

Tips for Enrolling in Health First Colorado (Medicaid)

Below is the link for Health First Colorado's enrollment **manual**, which walks through the process: https://hcpf.colorado.gov/sites/hcpf/files/Provider%20Enrollment%20Manual%2004262023_0.pdf

The link for the actual **enrollment application**: <https://hcpf.colorado.gov/provider-enrollment>

Some things to think about as you get set up are:

- (1) Are you planning to be self-employed only?
- (2) Do you work for another agency which bills Medicaid?
- (3) Do you think you'll want to hire or contract with other providers to work for you?

Your answers will determine which **Enrollment Type** (see pg 3) to sign up under.

Enrollment Types

Billing Individual: The easiest way to bill Medicaid is to do so as a *Billing Individual*. This means you provide services (you are a "rendering" provider according to Medicaid lingo) AND bill (a "billing provider") under your social security number. However, if you go with this option, you can ONLY bill Medicaid in this way. You can NOT then have an employer bill for you under their business. So if you're self-employed ONLY you can consider setting up under this Enrollment Type.

Billing Provider: If you want the option to bill for yourself AND be employed by another billing business, then you will need to set up your own business which will be your billing provider for the therapy services you provide as a "rendering provider." In this case, you will create a business with the CO Secretary of State, get an Employer Identification Number (EIN) from the IRS, then enroll your business in Medicaid as Enrollment Type *Group*. Refer to their manual for details on how to do this.

Group: Part of the process to enroll your new business as a *Group* includes giving them the information for at least 1 service provider who will associate with the new business once the business is enrolled. This service provider would be you. If you have already been providing services and have a Medicaid provider number, you will simply enter your information as requested. If you are new to billing Medicaid you would need to first set up your own account as an *Individual Within a Group* enrollment type. Refer to the manual on how to do this.

If you think you want to have employees or contractors billing under your business name (now or in the future) then go ahead and establish a business and get it enrolled.

STEPS TO ACCESS THE APPLICATION:

A tip for those of you who are already providers and are applying to enroll your new BUSINESS as a separate agency—something I had to keep reminding myself as I completed the application is that I was applying *for my business to become a billing agent*. I was not applying for myself to become a provider. Ignore this tip if you are enrolling yourself as a *Billing Individual*.

1. <https://hcpf.colorado.gov/provider-enrollment>



2. Click on.

3. It will direct you through several informational screens where you can determine which categories you fit into. Keep scrolling to the bottom of each page and click on proceed and it will direct you to the actual application page.

In my case my OT business's *Provider Type* is "Non-physician Practitioner–Group." The *Enrollment Type* you choose is based on the answers to the questions discussed at the top of this document (Billing, Individual, Group, etc.)

Additional Resources and Tips:

The following website has all the information you need to start a business in Colorado. It's a relatively easy process to register a business:

<https://www.sos.state.co.us/pubs/business/FAQs/startBusiness.html>

You will also need to file a Periodic Report annually, which is easy and currently only costs \$10/year.

Follow the link below to get an Employer Identification Number (EIN):

<https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers>

If you are new to billing Medicaid, the website and office has training to explain the process. It's generally more irritating than difficult to bill Medicaid, once you get the hang of it:

<https://hcpf.colorado.gov/provider-training>

For those who are new to being self-employed, you will need to complete a few additional forms when you file taxes, including Schedule C and Schedule SE. Be aware you have to pay a higher tax rate on business income due to Self-Employment Tax. Keep track of all your expenses throughout the year for business write-offs; this helps offset the higher taxes. There's lots of information available about what expenses can be deducted:

<https://www.irs.gov/businesses/small-businesses-self-employed>