

## Enrolling Individual Agency Providers with National Provider Identifier (NPI) Number

### Step 1

- Direct Personal Care Providers, Home Health Providers, Direct Care Workers and Case Managers/Service Coordinators that will be required to use Electronic Visit Verification (EVV) to obtain an NPI number from the National Plan and Provider Enumeration System (NPPES) website at <https://nppes.cms.hhs.gov/#/>.
- If the individual provider has already obtained their NPI, you may search for that information here: <https://npiregistry.cms.hhs.gov/>
- Agencies have the option to obtain NPIs for their individual provider. Information for this option can be found here: [https://nppes.cms.hhs.gov/IAWebContent/Quick\\_Reference\\_Guide.pdf](https://nppes.cms.hhs.gov/IAWebContent/Quick_Reference_Guide.pdf) **Note that this is an option for the agency and is not required.**
- Begin gathering the information listed in Step 2 to enroll each worker within your agency in the DXC Health PAS-OnLine web portal. Each agency will be notified once the web portal is ready to process the enrollment.

### Step 2

#### Information needed to enroll each individual provider within your agency

- Employee's NPI number.
- Employee's Social Security Number (SSN).
- The name and email address of the person who will complete the revalidation application. You must have an email address to access the web portal.
- Primary, secondary, and fax phone numbers.
- Provider specialty and credentialing information (license, certification, etc.). Access to the Provider Type and Specialty Criteria is available from the Provider Checklist on the Provider Enrollment web page at [www.wvmmis.com](http://www.wvmmis.com).
- The physical and mailing addresses, office hours, and accessibility information for each service location.
- Provider agreement form signed by the individual provider.

### Step 3

- Enter the information obtained in Step 2 for each provider within your agency enrollment in the DXC Health PAS-OnLine web portal at [www.wvmmis.com](http://www.wvmmis.com).
- If you have any questions concerning this information or how to update your West Virginia Medicaid enrollment, please contact DXC Technology at 1 (888) 483-0793 option 4 or (304) 348-3360 (local), Monday – Friday between the hours of 8:00 a.m. and 5:00 p.m. (EST).

### IMPORTANT

- **Enrollments must be completed no later than 12/31/2020. If your enrollment is not completed on or before this date, you should hold your billing until such time as your enrollment is complete. Services provided before completion of enrollment will not be paid.**