



Network Provider

Pharmacist

Contract

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Network Provider Pharmacist Contract

This Network Provider Pharmacist Contract is between the Office of Management and Enterprise Services Employees Group Insurance Department (EGID), (hereinafter, EGID) and the Pharmacist who agrees to the terms of this agreement by signing the appropriate Signature Page. The designation of “Pharmacist” in this agreement refers to the person who signs this agreement as the Pharmacist.

I. RECITALS

- 1.1 EGID is an Oklahoma State Agency, created by 74 O.S. 2012, § 1301 et seq., as amended, to administer and manage insurance benefits for employees of the State of Oklahoma, local governments, educational entities, and their retirees.
- 1.2 The Pharmacist is duly licensed in his or her state of residence, has completed a continuing education program to provide immunizations at his or her practice site within a state which allows Pharmacists to administer immunizations, satisfies the credentialing criteria as established by EGID and desires to become an EGID Network Pharmacist.

In consideration of the obligations each assume and the benefits each receives, EGID and the Pharmacist agree as follows:

II. DEFINITIONS

- 2.1 "Allowable Fee" means the maximum charge payable to a Pharmacist for a specific procedure in accordance with the provisions in Article VI of this Contract. The Pharmacist shall charge the usual and customary fee unless the fee schedule limits otherwise.
- 2.2 “Credentialing Plan” means a general guide and process for the acceptance, cooperation and termination of participating Pharmacists and other health care professionals.
- 2.3 “Emergency medical condition” means a medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain) so that a prudent layperson, who possesses an average knowledge of health and medicine, could reasonably expect the absence of immediate medical attention to result in a condition described in clause (i), (ii), or (iii) of section 1867(e)(1)(A) of the Social Security Act (42 U.S.C. 1395dd(e)(1)(A)). (In that provision of the Social Security Act, clause (i) refers to placing the health of the individual (or, with respect to a pregnant woman, the health of the woman or her unborn child) in serious jeopardy; clause (ii) refers to serious impairment to bodily functions; and clause (iii) refers to serious dysfunction of any bodily organ or part.
- 2.4 HELP/Wellness (Health Education Lifestyle Planning) means the program established to actively promote responsible behavior and the adoption of lifestyles that are in the best interest of the Plan member’s good health.

- 2.5 "Hospital Services" means those acute care inpatient and outpatient hospital services that are covered by the State and Education Employees Health Insurance Plan.
- 2.6 "Medical/Pharmacy" means belonging to the study and practice of medicine and/or pharmacy for the prevention, alleviation or management of a physical or mental defect, illness, or condition.
- 2.7 "Medically Necessary" means services or supplies that, under the provisions of this Contract, are determined to be:
- a) appropriate and necessary for the symptoms, diagnosis, prevention, or treatment of the medical condition;
 - b) provided for the diagnosis and treatment of the medical condition;
 - c) within standards of acceptable, prudent medical and/or pharmacy practice within the community;
 - d) not primarily for the convenience of the member, the member's pharmacist, or another provider;
 - e) any condition which, if left untreated, could deteriorate into a life threatening situation; and,
 - f) the most appropriate supply or level of service that can safely be provided.
- 2.8 "Medical/Pharmacy Services" means the professional services provided by a Network Pharmacist and covered by the State and Education Employees Health Insurance Plan.
- 2.9 "Members" means all persons covered by the Group Insurance Plans, including active, retired, or vested employees, survivors and others on approved leave or disability and their covered dependents eligible at the time of service.
- 2.10 "Network Pharmacist" means a licensed pharmacist who has entered into this Contract with EGID to accept scheduled reimbursement for covered health services provided to members.
- 2.11 "Employees Health Insurance Plan" means the HealthChoice benefit plan designed to enhance the quality of care, and to financially incentivize members to use Network Providers.
- 2.12 "Third Party Payer" means an insurance company or other entity making payment directly to the Pharmacist on behalf of EGID.

