



COLORADO

Department of Health Care
Policy & Financing

Multiple service locations: Enrollment and claims submission

January 2018

Group and facility providers are required to enroll each service location separately and submit claims by each separate service location

Colorado Revised Statute 10 CCR 2505-10 8.125.6
8.125.6 PROVIDERS WITH MULTIPLE LOCATIONS

8.125.6.A. Providers must enroll separately at each location from which they provide services. Only claims for services provided at locations that are enrolled are eligible for reimbursement.

Why are providers required to enroll each service location separately?

In accordance with federal regulations and guidance, providers with multiple service locations (sites) must enroll each location separately. For example, a Federally Qualified Health Center (FQHC) with several service locations would need to enroll each service location separately.

In addition:

- **We strongly suggest that providers obtain a separate NPI for each service location.**
- Each service location will be screened separately and must pay a separate application fee, if applicable.
- Providers shall only pay one application fee (if applicable) per provider site.
- Only claims for services provided at enrolled provider sites are eligible for reimbursement.
- Note: There are some exceptions to this rule [for HCBS providers](#).

How to enroll each service location separately

Providers with multiple service locations must enroll each location separately. We strongly suggest providers obtain a separate NPI for each service location. This will minimize issues with claims submission in the future.

Our mission is to improve health care access and outcomes for the people we serve while demonstrating sound stewardship of financial resources.
www.colorado.gov/hcpf



Providers must submit an individual application for each individual service location

Before beginning the application for an individual service location, it may be helpful to [review these step-by-step instructions](#).

When completing the application for an individual service location, it is important to take care when entering the NPI, taxonomy and ZIP code +4.

If you do not know your taxonomy, you should [refer to the NPPES registry website](#).

If you do not know your ZIP code +4, you should [refer to the USPS Find a ZIP code tool](#).

How to submit claims for each service location separately

When submitting a claim for services rendered at your individual service location, make sure to use the NPI, taxonomy and ZIP code +4 that exactly matches the NPI, taxonomy and ZIP code +4 on your enrollment file.

If an NPI is shared for more than one location or provider type, either a 9-digit zip code or a unique taxonomy must be used.

Each claim must include the appropriate service location address of the billing provider. Claims should not use one billing address for all locations.

If you use a clearinghouse, ensure they enter the service location address of the billing provider in the correct segment of the X12 transaction. For more information on batch billing, the clearinghouse can call 1-844-235-2387 and choose option 2 for a representative and option 3 for EDI.

Correcting enrollment mistakes related to separate service locations

Most mistakes made during the enrollment process can be addressed by [updating the information on the Provider Web Portal using the Provider Maintenance tab](#).

If the incorrect provider type was selected during enrollment, a new application must be submitted.

For information on addressing specific enrollment mistakes, including updating the taxonomy, please contact the DXC Provider Services Call Center 1-844-235- 2387.



Enrolling and Billing by Location FAQs

I am billing as an individual, or an individual within a group, does this apply to me?

No, this only applies to groups or facilities with multiple locations. Individual providers enrolling with a Social Security Number (SSN) may only have one Medicaid ID: Providers with any of the following individual types may only have one application associated to a SSN, even if they provide services in multiple locations: Billing individuals; Individuals within a group (IWG); Ordering, prescribing and referring (OPR) providers. An additional application for any of these individual types with the same SSN and same NPI as a previous application (regardless of whether the individual type is the same as on the previous application) may result in the application being denied as a duplicate or denied claims. Individuals may affiliate with multiple groups in different locations.

Do satellite offices under the same license need to enroll/revalidate?

Yes, every group or facility needs to enroll or revalidate with their billing type, appropriate licenses, and taxonomy individually. All locations where a service is provided needs to be billed; we highly recommend that each location obtains a different National Provider Identification (NPI) number.

For individuals within a group, only one number is assigned to a SSN even if that individual practices in multiple locations. The Medicaid ID can be affiliated to multiple groups at different locations.

Can multiple locations/satellite offices use one login to the portal account?

Yes, one provider location can delegate to another location as long as each location is separately enrolled. See this [quick guide](#) to learn how.

Does every location receive a Medicaid ID?

Yes, every location has their own Medicaid ID and must use it to register. Currently, only the NPI (which is used for claims submission) is included on the enrollment letter, however, we are working to also include the Medicaid ID.

Some Home and Community Based Services (HCBS) providers provide services in a member's home. Do we enroll each member's residence?

The enrollment is based on the provider's location not the member's location. Please see the [information by HCBS service provider page for more details](#).

What is a taxonomy, and how do I find which taxonomy my provider type is categorized in?

The Healthcare Provider Taxonomy code set divides health care providers into hierarchical groupings based on the types of services they offer. These codes are not "assigned" to health care providers; rather, health care providers select the taxonomy code(s) that most closely represent their education, license, or certification.



A quick Google search for “provider taxonomy codes” will provide you with many options. You can also find your taxonomy on the [National Plan & Provider Enumeration System \(NPPES\) website](#).

