

## Provider Enrollment Quick Reference Guide

It is the responsibility of each provider to understand and comply with the State of Wisconsin's billing requirements for their provider type(s)/type(s) of service(s). We have outlined some information below which will assist with general questions. This information is meant to be used for reference only and we recommend providers/billers use the instructions found on the National Uniform Claim Committee (NUCC) website. The link to this website can be found in the ForwardHealth handbooks.

<https://www.forwardhealth.wi.gov/WIPortal/Enrollment%20Criteria/tabid/325/Default.aspx>

### Categories of Enrollment

Wisconsin Medicaid enrolls providers in three billing categories. Each billing category has specific designated uses and restrictions. These categories include the following:

- Billing and Rendering provider.
- Rendering-only provider.
- Billing-only provider (includes group billing).

Providers should refer to the service-specific information in the [Online Handbook](#) or the Information for Specific Provider Types page to identify which category of enrollment is applicable.

**Billing and Rendering Provider:** Enrollment as a billing/rendering provider allows providers to identify themselves on claims (and other forms) as either the provider billing for the services or the provider rendering the services.

**Rendering Only Provider:** Enrollment as a rendering only provider is given to those providers who practice under the professional supervision of another provider (e.g., physician assistants). NOTE: Providers with a rendering provider enrollment cannot submit claims to Wisconsin Medicaid directly, but they have reimbursement rates established for their provider type. Claims for services provided by a rendering provider must include the supervising provider or group provider as the billing provider. In other words, both NPI's must be on the claim.

#### **Billing Only Provider (Group Billing)**

Enrollment as a billing-only provider is given to certain provider types when a separate rendering provider is required on claims.

**Group Billing:** Groups of individual practitioners are enrolled as billing-only providers as an accounting convenience. This allows the group to receive one reimbursement for covered services rendered by individual practitioners within the group.

Providers may not have more than one group practice enrolled in Wisconsin Medicaid with the same ZIP+4 code address, National Provider Identifier (NPI), and taxonomy code combination. Provider group practices located at the same ZIP+4 code address are required to differentiate their enrollment using an NPI or taxonomy code that uniquely identifies each group practice.

Individual practitioners within group practices are required to be Medicaid-enrolled because these groups are required to identify the provider who rendered the service on claims (via NPI located in box 24j). Claims indicating these group billing providers that are submitted without a rendering provider will be denied.

**Reference:** (<https://www.forwardhealth.wi.gov/WIPortal/Enrollment>)  
<https://www.forwardhealth.wi.gov/WIPortal/Enrollment%20Criteria/tabid/325/Default.aspx?topic=6>

## Multiple locations and services

Providers who offer a variety of services may be required to complete a separate Medicaid enrollment application for each specified service/provider type. The number of Medicaid enrollments allowed or required per location is based on licensure, registration, certification by a state or federal agency, or an accreditation association identified in the Wisconsin Administrative Code. Providers with multiple locations should inquire whether multiple applications must be completed when applying for Medicaid enrollment. Providers may call Provider Services with questions.

If a Medicaid-enrolled provider begins offering a new service after his or her initial enrollment, it is recommended that he or she call Provider Services to inquire whether another enrollment application must be completed.

## Provider Address

**Note:** Providers are cautioned that any changes to their practice location on file with Wisconsin Medicaid may alter their ZIP+4 code information required on transactions. Providers may verify the ZIP+4 code for their address on the U.S. Postal Service Web site.