III. RELATIONSHIP BETWEEN THE EGID AND THE PHARMACIST

- 3.1 EGID has negotiated and entered into this Contract with the Pharmacist on behalf of the individuals who are members of the Employees Health Insurance Plan. The Pharmacist is an independent contractor who has entered into this Contract to become a Network Pharmacist and is not, nor is intended to be, the employee, agent or other legal representative of EGID in the performance of the provisions of this Contract. Nothing in this Contract shall be construed or be deemed to create a relationship contrary to that of independent contractor for the purposes of this Contract.
- 3.2 EGID and the Pharmacist agree that all of the parties hereto shall respect and observe the pharmacist/patient relationship that will be established and maintained by the Pharmacist. The Pharmacist may choose not to establish a pharmacist/patient relationship if the Pharmacist would

have otherwise made the decision not to establish a pharmacist/patient relationship had the patient not been a member. The Pharmacist reserves the right to refuse to furnish services to a member in the same manner as he/she would any other person.

- 3.3 Nothing in this Contract is intended to be construed, or be deemed to create any rights or remedies in any third party, including but not limited to, a member or a Network Pharmacist other than the Pharmacist named in this Contract.

IV. PHARMACIST SERVICES AND RESPONSIBILITIES

- 4.1 The Pharmacist agrees to provide quality immunizations/vaccinations in a cost efficient manner and possesses a written agreement from a Network Physician which specifies that in the event of medical complications during the course of providing services, the physician would provide the necessary and appropriate medical care, and establishes protocols and procedures for the immunization process according to applicable state and federal laws.
- 4.2 For the purpose of reimbursement, the Pharmacist shall provide services to Members that are medically necessary and covered under the Health Insurance Plan and that adhere to all Oklahoma State Statutes regarding immunizations/vaccination protocols.
- 4.3 The Pharmacist agrees to make reasonable effort to refer covered members to those Network Providers, with which EGID contracts, for medically necessary services that the Pharmacist cannot or chooses not to provide.
- 4.4 The provider shall submit a current, complete and accurate Oklahoma Uniform Credentialing Application (ODH Form 606) and EGID OUCA Supplement as allowed under OK §63-1-106.2 and Laws 1998, c. 210, § 1 which are incorporated herein by reference. The provider shall notify EGID's Network Manager of any change in the information contained in the Application within 15 days of such change.
- 4.5 The Pharmacist shall reimburse EGID for any overpayments made to the Pharmacist within 30 days of the Pharmacist's receipt of the overpayment notification.
- 4.6 The Pharmacist shall submit to a patient record audit upon 48 hours advance notice.
- 4.7 The Pharmacist shall participate in HELP/Wellness promotions sponsored by EGID, at EGID's allowable under the terms of the promotion.
- 4.8 The Pharmacist shall maintain the following equipment, reference material and supplies at the practice site:

Equipment:

- a) Thermometer
- b) Sphygmomanometer
- c) Stethoscope
- d) Cellular phone
- e) Sharps containers

Reference Material:

- a) Immunofacts: Vaccines and Immunological Drugs; John D. Grabenstein
- b) Pocket ImmunoFacts: Vaccines and Immunologics; John D. Grabenstein & Laurie A. Grabenstein
- c) Immunization Delivery: A Complete Guide; published by Facts and Comparisons by the Department of Health & Human Services, Public Health Services, for the Centers of Disease Control, CDC (**The Pink Book**)

Supplies:

- a) Vaccine
- b) Syringes, needles
- c) Alcohol swabs
- d) Cotton balls or gauze swabs
- e) Epinephrine 1:1000
- f) Diphenhydramine 50mg/ml
- g) Gloves
- h) Spot bandages

V. EGID SERVICES AND RESPONSIBILITIES

- 5.1 EGID agrees to pay the Pharmacist compensation pursuant to the provisions of Article VI, subject to appropriate application of procedural coding recommendations.
- 5.2 EGID agrees to grant the Pharmacist the status of "Network Pharmacist" and to identify the Pharmacist as a Network Pharmacist on informational materials disseminated to members.
- 5.3 EGID agrees to continue listing the Pharmacist as a Network Pharmacist until this Contract terminates.
- 5.4 EGID agrees to periodically provide the Pharmacist with a list of all Network Pharmacists
- 5.5 EGID agrees to provide appropriate identification cards for members.
- 5.6 EGID shall give a 48 hour notice prior to an audit.

