

THE COLORADO MEDICAL ASSISTANCE PROGRAM

Provider Services  
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**Provider Enrollment Application Check List and Instructions for a  
Community Mental Health Center  
(Standard Provider Application for Direct Pay Enrollment.)**

*A health institution providing community services for the prevention,  
diagnosis, and treatment of emotional or mental disorders.*

*The documents listed below are required and must be submitted with the application.*

<input type="checkbox"/>	<b>Completed Electronic Funds Transfer (EFT) Form</b> – The legal business name on this form must match exactly with the name on file with the IRS. The address on this form must match one of the addresses listed in the application. This form must be completed using the employer identification number assigned to the business.
<input type="checkbox"/>	<b>Completed W-9 Form</b> – The legal business name on this form must match exactly with the name on file with the IRS. The address on this form must match one of the addresses listed in the application. This form must be completed using the employer identification number assigned to the business.
<input type="checkbox"/>	<b>Completed Affiliation Information (Section 25)</b> - Must list all the rendering individuals the clinic will submit claims for.
<input type="checkbox"/>	<b>License</b> - Attach a copy of license from the Department of Public Health and Environment.
<input type="checkbox"/>	<b>Completed Provider Disclosures Section</b> -- Check the appropriate entity type for the applicant (see definitions provided at the end of the section). Fields A through F must be completed with the requested information, check the box in the instruction area if the field is not applicable. If any area is not completed with either information or a check in the box, the application will be considered incomplete.
	<b>Note</b> - A contract with the Colorado Department of Health Care Policy and Financing is required annually.