

Information about how OMC enrolls providers with its insurances

Purpose: The purpose of this document is to provide information on what steps OMC's billing office will need to take in order to enroll a provider in necessary insurances

Audience: The audience of this document is providers who are seeking employment at OMC.

Thank you for your interest in providing healthcare services at OMC!

In order to get you enrolled with various insurances, we will need some specific information from you.

Please understand that the process will move as fast as you provide this information. This checklist is provided in advance to expedite the enrollment process.

IMPORTANT NOTE For any physical mail and forms that you receive, it is ESSENTIAL that you sign them in [Blue Ink](#). Although it is a minor detail, it is very important for the verification of the documents.

Below is a list of documents that will need to be completed, where to find them, what they are, why we need them, and how they will be sent to you.

1. Louisiana Standard Credentialing Application

- a. [Click to go to Louisiana Standardized Credentialing Application](#)
- b. Louisiana Standard Credentialing Application is a document that is used to gather pertinent information from LA providers to present to participating insurance networks. for the purpose of presenting verified data when applying for adding providers.
- c. We need this form from you in order to apply for insurance network participation.
- d. For your convenience, OMC's Billing department will complete the LSCA form for you based on information you have already provided.
- e. The billing department will email the completed form to you so that you may review it.
- f. Once you have reviewed the form, you will be mailed a copy of the application and signature page.
- g. Sign the signature page in blue ink, and mail it back to Outpatient Medical Center, Attn: Billing Department. 1640 Breazeale Springs Street, Natchitoches LA 71457

2. Medicaid Link Form

- a. [Click to go to Medicaid Link form](#)
- b. The Medicaid Link Form is a form that is used to link providers to OMC. It will allow OMC to bill and be reimbursed under OMC billing information.
- c. We need this form from you in order to Link the provider information at Medicaid to OMC by location and Tax ID number
- d. Outpatient Medical Center will complete this document and mail it to you.
- e. Please review the document. If it is acceptable, please sign the document in blue ink and mail it back to Outpatient Medical Center, Attn: Billing Department. 1640 Breazeale Springs Street, Natchitoches LA 71457

3. CAQH username and password

- a. [Click to go to the CAQH Website](#)
- b. CAQH stands for “Council for Affordable Quality Healthcare”. They are a non-profit that serves as a national database for provider information
- c. OMC will need your Login and Password Credentials.
- d. For your convenience, we need this username and password in order to update any expired information and upload any documents needed to validate updated information.
- e. You will receive a confidential email requesting username and password.

OMC’s Billing team will maintain these documents, because they expire and need to be replaced when you update your DEA, CDS, and professional licenses.

If you don’t have an account with CAQH, please contact Billing@outpatientmedical.org. OMC’s team will directly assist you on how to establish an account.

IMPORTANT NOTE You may receive emails from various insurance companies. Please forward them to OMC’s billing department Billing@outpatientmedical.org. If anything is needed, the billing department will reach out to you.

Please be aware that at any time, OMC may need additional information or clarification on some enrollment documents. Be on the lookout for a call or email from OMC regarding additional information.

To submit these documents, please email: Billing@outpatientmedical.org

If you need help filling out any paperwork, please call 318-357-2071, and press 3 to be directed to the billing department

If you remain unclear on any communications, call Richard Bruce at 318-471-0870

Prepared by an OMC team, and approved by the CCO.

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