VI. COMPENSATION AND BILLING

- 6.1 The Pharmacist shall seek payment only from EGID for the provision of medical/pharmacy services except as provided in paragraphs 6.3 and 6.4. The payment from the Employees Health Insurance Plan shall be limited to the amounts referred to in paragraph 6.2. fee set by EGID for that procedure, whichever is less.
 - a) EGID may reduce the payment by any deductibles, coinsurance and copayments.
 - b) EGID shall have the right to categorize what shall constitute a procedure. EGID and the member's financial liability shall be limited to the procedures allowable as determined by EGID, paid by applying appropriate coding methodology, whether the Pharmacist has billed appropriately or not.

- c) The Pharmacist agrees not to charge more for medical/pharmacy services to members than the amount normally charged (excluding Medicare) by the Pharmacist to other patients for similar services. The Pharmacist may, however, contract with other third party payers for services. The Pharmacist's usual and customary charges may be requested by EGID and verified through an audit.
- 6.3 The Pharmacist agrees that the only charges for which a member may be liable and be billed by the Pharmacist shall be for medical/pharmacy services not covered by State and Education Employees Health Insurance Plan, or as provided in paragraph 6.4. The Pharmacist shall not waive any deductibles, copayments and coinsurance required by EGID, except during times of HELP/Wellness promotions, when the copayment/coinsurance is waived by EGID.
- 6.4 The Pharmacist shall not collect amounts in excess of the Plan limits unless the member has exceeded his/her annual or lifetime maximum.
- 6.5 The Pharmacist shall refund within 30 days of discovery to the member any overpayments made by the member.
- 6.6 In a case in which EGID is primary under applicable coordination of benefit rules, EGID shall pay the amounts due under this Contract. In a case in which EGID is other than primary under the coordination of benefit rules, EGID shall pay only those amounts not payable from other sources pursuant to the applicable coordination of benefit rules, up to EGID's maximum liability under the terms of this Contract.
- 6.7 The Pharmacist shall bill EGID on forms acceptable to EGID within 60 days of providing the medical/pharmacy services. The Pharmacist shall use the current HCPCS and CPT codes with appropriate modifiers and ICD codes, when applicable. The Pharmacist shall furnish, upon request at no cost, all information, including medical/pharmacy records, reasonably required by EGID to verify and substantiate the provision of medical/pharmacy services and the charges for such services if the member and the Pharmacist are seeking reimbursement through EGID.
- 6.8 EGID shall reimburse the Pharmacist within 30 days of receipt of billings that are accurate, complete and otherwise in accordance with Article VI of this Contract. EGID will not be responsible for delay of reimbursement due to circumstances beyond EGID's control.
- 6.9 EGID shall have the right at all reasonable times and, to the extent permitted by law, to inspect and duplicate all medical and billing records relating to medical services rendered to covered members at no cost to EGID or the member.

VII. LIABILITY AND INSURANCE

- 7.1 Neither party to this Contract, EGID nor the Pharmacist, nor any agent, employee or other representative of a party, shall be liable to third parties for any negligent act by commission or omission of the other party in performance of this Contract and the terms and provisions herein.
- 7.2 The Pharmacist, at his/her sole expense, shall maintain a minimum of \$1,000,000 per occurrence and \$1,000,000 aggregate of insurance coverage for professional liability.

VIII. MARKETING, ADVERTISING AND PUBLICITY

- 8.1 EGID shall encourage its members to use the services of the Network Pharmacist.
- 8.2 EGID shall have the right to use the name, office address, telephone number and specialty of the Pharmacist for purposes of informing its members and prospective members of the identity of the Network Pharmacists.
- 8.3 The Pharmacist, upon prior approval of EGID, shall have the right to publicize the Pharmacist's status in EGID's Network of Providers.

