Oregon **Health** Authority

Steps for Comprehensive Primary Care Plus (CPC+) practices

Some Oregon clinics have applied and been approved as CPC+ practices. Approved CPC+ practices must be enrolled with the Oregon Health Plan (OHP), Oregon's Medicaid program, to receive CPC+ per-member-per-month (PMPM) payments.

This document explains what steps an approved CPC+ practice needs to complete to participate, receive payment, and report information to the Oregon Health Authority (OHA).

Enroll with Oregon Health Plan

Complete all steps to enroll as a billing provider (type 09) if your CPC+ practice is not currently enrolled. For more information and forms, visit the Provider Enrollment page: http://www.oregon.gov/oha/healthplan/pages/practiceenroll.aspx. For assistance contact Provider Enrollment: 800-422-5047 or provider.enrollment@state.or.us.

- The specific CPC+ practice site location must be enrolled to receive PMPM payments.
  - o If the practice site location is not currently enrolled, enroll with OHP as a billing provider (type 09).
  - o If the practice site location is already enrolled and able to bill (i.e. type 28 – Indian Health Clinic; 42 – Advance Practice Nurse; 47 – Clinic; etc.):
    - There is no need to enroll with a separate Medicaid ID.
    - The current Medicaid enrollment address must match the CPC+ practice. If necessary, update the clinic's address using the Provider Information Update Form (OHP 3035) or the Demographic Maintenance function on the Medicaid Management Information System (MMIS) Provider Web Portal.
- Fill out all forms
  - o Provider Enrollment Attachment (OHP 3110)
  - o Provider Enrollment Information (OHA 3972)
  - o Provider Enrollment Disclosure Statement of Ownership and Control, Business Transactions and Criminal Convictions (OHA 3974)
  - o Provider Enrollment Agreement (OHA 3975)
- Fax all completed forms, using the EDMS Coversheet, and the clinic's IRS letter (this is the letter from the IRS confirming the clinic's Employer Identification Number – EIN) to Provider Enrollment: 503-378-3074
- Notify Jamal Furqan of the Medicaid ID for the CPC+ practice once enrollment is complete and the address matches the approved practice's site location.

Set up the MMIS Provider Web Portal Account, add clerks, and assign clerk roles

OHA sends the MMIS Provider Web Portal PIN letter, once the enrollment process is complete, to the mailing address associated with the practice. The PIN is necessary only for initial access to the MMIS Provider Web Portal and expires 90 days after the issue date.

Complete the account setup process only if there is no existing account associated with the Medicaid ID. To request a new PIN, if needed, or to see if an account already exists for a specific Medicaid ID, contact Provider Services Unit: 800-336-6016 or team.provider-access@state.or.us.

- Begin at https://www.or-medicaid.gov.
- Set up the portal account (instructions).

- If necessary, add clerks and assign clerk roles: PCPCH and Trade Files ([instructions](#)).

Prepare and upload the clinic's patient list

CPC+ practices upload patient lists on the MMIS Provider Web Portal for each quarter beginning with quarter one of 2017 (January – March, 2017).

- The patient list consists of Medicaid members who have had a visit within the past 18 months (18-month look back).
- Begin at the [OHA Forms and Publications](#) page.
- Locate and open the Per-Member-Per-Month Patient List Template (OHP 3131).
- Complete the OHP 3131:
  - Use alphanumeric characters only;
  - For each patient, enter a capital Y in the Closure column and a capital X in the ACA Qualified column; and
  - Save the quarterly OHP 3131 as a csv file.
- Upload the csv file on the MMIS Provider Web Portal:
  - Log in to the portal;
  - Click upload from the Trade Files menu;
  - Select PMPM Enrollment File from the Transaction Type dropdown menu;
  - Click the white "browse" button to locate the saved csv file and attach it to the field (the filename will populate); and
  - Click the blue "upload" button (a message will display whether the file was uploaded successfully).

Questions?
- **For PCPCH program questions,** contact PCPCH program staff at PCPCH@state.or.us.
- **For MMIS Provider Web Portal assistance,** contact Provider Services Unit at 800-336-6016 or Team.Provider-Access@state.or.us.
- **For OHP enrollment assistance,** contact Provider Enrollment at 800-422-5047 or Provider.Enrollment@state.or.us.
- **For patient list, enrollment or payment questions,** contact Strategy and Program Implementation Analyst Jamal Furqan at 503-945-6683 or Jamal.Furqan@state.or.us.
- **For training questions,** contact Jennifer R. Smith at 503-602-1128 or Medicaid.Provider-Training@state.or.us.