



**Bruce Rauner, Governor**

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## Informational Notice

Date: June 23, 2015

To: Participating Medical Assistance Providers

Re: Requirements for Enrollment and Revalidation in the New Enrollment System - Illinois Medicaid Program Advanced Cloud Technology (IMPACT)

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This notice outlines the requirements for enrolling in or revalidating existing information in the new computer-based provider enrollment system, called [Illinois Medicaid Program Advanced Cloud Technology](#) (IMPACT).

### What you will need to create an INITIAL enrollment in IMPACT

Initial Enrollment is the process a person or entity (who has not previously been enrolled in the HFS Medicaid Assistance program) uses to apply to actively participate as a provider in the Illinois Medical Assistance Program. If you are an agency or an entity who is a brand new provider, you can enroll any time after the grand opening on August 3, 2015.

(Please note: State Agency-specific enrollment requirements will remain in effect in addition to the IMPACT enrollment requirements listed below.)

If you are an individual provider that serves Medicaid clients, but are not currently required to be enrolled in the Medicaid Management Information System (MMIS/Legacy), you must enroll in the IMPACT system beginning in 2016. (Some examples of these individual providers include: emergency medical technicians, drivers, dispatchers, home makers, interns.)

If you are an agency/entity provider, the following is what you will need in order to enroll:

- A National Provider Identifier (NPI) Number:  
An NPI is a unique ten-digit identification number issued by the federal Centers for Medicare & Medicaid Services (CMS). According to the Health Insurance Portability and Accountability Act (HIPAA), health care providers are required to have an NPI, and to use their NPI in all HIPAA-related transactions. Providers may have multiple locations attached to one NPI - or they may have a separate NPI for each location.

**E-mail:** [hfs.webmaster@illinois.gov](mailto:hfs.webmaster@illinois.gov)

**Internet:** <http://www.hfs.illinois.gov/>

Not all providers are required to have an NPI Number. You are required to have an NPI if you are a health care provider who is a HIPAA-covered entity -- whether you are an individual or an organization, you must obtain an NPI. Under HIPAA, you are a covered health care provider if you electronically transmit health information in connection with a HIPAA standard transaction, even if you use a business associate to do so.

To get an NPI visit the National Plan & Provider Enumeration System website at: <https://nppes.cms.hhs.gov/NPPES/Welcome.do> (For more information and to access a tool to help you determine whether you are a covered entity, visit <http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/HIPAAGenInfo/AreYouCoveredEntity.html> on the CMS website.)

- A certified W-9 tax form on file with the Comptroller:  
All “pay to” providers are required to have a certified W9 on file with the Comptroller prior to enrollment in IMPACT. If you are not enrolled in MMIS, contact your funding agency to submit a W9. If you are a Rendering/Service provider, you are NOT required to have a certified W-9 on file with the Comptroller. If you are currently claiming through MMIS and receiving payments, you should already be set with your W-9. (For questions contact the Illinois Department of Healthcare and Family Services, Provider Participation Unit at 877-782-5565.)
- A Taxonomy Number:  
This is a code used in billing HIPAA related transactions. The taxonomy number is selected by the health care provider based upon their education, license/certification and the services being rendered. Individual providers and organizations are required to indicate their taxonomy when applying for an NPI Number. All typical providers are required to enter their taxonomy number in IMPACT.
- Licensures or certifications, as needed:  
You should ensure that you have your relevant licenses and certifications and that they are up to date, if applicable. The IMPACT system verifies the following licenses and certifications:
  - Illinois Professional Licenses
  - Out of State Medical Licenses
  - American Board of Medical Specialties (ABMS)
  - Clinical Laboratory Improvement Amendments (CLIA)
  - American Board for Certification in Orthotics, Prosthetics, and Pedorthics
  - Behavior Analyst Certification
  - Deaf/Hard of Hearing Commission License
  - Medicare Certification
  - Board of Optician/Contact Lens Certification
  - Federal Aviation Administration Certification (More information may need to be included regarding licenses and certifications)
- Other information verified by IMPACT  
As needed or as relevant, IMPACT also verifies the following information:
  - Criminal History Background Check

- Drug Enforcement Agency Number
  - Sanctions
  - Vital Statistics
  - Provider Basic Information
  - Driver's License/State ID
  - Vehicle Plate Number
  - Vehicle Identification Number
  - Safety Training Certificate
- A valid email address  
Email will be the primary mode of communication and email is a required field in the IMPACT system; however each practitioner will not need their own specific email address. The groups' email address can be entered for each provider. The email address you provide in IMPACT should be monitored frequently since the State will utilize email for most provider communication.
  - A supported browser:  
Providers must ensure that they have a web browser that is supported by IMPACT. The supported web browsers (which are free) are:
    - Internet Explorer (Version 8 through 11)
    - Chrome
    - Firefox
    - Safari

**What you will need if you are a CURRENT MMIS enrollee and need to revalidate your information in IMPACT**

Revalidation is the process a person or entity currently enrolled in the Illinois Medical Assistance Program uses to verify and update their enrollment information on file in IMPACT. Some provider information from the legacy MMIS system will be automatically converted and stored in IMPACT. You will be required to revalidate before the end of 2015.

This revalidation period applies to entities and sole providers seeking to become Illinois Medical Assistance providers, including those working under Waiver Programs administered by agencies other than the Department of Healthcare and Family Services. Additionally, revalidation must occur in a particular sequence so that associations may occur between entities and individual providers. Facilities, Agencies and Organizations (FAOs) must revalidate first, before any individuals (Sole Proprietors or Rendering/Serviceing) can associate with these entities.

If you are currently enrolled in the MMIS, in addition to the relevant enrollment requirements listed above, in order to revalidate your information in IMPACT you will need the following:

- Your application ID number:  
The application ID number is a state-assigned number which must be used to access the IMPACT system. This was sent to providers via postal mail at the beginning of June 2015 and will be sent again around the second week of July 2015. The ID number is printed on yellow paper inside of a white envelope; and "IMPACT" is printed on the envelope.

Providers that are not currently enrolled in IMPACT will not receive an Application ID. Application IDs will only be mailed to providers who are currently enrolled in the Medical Assistance Program. Groups and payees are not currently enrolled; therefore they will not receive the yellow sheet with the Application ID.

If you do not receive or do not have your application ID, Help Desk operators can look up your number. The help desk will need the provider's name, Social Security Number (or Tax ID Number), Date of Birth (if applicable) and NPI. You can contact the IMPACT Help Desk by email at: [IMPACT.Help@Illinois.gov](mailto:IMPACT.Help@Illinois.gov) ) or by phone: (877) 782-5565 (Select option #1, and ask to speak with IMPACT staff). Or you can obtain more information from your funding agency.

More information is available at the [IMPACT website](http://www.illinois.gov/hfs/impact/Pages/default.aspx)  
<http://www.illinois.gov/hfs/impact/Pages/default.aspx>

Additional details will be posted as new information becomes available.  
Please check the [IMPACT website](http://www.illinois.gov/hfs/impact/Pages/default.aspx) periodically for updates.

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