

Transcript - DMC Application Package

Hello, my name is Sandy Jones. Welcome to PAVE Portal!!!

In this video tutorial, I will create a new application for Summit Drug Clinic a DMC provider. I will also review with you the most important steps to complete a DMC application, including the affiliation with the Medical director and/or Treatment professionals that you will need to complete as part of a DMC application.

See the summary below with the most important points covered in this training video.

Let's get started. In this tutorial. We will create a DMC Application package for a "new to Medi-Cal" provider.

From the Applications tab, select the New Application button located on the top of the application list.

Summit Drug Clinic is not enrolled in Medi-Cal so I select the third option displayed. "I'm new to Medi-Cal".

Now I have to select what type of provider Summit Drug Clinic is. The first option is for Individual practitioners, the second option is for a Group of individual practitioners and the third option is for any provider type that is not an Individual or a Group.

If you "hover" around the option, you will be able to see the provider types that are related to each option.

Since Summit Drug Clinic is a Drug Medical Clinic provider type, I will select the option Other Healthcare Business and select the Continue button.

The next page presented is related to the type of entity Summit Drug Clinic is. The two options presented are Sole Proprietor and Other entity. The sole proprietor entity type requires an NPI type 1, while the Other entity option requires a type 2 NPI.

Summit Drug Clinic uses a Type 2 NPI for Organization, so I will select the option Other entity.

After I selected Other entity, I can see that an option is displayed. This option is for Crossover-only providers.

Summit Drug Clinic is not looking for enrollment as Crossover so I will not select the option, and I will select Continue.

On this page you will need to enter the NPI for the application. I entered Summit Drug Clinic's NPI and selected the Verify button.

A summary of the NPI is displayed for review.

I verified that the information is correct and selected the Yes option to confirm.

The next page is related to the Provider Type, you need to select the Provider Type for this application.

I will select Drug Medical Clinic (DMC) and select Continue.

Almost there, now what languages besides English does your practice support? This page is optional. I selected Spanish and Japanese since those languages are also supported on our Business.

As a final step for the creation of your application, PAVE Portal shows you a summary of all your previous selections. This is the last opportunity for you to verify all the information before creating this application. Remember, once you have created the application, you can not change the NPI, Provider type, or entity type of your application. After verifying the information on the last page, I select Continue.

The DMC application for Summit Drug Clinic has been created.

On the Getting started page, you will find the Getting started in context tutorial video (ICT), which will help you to get familiar with the PAVE Portal application: Social forms, sub-forms and sections that are part of an Application package.

In this part of the training, I will show you how to complete specific social forms and sub-forms that are part of a DMC Application. Especially the Treatment Staff social form and the Drug Clinic Services social form.

The Drug Clinic Services social form is the form where you need to disclose the service modalities that are part of your business/organization. To add a modality, select the Add Modality button that is located on top of the Modalities' table.

From the Modalities Information, you need to select a modality. I selected Intensive Outpatient Treatment as a modality for the Summit Drug Clinic. Now I have to specify the Treatment component: Non-Perinatal, Perinatal or both. To complete adding this modality to my application, I will select Continue. The summary page will display a summary of my previous selections, I verify that all looks correct and select Continue.

If you need to add another modality to the Modalities table, select the Drug Clinic Services form and you will be able to see the Modalities table. This table will display what you have added to your application.

Each modality has specific required fields and documents, for example let's add Heroin Detox Program as a modality. When you select the Heroin Detox Program, PAVE Portal displays all the needed information that is required for this modality. I will enter the NTP license and attach a legible copy.

To attach the document, select the paper clip icon displayed above the document's name. The upload document window will open, select the "Select your file" button, locate the document you want to attach, and select Open. Now provide a name for this document. And select the Attach button at the bottom of the page.

When the document is successfully attached, you will see a red number 1 on the paper clip.

After completing the information for this modality, I will select continue. On the Modalities table now, I have 2 modalities.

The next social form we will review is the Treatment staff social form. This form has 2 sub-forms:

- Professional Affiliations and
- Counselors

In the Professional affiliations form, you need to disclose your Medical director and any treatment professional working or “affiliated” with your business/organization. Each professional that you disclose in this application, will have an “affiliation application” that you will need to complete and submit along with your DMC application.

I am going to add the Medical director Dr. Adam Jones and a treatment professional Physician Dr. Edmundo Davila who works in our clinic.

To create an affiliation, select the Add Professional button from the top of the table, then you need to enter the NPI of the professional that you will add an affiliation with. I will start with Dr. Jones. After entering the NPI, select Verify.

PAVE Portal will run a verification against the NPI. If the NPI entered is already enrolled in Medi-Cal as a Medical Director or Treatment Professional, the system will display the existing enrolled records, so you can create the affiliation using a Simplified affiliation application.

