

## New Contractors and ADIDIS

In order to submit claims for ID and LAH waiver services, providers must have a contract with the Department, apply for a National Provider Indicator (NPI), be registered with the Medicaid fiscal agent (HP), and receive a user license to bill through ADIDIS (this acronym stands for Alabama Division of Intellectual Disabilities Information System). The detailed steps of this process are listed below.

1. Once the contract has been finalized...
  - a. The prospective provider will need to obtain a National Provider Indicator (NPI) number for the purpose of submitting claims. The provider may apply for this number electronically via the following website: <https://nppes.cms.hhs.gov/NPPES/Welcome.do> --or may submit a hard copy application form. The Fiscal Manager in the Regional Office can provide instructions for completing the on-line application.
  - b. Once the provider receives an NPI, the Regional Fiscal Manager will use this and other information to complete a new provider enrollment form (for setting up the provider with HP and ADIDIS) and submit it to the Division of Intellectual Disabilities - Systems Management.
2. The Fiscal Manager in the Regional Office will also provide the contract provider the AL Medicaid Provider Enrollment Application for Waiver Services and instructions for completing the form. The complete original must be submitted to the Division of Intellectual Disabilities - Systems Management Unit, which will submit it to the Alabama Medicaid Agency.
3. Systems Management will enroll the contracted provider with HP, which is the fiscal intermediary for Alabama Medicaid. This can be a lengthy process, but once concluded, HP will issue a unique Medicaid Provider Number used for submitting claims. This identifier is different than the NPI.
  - a. Systems Management will create a new provider record in ADIDIS. The set-up will be duplicated in a TEST site for the purpose of training the contract provider.
  - b. Once Systems Management notifies the Regional Fiscal Manager that the electronic provider set-up has been completed, a trainer with the Regional Office will schedule provider billing training with the contract provider.
  - c. This training will go over the claims submission, searching for claims, and claims reports.
  - d. Once the contracted provider has completed the ADIDIS training a user license request form will need to be signed and submitted electronically. One of the ADIDIS system administrators will create a user name and temporary password for the new user and email the information for logging into ADIDIS back to the user. The user will need to follow the steps of creating a new and unique password.
  - e. **The contract provider will now be completely set up and ready to submit claims in ADIDIS.**

Note that the timeline for complete set-up varies. Once a prospective provider has a contract with the Division through the Regional Office an average time is 6-8 weeks. This is largely due to the time required to register the new provider with HP.