IX. DISPUTE RESOLUTION

- 9.1 EGID and the Pharmacist agree that their authorized representatives will meet in a timely manner and negotiate in good faith to resolve any problems or disputes that may arise in performance of the terms and provisions of this Contract. Nothing in this Article shall interfere with either party's rights under Article XI.

X. TERM AND TERMINATION

- 10.1 It is agreed by the parties that no changes to the Contract, which include coverages or fee reimbursements, shall be made with less than 60 days' notice to all affected parties, but for in the instance of revisions to injectable medications, in which case EGID shall implement the revisions as soon as possible with proper and timely notification to the providers.
- 10.2 Either party may terminate this Contract with or without cause, upon giving 30 day notice pursuant to 11.2.
- 10.3 Nothing in this Contract shall be construed to limit either party's remedies at law or in equity in the event of a material breach of this Contract.
- 10.4 This Contract shall terminate with respect to a Pharmacist upon:
 - a) the loss or suspension of the Pharmacist's license to practice in the state of practice; or
 - b) failure to maintain Pharmacist's professional liability insurance in accordance with this Contract.
- 10.5 Following the effective date of termination, this Contract shall be of no further force or effect, except that each party shall remain liable for any obligations or liabilities arising from activities carried on by it hereunder prior to the effective date of termination of this Contract.
- 10.6 Following termination of this Contract, EGID shall continue to have access to the Pharmacist's records of care and services provided to members for five years from the date of provision of the services to which the records refer as set forth in Paragraph 6.9.

XI. GENERAL PROVISIONS

- 11.1 This Contract or any of the rights, duties, or obligations of the parties hereunder, shall not be assigned by either party without the express written consent and approval of the other party.

- 11.2 At any place within this Contract that notice is required, it is the intention of the parties that only those with regard to termination by either party of participation in the Contract must be sent by certified mail, a return receipt requested, at no other time when notice is required by this Contract is there an obligation by either party to use certified mail. The Network Newsletter serves as the primary method by which providers receive all other notifications mandated by the terms of the provider contracts. These notices from EGID may be sent via electronic newsletters distributed electronically to each Network Provider's correspondence email address. Printed newsletters are sent via the postal service to the mailing address on record for providers without internet access or those who have undeliverable email addresses.
- 11.3 Notwithstanding the provisions of Paragraph 11.1 of this Contract, EGID may appoint an Administrator to administer any of the terms of the Network Contract referenced herein, and any and all duties or acts required of EGID under this Contract and to receive any notices required by this Contract.
- 11.4 This Contract, together with its exhibits, contains the entire agreement between EGID and the Pharmacist relating to the rights granted and the obligations assumed by the parties concerning the provision of medical/pharmacy services to members. Any prior agreements, promises, negotiations, or representations, either oral or written, relating to the subject matter of this Contract not expressly set forth in this Contract are of no force or effect.
- 11.5 This Contract, or any part, section or exhibit of, or attached to it, may be amended at any time during the term of the Contract by mutual written consent of duly authorized representatives of EGID and the Pharmacist.
- 11.6 This Contract is subject to all applicable Oklahoma State Statutes and Rules and Regulations. Any provision of this Contract that is not in conformity with existing or future legislation shall be considered amended to comply with such legislation. Any interpretations or disputes with respect to contract provisions shall be resolved in accordance with the laws of the State of Oklahoma.
- 11.7 The terms and provisions of this Contract shall be deemed to be severable one from the other, and the determination at law or in a court of equity that one term or provision is unenforceable, shall have no effect on the remaining terms and provisions of this entire Contract, or any one of them, in accordance with the intent and purpose of the parties hereto.
- 11.8 All Providers certify that neither they nor their principals are presently debarred or suspended or otherwise ineligible according to the Excluded Parties List System (EPLS)/Office of Inspector General (OIG) excluded provider lists.
- 11.9 As mandated by HB1086, the Transparency, Accountability, and Innovation in Oklahoma State Government 2.0 Act of 2011, all payments disbursed by the Office of the State Treasurer must be made solely through electronic funds transfer (EFT). Provider/facility hereby agrees to accept EFT payments by July 1, 2013. Provider acknowledges that all health and dental claims received after July 1, 2013, regardless of the date of service, will be denied pending receipt of additional information if EFT payment information is not on file as of July 1, 2013.

Electronic Funds Transfer (EFT) Authorization Agreement

Provider Information

Provider Name: _____
Doing Business As Name (DBA): _____

Provider Address

Street: _____
City: _____ State/Province: _____ ZIP Code/Postal Code: _____

Provider Identifiers Information

Provider Federal Tax Identification Number (TIN) or
Employer Identification Number (EIN): _____
National Provider Identifier (NPI): _____ Provider Type: _____

Financial Institution Information

A VOIDED CHECK OR A BANK LETTER VERIFYING THE ACCOUNT AND ROUTING NUMBERS IS REQUIRED.

Financial Institution Name: _____
Financial Institution Routing Number: _____
Type of Account at Financial Institution: _____
Provider's Account Number with Financial Institution: _____
Account Number Linkage to Provider Identifier: _____
 Provider Tax Identification Number (TIN) or National Provider Identifier (NPI)

You must contact your financial institution to arrange for the delivery of the CORE-required Minimum CCD+ data elements needed for reassociation of the payment and the ERA. Online instructions on how you can determine the status of your EFT enrollment is available at <http://www.ok.gov/sib/Providers/EFT/index.html>

Submission Information

Reason for Submission
 New Enrollment Change Enrollment

Authorized Signature

I hereby authorize the Employees Group Insurance Department (EGID) to initiate credit entries in accordance with HB 1086 Transparency, Accountability and Innovation in Oklahoma State Government 2.0 Act of 2011 to the account indicated above. I hereby authorize the financial institution/bank named above to credit the same to such account.

Written Signature of Person Submitting Enrollment: _____
Printed Name of Person Submitting Enrollment: _____
Printed Title of Person Submitting Enrollment: _____
Submission Date: _____

EFT INSTRUCTIONS

Please complete this EFT form in its entirety. Leaving required fields blank or failing to attach a voided check or bank letter will result in an incomplete application and/or denied claims. If you have any questions regarding the use of this form or any of the information requirements, please contact us using the information listed at the bottom of page 1 of this form. To ensure the security of your information when submitting this form via email, please submit your form and any attachments in an encrypted WinZip file, then submit the password for the WinZip file in a separate email.

THE EFT FORM IS A **MANDATORY** PART OF YOUR ENROLLMENT APPLICATION

Provider Information

Provider Name	Complete legal name of institution, corporate entity, practice or individual provider	Required
Doing Business As Name (DBA)	A legal term used in the United States meaning that the trade name, or fictitious business name, under which the business or operation is conducted and presented to the world is not the legal name of the legal person (or persons) who actually own it and are responsible for it	Optional

Provider Address

Street	The number and street name where a person or organization can be found	Required
City	City associated with provider address field	Required
State/Province	ISO 3166-2 Two Character Code associated with the State/Province/Region of the applicable country	Required
ZIP Code/Postal Code	System of postal-zone codes (ZIP stands for zone improvement plan) introduced in the U.S. in 1963 to improve mail delivery and exploit electronic reading and sorting capabilities	Required

Provider Identifiers Information

Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)	A Federal Tax Identification Number, also known as an Employer Identification Number (EIN), is used to identify a business entity	Required
National Provider Identifier (NPI)	A Health Insurance Portability and Accountability Act (HIPAA) Administrative Simplification Standard. The NPI is a unique identification number for covered healthcare providers. Covered healthcare providers and all health plans and healthcare clearinghouses must use the NPIs in the administrative and financial transactions adopted under HIPAA. The NPI is a 10-position, intelligence-free numeric identifier (10-digit number). This means that the numbers do not carry other information about healthcare providers, such as the state in which they live or their medical specialty. The NPI must be used in lieu of legacy provider identifiers in the HIPAA standards transactions	Required (when provider has been enumerated with an NPI)
Provider Type	A proprietary health plan-specific indication of the type of provider being enrolled for EFT with specific provider type description included by the health plan in its instruction and guidance for EFT enrollment (e.g., hospital, laboratory, physician, pharmacy, pharmacist, etc.)	Optional

Financial Institution Information

Financial Institution Name	Official name of the provider's financial institution	Required
Financial Institution Routing Number	A 9-digit identifier of the financial institution where the provider maintains an account to which payments are to be deposited	Required
Type of Account at Financial Institution	The type of account the provider will use to receive EFT payments, e.g., Checking, Saving	Required
Provider's Account Number with Financial Institution	Provider's account number at the financial institution to which EFT payments are to be deposited	Required
Account Number Linkage to Provider Identifier	Provider preference for grouping (bulking) claim payments – must match preference for v5010 X12 835 remittance advice	Required

Submission Information

Reason For Submission	Check appropriate box. Please note that EFT cannot be cancelled.	Optional
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Authorized Signature

Written Signature of Person Submitting Enrollment	The signature of an individual authorized by the provider or its agent to initiate, modify or terminate an enrollment. May be used with electronic and paper-based manual enrollment	Required
Printed Name of Person Submitting Enrollment	A (usually cursive) rendering of a name unique to a particular person used as confirmation of authorization and identity	Optional
Printed Title of Person Submitting Enrollment	The printed name of the person signing the form; may be used with electronic and paper-based manual enrollment	Optional
Submission Date	The printed title of the person signing the form; may be used with electronic and paper-based manual enrollment	Optional
	The date on which the enrollment is submitted	Optional



**Network Provider Pharmacist Contract
Signature Page**

The Office of Management and Enterprise Services Employees Group Insurance Department (EGID), and the Pharmacist, incorporate by reference the terms and conditions of the Network Provider Pharmacist Contract (Contract) into this Signature Page. EGID and Pharmacist further agree that the effective date of the Contract is the effective date denoted on the copy of the executed Signature Page returned to the Pharmacist. The original of the signed document will remain on file in the office of EGID.

FOR THE PHARMACIST:

Name (Typed or Printed)

Signature

NPI

Federal Tax ID Number

Primary Service Address:

FOR EGID:

Diana O'Neal
Deputy Administrator
Employees Group Insurance Department

Please return the completed Application, Signature Page, and required attachments to:

Office of Management Enterprise Services
Employees Group Insurance Department
ATTN: Network Management
3545 N.W. 58th St., Ste. 110
Oklahoma City, OK 73112
Phone: 1-405-717-8790 or 1-844-804-2642
Fax: 1-405-717-8977
EGID.NetworkManagement@omes.ok.gov

Electronic Remittance Advice (ERA) Authorization Agreement

Provider Information

Provider Name: _____

Doing Business As Name (DBA): _____

Provider Address

Street: _____

City: _____ State/Province: _____ ZIP Code/Postal Code: _____

Provider Identifiers Information

Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN): _____

National Provider Identifier (NPI) _____ Provider Type: _____

Electronic Remittance Advice Information

Preference for Aggregation of Remittance Data (e.g. Account Number Linkage to Provider Identifier)

Provider Tax Identification Number (TIN): _____

National Provider Identifier (NPI): _____

Electronic Remittance Advice Clearinghouse Information

Clearinghouse Name: _____

Clearinghouse Contact Name: _____ Telephone Number: _____

Submission Information

Reason for Submission

New Enrollment

Change Enrollment

Cancel Enrollment

Authorized Signature

I hereby authorize the Office of Management and Enterprise Services Employees Group Insurance Department to send electronic remittance advice (ERA/835) as designated herein. I am authorized to elect Electronic Remittance Advice (ERA) transactions on behalf of the indicated party and I acknowledge the same by signing below.

Written Signature of Person Submitting Enrollment: _____

Printed Name of Person Submitting Enrollment: _____

Printed Title of Person Submitting Enrollment: _____

Submission Date: _____

Please mail, fax or email the completed form or questions to:
Office of Management and Enterprise Services Employees Group Insurance Department
3545 N.W. 58th St, Ste., 110, Oklahoma City, OK 73112
Phone: 405-717-8790 or 800-543-6044 or Fax: 405-717-8977 or 405-717-8702
EGID.EFTEnroll@omes.ok.gov or EGID.NetworkManagement@omes.ok.gov

ERA INSTRUCTIONS

Please complete this ERA Form in its entirety. Leaving any required fields blank will result in an incomplete process. If you have any questions regarding the use of this form, or any of the field requirements, please see our contact information listed at the bottom of page 1 of this form. Information about how to check the status of your ERA is available at www.ok.gov/sib/Providers/Provider_EFT/index.html

Provider Information

Provider Name	Complete legal name of institution, corporate entity, practice or individual provider	Required
Doing Business As Name (DBA)	A legal term used in the United States meaning that the trade name, or fictitious business name, under which the business or operation is conducted and presented to the world is not the legal name of the legal person (or persons) who actually own it and are responsible for it	Optional

Provider Address

Street	The number and street name where a person or organization can be found	Required
City	City associated with provider address field	Required
State/Province	ISO 3166-2 Two Character Code associated with the State/Province/Region of the applicable country	Required
ZIP Code/Postal Code	System of postal-zone codes (zip stands for "zone improvement plan") introduced in the U.S. in 1963 to improve mail delivery and exploit electronic reading and sorting capabilities	Required

Provider Identifiers Information

Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)	A Federal Tax Identification Number, also known as an Employer Identification Number (EIN), is used to identify a business entity	Required
National Provider Identifier (NPI)	A Health Insurance Portability and Accountability Act (HIPAA) Administrative Simplification Standard. The NPI is a unique identification number for covered healthcare providers. Covered healthcare providers and all health plans and healthcare clearinghouses must use the NPIs in the administrative and financial transactions adopted under HIPAA. The NPI is a 10-position, intelligence-free numeric identifier (10-digit number). This means that the numbers do not carry other information about healthcare providers, such as the state in which they live or their medical specialty. The NPI must be used in lieu of legacy provider identifiers in the HIPAA standards transactions	Required (when provider has been enumerated with an NPI)
Provider Type	A proprietary health plan-specific indication of the type of provider being enrolled for ERA with specific provider type description included by the health plan in its instruction and guidance for ERA enrollment (e.g., hospital, laboratory, physician, pharmacy, pharmacist, etc.)	Optional

Electronic Remittance Advice Information

Preference for Aggregation of Remittance Data (e.g. Account Number Linkage to Provider Identifier)	Provider preference for grouping (bulking) claim payment remittance advice – must match preference for EFT payment	Required
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Electronic Remittance Advice Clearinghouse Information

Clearinghouse Name	Official name of the provider's clearinghouse	Required; i.e., Emdeon This should be the clearinghouse who is currently handling your electronic claims for HealthChoice, Oklahoma Department of Corrections and/or Oklahoma Department of Rehabilitation Services Any request for routing of ERAs to another destination will require additional setup and testing.
Clearinghouse Contact Name	Name of a contact in clearinghouse office for handling ERA issues	Optional
Telephone Number	Telephone number of contact	Optional

Submission Information

Reason For Submission	Check appropriate box.	Required
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Authorized Signature

The signature of an individual authorized by the provider or its agent to initiate, modify or terminate an enrollment. May be used with electronic and paper-based manual enrollment

Required

Written Signature of Person Submitting Enrollment	A (usually cursive) rendering of a name unique to a particular person used as confirmation of authorization and identity	Optional
Printed Name of Person Submitting Enrollment	The printed name of the person signing the form; may be used with electronic and paper-based manual enrollment	Optional
Printed Title of Person Submitting Enrollment	The printed title of the person signing the form; may be used with electronic and paper-based manual enrollment	
Submission Date	The date on which the enrollment is submitted	Optional