If the NPI entered is not enrolled in Medi-Cal as either a Medical director or a treatment professional, you will be able to create a Full affiliation application.

After you answer Yes to start this affiliation application, select the Continue button. The next pages will allow you to verify the NPI information, select the provider type.

On the Provider type, I would select Medical Director for Dr. Jones.

I will skip the Language page and continue to the summary. In this section, you need to verify that all the information for the DMC Clinic and the professional you are affiliating to the clinic are correct. After verifying select Continue.

Now select the Create Affiliation Application button to generate the affiliation application between Summit Clinic and Dr. Jones.

We will review and complete this affiliation application later. Let’s finish completing the DMC Application. To go back to your DMC application, select the Applications tab and locate the DMC application to continue editing.

Select the Pencil icon from the DMC application and let’s add Dr. Davila as a treatment professional.

From the Professional Affiliations social form, select the Add Professional button. Now enter the NPI of the professional you need to add and select Verify.

PAVE Portal internal search will verify this NPI, if the NPI is enrolled in Medi-Cal as a Medical Director or treatment professional, PAVE Portal will display the records found for this NPI.

Great!! Since Dr. Davila is a Physician at the Summit Drug Clinic, I will select the record provided by PAVE Portal and select Continue.

The next step, I have to confirm the summary displayed, to make sure I have the correct Address, clinic and provider for this affiliation application.

Now, when I select the Create affiliation button, the simplified application will be created.

What are the differences between a Full and a Simplified affiliation application.

Let's review the next few screens that explained the main differences between the two.

Let's continue completing the DMC application for Summit Drug Clinic.

On the Treatment Professional table, I see the two affiliations that I've added. I don't have any other professionals to disclose so I will select Continue.

On this sub-form, you need to disclose the counselors that provide services at Summit Clinic.

Select the Add Counselor/Licensed practitioner button and complete some basic information for this counselor. At least one counselor needs to be added in the DMC application.

After you completed all the information for the counselor, select Continue.

You have now completed the Counselors sub-form.

After you complete the rest of social forms and attach all the documents needed on each section,

You will need to complete the E-signature for this application. It is important to know that before you can complete the E-Signature you need to disclose the Managers, owners, control interest person, Executive directors and/or clinical directors on the Ownership/Control Interest sub-form.

It is very important that the person who is authorized to sign in behalf of the clinic is disclosed in this sub-form.

To add an Individual or entity into this sub-form, select the Add button at the top of the Ownership/control interest table.

You need to select this if this is an entity or an individual that you are adding. I will add Robert Graber, who is authorized to sign on behalf of the clinic.

Per each record added into the Ownership/control interest, 4 sections need to be completed. These include the Individual or entity information, Ownership/Control interest, Association or Family relations, and Adverse actions.

Please pay special attention to the Individual's information such as SSN and Date of birth, the data collected in this page will be used for E-Signature verification when the individual authorized to sign is trying to complete the Signature social form.

I will complete Robert's information.

Robert has been added as an Individual into the Ownership/Control interest form.

Robert is not a PAVE Portal user yet.

I will invite Robert to Summit Drug Clinic Business Profile.

I select the Tools tab.

Here you will see a list of all the users associated to your Business Profile. In this case for Summit Drug Clinic, I have not invited anyone yet to this Business Profile.

To invite a user, select the Invite User button and follow the instructions.

Complete the user information including the email, First and Last Name, then once complete, select Continue.

In this case Robert is not a PAVE user so PAVE Portal will display a warning message, I will select Invite Anyway.

The next page displays Robert's privileges in Summit's Business Profile. I will select a role, in this case it will be "Manager" for Robert to be able to sign applications, this is the main reason he is being invited to this Business profile.

After selecting Continue you will see a summary of the Manager's privileges. I will review the information and then select continue.

Once Robert receives the email invitation to sign up in PAVE, he will be able to complete the sign-up process.

An invitation to join the Business profile for Summit Drug Clinic will be displayed. Robert accepts the privileges. Now he can see applications from the Summit Drug Clinic's Business Profile.

Robert need to e-sign the application for the DMC clinic, he selects the view icon and can open the application. Then Robert selects the Signature social form, and proceeds to E-Sign this application.

After opening and reading the Provider agreement, Robert complete the Declarations section and selects Continue.

The next section, is the E-Signature section. Robert will select one more declaration and enters the last 4 digits of his social security number, his year of birth, and the password used to log into PAVE Portal. PAVE Portal will validate this information against the disclosed information provided in the Ownership/Control interest of the Summit Drug Clinic application.

Once all is validated, the Signature social form is completed. If you have completed all the other social forms of the DMC application, your application should be ready to be submitted. Let's review.....

After your DMC application is submitted, don't forget to complete the two affiliations applications for Dr. Jones and Dr. Davila.

Thank you for watching another one of our training videos.