

**Affected Programs:** BadgerCare Plus, Medicaid

**To:** Specialized Medical Vehicle Providers, HMOs and Other Managed Care Programs

## Changes to Annual Recertification for Specialized Medical Vehicle Providers

The annual Wisconsin Medicaid recertification for specialized medical vehicle (SMV) providers will begin in August 2010. This *ForwardHealth Update* describes important changes to the 2010 recertification for SMV providers. Providers will now be required to verify all current vehicle and driver information on file with Wisconsin Medicaid during recertification and provide information regarding any new vehicles or drivers. Providers will be able to submit this information online via the ForwardHealth Portal.

Specialized medical vehicle (SMV) provider recertification begins in August 2010 and will be conducted online via the ForwardHealth Portal at [www.forwardhealth.wi.gov/](http://www.forwardhealth.wi.gov/). This *ForwardHealth Update* describes changes in the annual Wisconsin Medicaid recertification process for SMV providers effective during the 2010 recertification and includes information providers will need to prepare for the recertification.

### Changes to Provider Recertification

With the 2010 SMV provider recertification, SMV providers will be required to verify all current vehicle and driver information on file with Wisconsin Medicaid during the recertification process. Providers will also be required to submit information regarding any new vehicles or drivers to Medicaid during recertification.

Information currently on file with Medicaid for SMV vehicles and drivers will display and providers are required to verify the information. If information about

the vehicles and drivers is not current and needs to be updated, providers are required to edit the information during recertification.

Specialized medical vehicle providers are also required to report any new vehicles or drivers that are not on file with Medicaid during recertification. Providers will be able to use the Portal to enter the new vehicle or driver information.

Medicaid requires SMV providers to submit and maintain the following information for every vehicle used:

- Vehicle identification number (VIN).
- License plate number and plate expiration date.
- Vehicle year, make, and model.
- Whether or not the vehicle is equipped with a ramp, lift, or cot/stretchers.

Providers are reminded that they are required to have current insurance on all SMV vehicles.

During recertification, the following information will be required for every driver employed by the SMV provider:

- Driver's name.
- Driver's license number, expiration date, type, and restrictions.

- Driver’s first aid course date, CPR training date, ramp/lift/restraint training date, and seizure training date.

**Additional Documentation Required During Recertification**

Specialized medical vehicle providers are required to mail the following additional documentation to Medicaid to complete recertification:

- A copy of the current, signed Wisconsin Department of Transportation Inspection Report form, SP4162, for every vehicle.
- A current, notarized SMV affidavit.
- Proof of insurance for every vehicle that is newly added during recertification.

During the Portal recertification process, the final recertification screen provides instructions for completing recertification and for mailing the additional documentation.

**Preparing for the 2010 Provider Recertification**

Beginning August 30, 2010, Medicaid-certified SMV providers will receive two important letters in the mail from ForwardHealth:

- The Provider Recertification Notice. This is the first notice to providers. The Provider Recertification Notice contains identifying information about the provider who is required to complete recertification, the recertification deadline, and the application tracking number (ATN) assigned to the provider. The ATN is used when logging in to the ForwardHealth Portal to complete recertification and also serves as the tracking number when checking the status of the provider's recertification.
- The PIN letter. Providers will receive this notice a few days after the Provider Recertification Notice. The PIN letter will contain a recertification PIN and instructions on logging in to the Portal to complete recertification.

The letters are sent to the mailing address on file with Wisconsin Medicaid. Providers should read these letters carefully and keep them for reference. The letters contain information necessary to log in to the secure Recertification area of the Portal to complete recertification. If a provider needs to replace one of the letters, the recertification process will be delayed.

Providers who do not complete the recertification process by October 15, 2010, will have their Medicaid certification terminated.

Providers can prepare for the 2010 SMV recertification by reviewing the Attachment of this *ForwardHealth Update*, which lists information that must be supplied or verified during the recertification process.

