

**Division of Health Care Financing and Policy (DHCFP)**  
**Federally Qualified Health Centers (FQHC)**  
**New Provider Onboarding Checklist**

The following checklist provides the steps to facilitate enrollment with Nevada Medicaid as an FQHC. FQHCs who are enrolled providers with Medicaid are enrolled as a Provider Type 17, Specialty 181.

- Establish contact with the DHCFP:
  - Contact the DHCFP at (775) 684-3676 or 1 (800) 992-0900 or email at <http://dhcfp.nv.gov/Contact/ContactUsForm/> to be connected with the FQHC program specialist.
  
- Please provide a contact person's information (name, phone # and e-mail). Review the following DHCFP policies related to Medicaid services:
  - MSM policy website:  
<http://dhcfp.nv.gov/Resources/AdminSupport/Manuals/MSM/MSMHome/>
    - MSM Chapter 100 – Medicaid Program
    - MSM Chapter 400 – Mental Health and Alcohol and Substance Abuse Services
    - MSM Chapter 1000 – Dental
    - MSM Chapter 2900 – FQHC
  
- Determine the services that will be provided within the FQHC:
  - Medical
  - Behavioral/Mental Health
  - Dental
  
- New FQHCs will need to apply for a federal tax ID number. Existing FQHCs that are opening a new site may not need a separate tax ID for the new site.
  - Federal Tax ID number website:  
[https://ein.e-forms.us/?utm\\_source=bing&utm\\_medium=ppc&utm\\_term=Tax%20ID%20number%20application&Param2=IRS%20FEDERAL%20TAX%20ID](https://ein.e-forms.us/?utm_source=bing&utm_medium=ppc&utm_term=Tax%20ID%20number%20application&Param2=IRS%20FEDERAL%20TAX%20ID)
  
- The FQHC must apply for a National Provider Identification (NPI) <https://nppes.cms.hhs.gov/#/>.
  - Employed providers that provide Ordering, Prescribing or Referral (OPR) services will need to have an individual NPI, enroll with Medicaid and be linked to the FQHC.
  
- FQHCs and providers must enroll with Nevada Medicaid Fee-for-Service (FFS) **FIRST**:
  - Provider enrollment information:  
<https://www.medicaid.nv.gov/providers/enroll.aspx>
  - Enrollment checklists:  
<https://www.medicaid.nv.gov/providers/checklist.aspx>
  - Provider training and support:  
<https://www.medicaid.nv.gov/providers/training/training.aspx>

- Nevada Medicaid rates:
  - The provider contract will be established with the DHCFP Rates Unit
    - An interim Prospective Payment System (PPS) rate will be established after FFS enrollment is complete for one year.
    - An established PPS rate will be set after the one-year time period.
    - The State Plan Amendment (SPA) related to FQHC rates and rate development is located at:  
[http://dhcftp.nv.gov/uploadedFiles/dhcftpnv.gov/content/Resources/AdminSupport/Manuals/MSP/Sec4/5%20-%204.19%20Attach%20B%20Pay%20for%20Med%20Care\(1\).pdf](http://dhcftp.nv.gov/uploadedFiles/dhcftpnv.gov/content/Resources/AdminSupport/Manuals/MSP/Sec4/5%20-%204.19%20Attach%20B%20Pay%20for%20Med%20Care(1).pdf)
  
- FQHCs operating in urban Clark and Washoe counties may enroll with each Managed Care Organization (MCO) to access reimbursement for recipients residing in those areas. The MCOs provide most of the coverage in those areas. Each MCO requires an additional credentialing process in addition to the FFS enrollment to become a part of their individual network. The FQHC will need to enroll with each MCO individually. Once Nevada Medicaid FFS enrollment is complete, contact the MCOs below:
  - **Anthem Blue Cross and Blue Shield Healthcare Solutions** – (702) 228-1308  
<https://mediproviders.anthem.com/nv/pages/join-our-network.aspx>
  - **Health Plan of Nevada** – (800) 962-8074  
<https://www.healthplanofnevada.com/Provider/Join-Our-Network>
  - **Silver Summit Health plan** – (844) 966-2880 option 2  
<https://www.silversummithealthplan.com/providers/become-a-provider.html>
  - Providers interested in providing Dental Services in the FQHC, please contact our Dental Managed Care Provider, Liberty **Dental** – (866) 609-0418  
<https://www.libertydentalplan.com/Nevada/Nevada-Providers.aspx>
  
- Supplemental Reimbursement Payments (WRAP) provide additional reimbursement for FQHCs who are enrolled with the MCOs to ensure payments are equal to the FQHCs FFS encounter payments.
  - The DHCFP FQHC program specialist will assist in establishing contact with the Supplemental Reimbursement Unit:  
<http://dhcftp.nv.gov/Resources/Rates/RAPWRAP/>
  
- DHCFP Medical Policy Team
  - Provides coordination between DXC and DHCFP units as needed
  - Maintains State Plan Amendments (SPA) and Medicaid Services Manual (MSM) related to FQHCs
  - Medicaid Billing Manual can be found at:  
[https://www.medicaid.nv.gov/Downloads/provider/nv\\_billing\\_general.pdf](https://www.medicaid.nv.gov/Downloads/provider/nv_billing_general.pdf)

- Billing Guide specific to FQHCs, Provider 17, Specialty 181:  
<https://www.medicaid.nv.gov/providers/BillingInfo.aspx>
  - Our staff will provide information related to FQHC Quarterly meetings, add you to our mailing lists to forward pertinent information or important messages concerning FQHCs, Public Workshops, Public Hearings, etc.
  - Our staff will provide site visits as needed or requested.
- Additional Information
- Please refer to the following website for information regarding opening a FQHC:  
<https://cdn1.digitellinc.com/uploads/nachc/articles/09550126eb1edd85b1b7267a3e3b0145.pdf>
  - Contact the Health Resources and Services Administration (HRSA) if you wish to apply for a grant, or to become a FQHC Look-Alike (without grant funding):
    - <https://www.hrsa.gov/about/contact/>
    - <https://bphc.hrsa.gov/about/index.html>
    - <https://bphc.hrsa.gov/programopportunities/lookalike/initialdesignationinstructions.html>
  - The Nevada Primary Care Association (NVPCA) can assist with the interpretation of HRSA requirements and provide contacts with other FQHCs. NVPCA supports collaboration and coordination among existing health centers and other community health providers to improve and expand access to comprehensive primary care services throughout the state. For further information please visit [INFO@NVPCA.ORG](mailto:INFO@NVPCA.ORG).