



CLINICAL POLICY

Provider Enrollment

A. EFFECTIVE DATE :

March 29, 2021

B. PURPOSE :

To ensure provider compliance UConn Health and regulatory enrollment guidelines.

C. POLICY :

All provider enrollment applications will be processed by the Provider Enrollment Department according to the procedure outlined below.

D. SCOPE :

Applies to levels of providers who submit billing for professional services to insurance companies. Includes but is not limited to physicians, APRN's, PA's, and Dietitians and Therapists.

E. DEFINITIONS :

1. Provider - Someone who is authorized to practice by the State and is performing within the scope of his/her license
2. Provider Enrollment – An application for participation with insurance carriers. It is the process used to establish eligibility to submit claims and receive direct reimbursement to the organization for services rendered.

F. MATERIAL(S) NEEDED :

None

G. PROCEDURE :

1. The Academic Administrator, Medical Staff and/or Clinical Leadership will notify the Provider Enrollment Department when an offer of employment is extended to a provider.
2. The Provider Enrollment Department will send an enrollment packet for all applicable insurance carriers including Medicare and Medicaid to the candidate electronically.
3. The provider candidate will complete the documentation, sign and submit to the Provider Enrollment Department via email or fax.
4. The Medical Staff Office will confirm the provider's status to include but not limited to; credentials, State of Connecticut license and DEA registration and inform the Provider Enrollment Department that these requirements are met.
5. The Provider Enrollment Department will review and submit all applications to the insurance carriers on behalf of the provider and UConn Medical Group.
6. The Provider Enrollment Department will, upon notification from the applicable insurance carrier, update EPIC Provider Finder with the effective date.

H. ATTACHMENTS :

None

I. REFERENCES :

None

J. SEARCH WORDS :

Provider Enrollment, Insurance Carriers

K. ENFORCEMENT:

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

L. STAKEHOLDER APPROVALS :

On File

M. COMMITTEE APPROVALS :

None

N. FINAL APPROVAL :

- | | |
|--|---------------------------|
| 1. <u>Andrew Agwunobi, MD (Signed)</u>
Andrew Agwunobi, MD, MBA
UConn Health Chief Executive Officer | <u>04/13/2021</u>
Date |
| 2. <u>Anne Horbatuck (Signed)</u>
Anne D. Horbatuck, RN, BSN, MBA
Clinical Policy Committee Co-Chair | <u>04/07/2021</u>
Date |
| 3. <u>Scott Allen, MD (Signed)</u>
Scott Allen, MD
Clinical Policy Committee Co-Chair | <u>04/09/2021</u>
Date |
| 4. <u>Caryl Ryan (Signed)</u>
Caryl Ryan, MS, BSN, RN
VP Quality and Patient Services & Chief Nursing Officer | <u>04/08/2021</u>
Date |

O. REVISION HISTORY :

Date Issued: 4/13/2007

Date Revised: 3/29/2021

Date Reviewed: