

MEDICAID APPLICATION DIRECTIONS FOR SCHOOL DISTRICT EMPLOYED THERAPISTS

In the near future Arkansas Medicaid will require that all school district employed therapists will be required to have their own Medicaid provider number. The number will only be used for tracking purposes, no taxes will be affiliated with the use of the number. In order to get a number, the therapist will first be required to have an NPI number. Once the NPI number is obtained, then the provider enrollment application should be completed and sent to EDS Provider Enrollment for processing. Medicaid applications can be obtained from the Arkansas Medicaid website

Only answer the numbers and forms indicated below:

Number 1: Date of application

Number 2: Name of Therapist

Number 3: Skip

Number 4: Circle number zero (0)

Number 5: Enter Therapist SSN

Number 6: NPI number and taxonomy code of Therapist

Number 7: School Address

Number 8(a): Therapist Address

Number 8(b): Email Address

Number 9: County code needs to be entered.

Number 10: Enter the Therapist Code.

Occupational Therapist – enter T6

Occupational Therapy Assistant – enter TO

Physical Therapist – enter T1

Physical Therapy Assistant – enter TP

Speech Therapist – enter T2

Speech Therapy Assistant – enter TS

Number 11: Check box five (5)

Number 12: Enter certification number (Speech Only ASHA)

Number 13: Enter certification expiration date (if applicable)

Number 14: Enter 06/30

Number 15: Skip

Number 16: Skip

Number 17: Enter License Number

Number 18: Date of license expiration

Number 19: Skip

Skip the rest of the application (sections II, III, IV, PCP information) until reaching the following:

W-9 and Contract: When submitting these forms to Medicaid, both of these need to be the original, signed and dated.

W-9 – Therapist will enter address, SSN, and sign it

Contract – Therapist will complete the Provider section.

Make sure to send a copy of your license and certification (if applicable)

Mail to:

Medicaid Provider Enrollment Unit

DXC Technology

P.O. Box 8105

Little Rock, AR 72203-8105