
**DEPARTMENT
POLICY**

The policy and procedures in this item apply to FIP, SDA, MA, and SER only; see BEM 704 for CDC.

Providers must be enrolled in Bridges to be paid for services rendered. Bridges will assign a provider ID number when enrolled. The ID number is used when authorizing a payment to the provider. In addition to the Bridges enrollment, providers must complete a vendor registration and file a W-9 through Contract and Payment Express (C&PE) in order to receive payment, by visiting, http://www.michigan.gov/budget/0,4538,7-157-13404_37161---.00.html.

The provider's name, Tax ID Number (TIN), address and Main Mail Code (MMC) assigned to their preferred mailing address in C&PE must correspond with their Bridges enrollment information in order to avoid a payroll error and to prevent a payment from being issued to an incorrect provider or mailed to an incorrect address.

**CENTRAL OFFICE
PROVIDER
ENROLLMENT**

The Provider Management Payments Unit (PMPU) is responsible for completing enrollments and making revisions or corrections to all medical service providers, energy-related service providers and non-energy related service providers.

Energy-Related Service Providers

Suppliers of non-heat electricity, natural gas, deliverable fuel and other household fuel types, along with energy-related home repair providers are enrolled as a Low Income Home Energy Assistance Program (LIHEAP) provider.

The provider must complete and submit a DHS-355, Participation Agreement for Michigan's Low Income Home Energy Assistance Program, form to the PMPU in order for a provider to be enrolled as a LIHEAP provider and to receive payment on behalf of a client.

Revisions or corrections to a provider's enrollment must be submitted in writing, by the provider, on a DHS-355 or their business letterhead and sent directly to the PMPU.

Non-Energy Service Providers

To enroll or make changes to the enrollment of non-energy utility providers of water, sewer, burial, home repair, and shelter, (includes home ownership), submit a completed DHS-2351-X, Provider Enrollment/Change Request to PMPU.

Medical Service and Medical Photocopying Service

To enroll or make changes to the enrollment of a Medical Service or Medical Photocopying Service provider, the DHS-94, Medical Services Authorization Provider Enrollment/ Other Change, form and the DHS-93, Examination Authorization/Invoice for Services, form must be sent to PMPU.

After enrollment, PMPU will return the DHS-93 and DHS-94 to the local office, identifying the provider's ID so that payment may be processed.

**Provider
Management
Payments Unit
(PMPU)**

Use the Search Enrolled Provider inquiry to determine if the provider has already been assigned a provider ID number in Bridges. If an ID number has previously been assigned, please reference that number in the correspondence to PMPU.

Please mail, email or fax provider enrollment or change requests to:

Mailing Address: Financial Services, Accounting Division
Provider Management Payments Unit
235 S. Grand Avenue, Suite 1004
Lansing, MI 48933

Email: MDHHS-Provider-Management@michigan.gov

Fax: (517) 241-7508

**LOCAL OFFICE
PROVIDER
ENROLLMENT**

Adult Foster Care, Homes for the Aged, and County Infirmaries receiving payment for care must be enrolled in Bridges by local offices; see BAM 430. Special Living Arrangement (SLA) provider payment cannot be authorized unless the provider is enrolled with

the appropriate eligibility type. SLA provider payment authorizations **cannot** be authorized beyond the eligibility type end date if an end date has been entered.

SERVICE PROVIDERS

Multiple Provider ID Numbers

Some providers may be assigned to more than one provider ID number. This occurs when the company wants to differentiate between several business locations. Multiple provider ID numbers may be assigned to the same business or individual when the provider chooses to be enrolled and paid under a Federal Employer Identification Number (FEIN). Multiple provider ID numbers cannot be assigned when the provider chooses to be enrolled and paid under a Social Security Number (SSN). An individual who would like to obtain a FEIN should contact the Internal Revenue Service or the U.S. Post Office to obtain a Form SS-4, Application for Employer Identification Number. It may take several weeks to obtain a FEIN.

When a provider has been assigned multiple provider ID numbers, local office staff must review the enrolled name, address and tax identification number carefully before authorizing payment, to ensure that the correct provider ID number is used.

Multiple Names and Addresses

A situation may occur where the owner of the business or property requests that the payment be issued to and/or mailed to another individual or business.

For energy and non-energy service providers, payments are issued to the individual or business enrolled in Bridges and mailed to the physical address or the address entered in the mailing address section. The provider's mail code in Bridges must match the mail code provided in C&PE to ensure the payment is mailed to the correct address.

Adding Eligibility Type(s) to Enrolled Providers

If a provider furnishes different services, more than one eligibility type may be added to the provider enrollment. Eligibility type may be added at any time to a provider ID number. The Search Enrolled Provider inquiry menu is used to determine whether a provider is

enrolled and the eligibility types the provider is authorized to furnish.

CHANGES TO PROVIDER ENROLLMENT

Updating Enrollment Information

The provider must request changes to the provider file information (for example, name or address) in writing. The request should include the new information, the provider's tax identification number and the provider ID number.

Changes to the following service provider enrollments may only be completed by PMPU in central office: energy-related, non-energy related, medical and medical photocopying.

A provider ID number may be used to authorize several departmental programs or services (for example, one provider could be authorized for home repair, shelter, and energy-related services). Other local office staff who use the provider ID number may also need to know about the provider enrollment information changes. The eligibility types and the provider documents in the local office provider enrollment file will assist in identifying other staff who use that provider ID number.

PROVIDER ENROLLMENT TERMINATION

Provider Enrollment Terminations - Central Office

Local offices cannot delete or end date the following provider eligibility types:

- Medical service provider.
- Medical photocopying service provider.
- Energy-related service provider.
- Non-Energy related service provider.

When provider enrollment termination is needed, submit the DHS-2351X to PMPU in central office. Energy-related providers must submit the termination request on the DHS-355 or on their company letterhead.

When it is necessary to end date a provider ID number due to multiple provider ID numbers, PMPU will enter the correct provider ID number in the comment section of the Provider Service Details screen of the end-dated provider ID number.

Send a DHS-2351X to PMPU to reactivate any end-dated provider ID number.

Note: Energy-related service providers must complete and submit a DHS-355 in order to have their enrollment re-established.

All Other Providers

SLA Home for the Aged provider enrollments must be terminated by the local office services staff when notification is received from Public Health that the license/certification is terminated.

Computer updates from Adult Foster Care licensing will automatically enter an end date for license closures for SLA, AFC and CI facilities.

PROVIDER ENROLLMENT FILE

Maintain forms used to enroll or change provider information on the provider enrollment file in a secure location. Also include any documents with information upon which a provider enrollment or change is based.