

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued **11/23**

Page 1

CHAPTER Administrative	CHAPTER 01	SECTION 003	SUBJECT 0005
SECTION Provider Management	SUBJECT Provider Enrollment in OASIS		
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I. **APPLICATION:**

- SCCCMHA Board
- SCCCMHA Providers & Subcontractors
- Direct Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. **PURPOSE STATEMENT:**

St. Clair County Community Mental Health Authority (SCCCMHA) shall maintain a provider enrollment process whereby employee information is submitted and entered into the OASIS Software system. This process will facilitate data entry for First and/or Third Party billing.

III. **DEFINITIONS:**

None Available

IV. **STANDARDS:**

None Available

V. **PROCEDURES:**

A. **Contract Agencies:**

Contract Agency/Director Designee

1. Ensures an OASIS Enrollment Request Form #0281 is completed accurately on **ALL** employees requiring OASIS access.
2. Submits completed form via a Help Desk request to the Data Management Department at SCCCMHA Administration within 2 working days of hire/start date of seeing a person we serve.

Data Management Technician

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3. Assigns provider number and/or a username and password upon receipt of service provider enrollment form. Contacts Agency when completing the Help Desk ticket to give the provider number and /or username and password.
4. Maintains ongoing files for service provider enrollment forms, not to be destroyed.

Contract Agency/Director Designee

5. Submits any changes and or updates in a timely manner, regarding employee information such as termination, name change, credential change etc. to the Data Management Department via the Help Desk.

B. Direct Operated Programs:

Personnel Secretary

1. Assigns provider number upon receipt of letter of hire.

Supervisor

2. Completes OASIS Access Request Form via the Electronic User Access Rights Form link on the Sage People. The request is submitted electronically to the Data Management Department who enrolls staff in OASIS system, sets up login, etc. Supervisor may also modify or remove OASIS access via this process.

Data Management Technician

3. Ensures any professional staff hired under the stipulations of Medicaid Bulletin MMP 23-02 are entered in OASIS as an “intern/student” which will trigger that they are to provide services under the Supervisor’s NPI, until such time as they receive their license and are approved through the P&C committee as a licensed professional.

VI. REFERENCES:

Medicaid Bulletin MMP 23-02

VII. EXHIBITS:

None available

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VIII. REVISION HISTORY:

Dates issued 03/88, 12/89, 12/91, 08/92, 07/94, 09/97, 08/99, 06/01, 09/01, 02/03, 02/05, 02/07, 02/09, 10/11, 03/13, 03/14, 03/15, 03/16, 03/17, 03/18, 03/19, 03/20, 03/21, 03/22, 11/22, 11/23.