

## HOME HEALTH AGENCY (HHA) MEDICARE CERTIFICATION

### Application Procedure

If you wish to apply for Medicare certification, complete the following steps in the order they are presented. Materials are attached on hyperlinks in the HHA section of the Medicare certification web page.

#### 1. Obtain an NPI number

Providers are required to enroll with the National Plan and Provider Enumeration System (NPES). To enroll, apply for a National Provider Identifier (NPI) at <https://npes.cms.hhs.gov/NPES/Welcome.do>.

#### 2. MAC (Medicare Administrative Contractor) Enrollment

Part of the Medicare application process involves a separate CMS 855 application to this region's MAC (formerly called the fiscal intermediary), a company under contract with Medicare (CMS) to perform financial reviews and claims reimbursements. To pursue this, call the NHIC (National Heritage Insurance Company) provider enrollment number, 877.757.7783.

#### 3. OASIS Enrollment

A successful OASIS test transmission is a precondition to Medicare certification. To conduct this test, or to inquire about OASIS, contact the OASIS Automation Help Desk at 617.753.8188. OASIS information and requirements can be found at [www.cms.hhs.gov/oasis](http://www.cms.hhs.gov/oasis).

#### 4. Office of Civil Rights (OCR)

Certain OCR information must be submitted with the application. Effective July 15, 2013, an applicant may choose to submit the civil rights package *on line* at <https://ocrportal.hhs.gov/ocr/pgportal/>, rather than to submit a hard copy worksheet with attachments with other required documents. If the application is submitted on line, you will receive an e-mail from OCR stating that you completed the civil rights submission. The email contains a key OCR number. *Be sure to submit a hard copy of this email along with the rest of the application documents you send to the State Agency*

#### 5. On-site Survey

Contact a Medicare-approved Accrediting Agency to perform the initial certification survey for Medicare. The CMS list of accrediting agencies approved to survey programs for initial certification as a Medicare provider is available on this page. On the chart "HHA" = Home Health Agency.

#### 6. Application to the State Agency

Use the attached Home Health Agency Deemed Status Request as a cover sheet. Also, use it as a checklist to assure that all tasks have been completed and the all documents have been completed and attached. The required forms, CMS-1561, CMS-1572 (a&b), HHS 690, OMB 0990-0243, and Technical Assistance Regarding Civil Rights, are available on this page.

According to CMS protocol, the Division of Health Care Facility Licensure and Certification will process these materials to the CMS Regional Office (CMS-RO). Subsequently, CMS-RO will assign a Medicare provider number to your agency.

#### 7. Medicaid Enrollment

In order for your agency to participate in the Massachusetts Medicaid program, it first must be certified as an HHA in the Medicare program. To pursue Medicaid enrollment, contact MassHealth Provider Enrollment at 800.841.2900.