



# PRMMIS

Provider Application Fee	Policy No.:	PRMMIS – PRV-0005
	Classification:	Provider Enrollment
	Approving Authority:	Caleb Colon
	Effective Date:	04/06/20
	Supersedes:	New
	Last Change:	N/A
	Mandate Review:	Annually – TBD

**PURPOSE:** The purpose of this policy is to establish the types of providers seeking to enroll (or revalidate) in the Puerto Rico Medicaid Program (PRMP) that are required to pay the enrollment fee and to outline the policy for waiver of the fee. This is to comply with 42 CFR, Part 455.460.

Acronym/Term	Definition
CHIP	Children’s Health Insurance Program
CFR	Code of Federal Regulations
CMS	Centers for Medicare and Medicaid Services
DME	Durable Medical Equipment
ICF/IID	Intermediate Care Facility for Individuals with Intellectual Disabilities
NPI	National Provider Identifier
ORP	Ordering, Referring, and Prescribing
PRMMIS	Puerto Rico Medicaid Management Information System
PRMP	Puerto Rico Medicaid Program

## SCOPE

All references to the PRMP in this policy are inclusive of Children’s Health Insurance Program (CHIP). This policy covers all providers (including out-of-state providers) enrolling, revalidating, or re-enrolling in the PRMP, which includes participating providers who are enrolling/revalidating for the purposes of the collection of encounter data. Ordering, referring, and prescribing (ORP) providers are not subject to enrollment fees because they are individual practitioners.

## POLICY

### Enrollment Fee Requirement

The PRMP requires payment of the application fee for all enrolling providers with the exception of:

- Individual physicians or non-physician practitioners (provider types not in the list below)
- Providers who are enrolled in Medicare or another state’s Medicaid or CHIP program
- Providers that have paid the applicable fee to Medicare or another State Medicaid program

Generally, the fee applies to “institutional” providers. The following is the complete list of provider types to which the fee applies:

Provider Type Code – Description
01 - Hospital



Provider Type Code – Description
06 - Ambulatory Surgical Center
09 - Skilled Nursing Facility - Hospital Based
10 - Skilled Nursing Facility - Free Standing
11 - State Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) Facility
12 - Private ICF/IID Facility
15 - Hospice
19 - Federally Qualified Health Center - Look Alike
20 - Pharmacy
22 - Imaging Center
40 - Ambulance
41 - Non-Emergency Medical Transportation
50 - Laboratory
56 - Comprehensive Outpatient Rehabilitation Facility
65 - Home Health Agency
68 - Federally Qualified Health Center
89 - Dialysis Center
90 - Durable Medical Equipment
94 - Developmental Disability Center
A9 - Center for Diagnosis and Treatment
B3 - Family Planning Center
B4 - Imaging Center - Mobile
B5 - Mental Health Center
B6 - Methadone Center
C1 - Primary Care Center
C2 - Inpatient Rehabilitation Facility

Providers pay the applicable fee on a per-application basis. For example, a provider enrolling separately as a hospital and a pharmacy are subject to two application fees since each entity must be screened. Another example is a pharmacy that also supplies Durable Medical Equipment (DME) must enroll as a pharmacy and a DME provider via two applications and must therefore pay two application fees.

The application fee does not apply to practitioners enrolling only as ORP providers. These providers are considered individual practitioners and are not subject to the fee based on their provider type.

In summary, PRMP must collect the applicable application fee prior to executing a provider agreement.

**Waiver of Enrollment Fee**

Providers may request a waiver to the fee if they can justify a hardship. The provider must request the waiver in writing and must provide the following information to PRMP:

- Justification of the hardship
- Provider name



- Provider address
- National Provider Identifier (NPI)

If PRMP agrees that the hardship is justified, the request will be forwarded to the Centers for Medicare and Medicaid Services (CMS) for review and approval. Only CMS may approve a waiver of fee payment. PRMP is not permitted to approve the waiver independently.

**REFERENCE:**

42 CFR §455.460 - Application fee. <https://www.ecfr.gov/cgi-bin/text->

[idx?SID=4f9b253f4ed0c970f276dd6c117d72ba&mc=true&node=se42.4.455\\_1460&rgn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=4f9b253f4ed0c970f276dd6c117d72ba&mc=true&node=se42.4.455_1460&rgn=div8)

CMCS Informational Bulletin. <https://www.medicaid.gov/federal-policy-guidance/downloads/cib-12-23-11.pdf>

Medicaid Provider Enrollment Compendium (MPEC). <https://www.medicaid.gov/affordable-care-act/downloads/program-integrity/mpec-7242018.pdf>

**CHANGE HISTORY**

Date	Version	Change Details	Owner/ Approver	Date of MMIS Mgr Approval
07/19/19	1.0	New Policy	Caleb Colon	07/19/19