 Provider Reimbursement Handbook](http://ahca.myflorida.com/medicaid/review/Reimbursement/RH_08_080701_CMS-1500_ver1_4.pdf).
* When completing the form for services delivered by a non-enrolled provider, private and charter schools should leave the rendering provider field blank.
  + Private and charter schools must still enter the school’s Medicaid provider information in the billing provider fields.
* Private and charter must only enter procedure codes on the claims form listed on the [Medicaid Certified School Match Fee Schedule](http://ahca.myflorida.com/medicaid/review/Reimbursement/2019-01-01_Fee_Sched_Billing_Codes/Medicaid_Certified_School_Match_Program_Fee_Schedule_2019.pdf).

**Questions?**

The Agency is committed to ensuring that each school that enrolls in Florida Medicaid has a seamless process. If you have questions, please direct them to the following:

* For enrollment questions, call 1-800-289-7799, option 4.
* For billing questions, call the Florida Medicaid Helpline at 1-877-254-1055.
* Please submit all other questions to Cynthia Joseph at [Cynthia.joseph@ahca.myflorida.com](mailto:Cynthia.joseph@ahca.myflorida.com).