Providers are reminded that they are required to keep all information regarding vehicles, vehicle insurance, and drivers current with Wisconsin Medicaid.

The *ForwardHealth Update* is the first source of program policy and billing information for providers.

Wisconsin Medicaid, BadgerCare Plus, SeniorCare, and Wisconsin Chronic Disease Program are administered by the Division of Health Care Access and Accountability, Wisconsin Department of Health Services (DHS). The Wisconsin Well Woman Program is administered by the Division of Public Health, Wisconsin DHS.

For questions, call Provider Services at (800) 947-9627 or visit our Web site at [www.forwardhealth.wi.gov/](http://www.forwardhealth.wi.gov/).

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# ATTACHMENT

## Information Required for the 2010 Recertification

- Address and contact information. Providers will be asked to verify existing address information on file with Medicaid and to supply any missing information. The following are the type of addresses and related information requested:
  - ✓ Practice location address and related information. This is the street address where the provider's office is physically located and where records are normally kept. Additional information for the practice location includes the provider's office telephone number, contact person (for Medicaid use), and telephone number for members to use.
  - ✓ Mailing address. This address is where general information and correspondence is sent.
- Financial information. Providers will be asked to verify the Tax Identification Number (TIN) and taxpayer name that Wisconsin Medicaid should use when reporting income (i.e., claim payments) to the Internal Revenue Service (IRS). Wisconsin Medicaid uses this information to generate the IRS Form 1099. It is important that this information matches what is on file with the IRS to ensure accurate income reporting.
- Financial addresses. Providers will be asked to verify existing address information on file with Wisconsin Medicaid and to supply missing information. The following are the type of financial addresses requested:
  - ✓ Checks address. This address is where checks are sent.
  - ✓ 1099 mailing address. This address is where IRS Form 1099 is sent. Important — Wisconsin Medicaid generates and sends one IRS Form 1099 per TIN. Making changes to this information will change where IRS Form 1099 is sent for all Medicaid certifications that have the same TIN on file. It is recommended that the provider verify this address with the person in the organization who receives IRS Form 1099 before making changes.
- Type of business. This is the type of legal entity that owns the provider's business (e.g., individual, corporation, partnership, government, sole proprietor, limited liability).
- Controlling interest information. Providers will be asked to indicate whether any person and/or entity has a controlling interest in the organization and to provide the name, address, TIN type of controlling interest the person or entity has. Medicaid defines controlling interest as:

**Controlling Interest:** Controlling interest includes, but is not limited to, those enumerated; that is, all owners, creditors, controlling officers, administrators, mortgage holders, employees or stockholders with holdings of 5 per cent or greater of outstanding stock, or holders of any other such position or relationship who may have a bearing on the operation or administration of a medical services-related business.

- Vehicle information. Providers will be required to verify current vehicle information on file with Wisconsin Medicaid, make any necessary changes to current vehicle information, and report information for any new vehicles. Vehicle information includes the following:
  - ✓ Vehicle identification number (VIN).
  - ✓ License plate number and plate expiration date.
  - ✓ Vehicle year, make, and model.
  - ✓ Whether or not the vehicle is equipped with a ramp, lift, or cot/stretchers.

- Driver information. Providers will be required to verify current driver information on file with Wisconsin Medicaid, make any necessary changes to current driver information, and report information for any new drivers. Driver information includes the following:
  - ✓ Driver's name.
  - ✓ Driver's license number, expiration date, type, and restrictions.
  - ✓ Driver's first aid course date, CPR training date, ramp/lift/restraint training date, and seizure training date.

***Additional Documentation Required After Completing ForwardHealth Portal Recertification Process***

Specialized medical vehicle providers are required to mail the following additional documentation to Medicaid to complete recertification:

- A copy of the current, signed Wisconsin Department of Transportation Inspection Report form, SP4162, for every vehicle.
- A current, notarized SMV affidavit.
- If any new vehicles are added during recertification, providers are required to provide proof of insurance for every newly added vehicle.