

## HMK Screening Application Form

### IMPORTANT INFORMATION BEFORE COMPLETING FORM

This form only needs to be completed by those providers who are not currently enrolled in PECOS, Montana's Medicaid program, or another state's Medicaid or CHIP program. \*\*\* Completion of this form does not guarantee enrollment in the HMK network.

### INDIVIDUAL'S PERSONAL INFORMATION

Last Name:	First Name:	MI:	Title:
Date of Birth:	Place of Birth:	Sex: M <input type="checkbox"/> F <input type="checkbox"/>	
Social Security Number:			
Foreign Language Spoken, including sign language:			
U.S. Citizen: Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, are you lawfully authorized to work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>		

### ORGANIZATION'S INFORMATION \* PLEASE SEE PAGE 8 FOR ADDITIONAL INFORMATION

Organization Name:
Organization Website:

### NATIONAL PROVIDER IDENTIFIER (NPI)

National Provider Identifier Number (Individual):
If you do not have an NPI, you must obtain one prior to enrollment. This can be obtained at <a href="http://www.nppes.cms.hhs.gov">www.nppes.cms.hhs.gov</a>

### TAX ID

Federal Tax I.D.:
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### PROVIDER SPECIALTY AND BOARD CERTIFICATION

Ambulatory Surgery Center <input type="checkbox"/>	Hospice <input type="checkbox"/>	Physician Assistant <input type="checkbox"/>
Birthing Center <input type="checkbox"/>	Hospital- Acute Care <input type="checkbox"/>	Podiatrist <input type="checkbox"/>
Certified Nurse Midwife <input type="checkbox"/>	Hospital- Critical Access <input type="checkbox"/>	Psychologist <input type="checkbox"/>
Certified Registered Nurse Anesthetist <input type="checkbox"/>	Laboratory <input type="checkbox"/>	Radiology Center <input type="checkbox"/>
Chemical Dependency Center <input type="checkbox"/>	Licensed Addiction Counselor <input type="checkbox"/>	Residential Treatment Facility <input type="checkbox"/>
Clinical Nurse Specialist <input type="checkbox"/>	Licensed Clinical Professional Counselor <input type="checkbox"/>	Skilled Nursing Facility <input type="checkbox"/>
Durable Medical Equipment <input type="checkbox"/>	Mental Health Center <input type="checkbox"/>	Speech Pathologist <input type="checkbox"/>
Freestanding Dialysis Center <input type="checkbox"/>	Occupational Therapist <input type="checkbox"/>	Other <input type="checkbox"/>
Home Health Agency <input type="checkbox"/>	Optometrist <input type="checkbox"/>	If Other Describe:
Home Infusion Therapy <input type="checkbox"/>	Physical Therapist <input type="checkbox"/>	

Physician (MD/DO) <input type="checkbox"/>	Primary Practicing Specialty	Board Certified: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Secondary Specialty	Board Certified: Yes <input type="checkbox"/> No <input type="checkbox"/>

Physician Board Certification	Date Certified	Expiration Date
Name of Board:		
Name of Board:		

## PRACTICE LIMITATIONS

Patient Age:

Accepting Existing Patients Only: Yes  No 

## PRACTICE ADDRESS (P.O. BOXES ARE NOT ACCEPTABLE FOR THE PHYSICAL ADDRESS)

Practice Name:

Type: Solo  Group  Organization 

Physical Address 1:

City:

ST

Zip:

Physical Address 2:

City:

ST

Zip:

Physical Address 3:

City:

ST

Zip:

Office Phone:

Office Fax:

Office Email:

Required for official BCBSMT correspondence

Mailing Address:

City:

ST

Zip:

 Same as above

Office Phone:

Office Fax:

Billing Address:

City:

ST

Zip:

 Same as above

Office Phone:

Office Fax:

## BUSINESS HOURS

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun/Holiday	Evenings

Does the office comply with the Americans with Disabilities Act (ADA) Standards? Yes  No 

Start date at this location:

Primary office contact:

Title:

Phone:

## CONTACT INFORMATION FOR ENROLLMENT

Contact Name:

Phone:

E-Mail:

## LICENSES/CERTIFICATIONS

### Current Licenses Held

State Issued By	Number	Original Issue Date	Expiration Date

### Previous Licenses Held

State Issued By	Number	Original Issue Date	Expiration Date

Have you ever had any action or sanction against your license in any state? Yes  No  If Yes, which State?If yes, indicate action: Revoked /Suspended  Letter of Reprimand  Fines Assessed  Education Required  Probation

## LICENSES/CERTIFICATIONS (CONT)

### CLIA Number (If applicable)

CLIA Number	Effective Date	Expiration Date

### DEA Certification

DEA Number	Issue Date	Expiration Date

## MEDICARE/MEDICAID

Are you enrolled in Medicare, Montana Medicaid or another state's Medicaid or CHIP Program? Yes  No

If yes, which program state and date? Medicare  MT Medicaid

Another State's Medicaid: Yes <input type="checkbox"/> No <input type="checkbox"/>	State:	Date:
Another State's CHIP: Yes <input type="checkbox"/> No <input type="checkbox"/>	State:	Date:

Have you had site visits in accordance with your enrollment with Medicare, MT Medicaid or another state's Medicaid or CHIP program? Yes  No

If yes, indicate which program, state and date:

Medicare  MT Medicaid  Another State's Medicaid  Other State's CHIP

State:	Date:
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Have you been revalidated by Medicare, MT Medicaid or another state's Medicaid or CHIP program? Yes  No

If yes, indicate which program, state and date:

Medicare  MT Medicaid  Another State's Medicaid  Other State's CHIP

State:	Date:
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Have you paid an enrollment fee to Medicare, MT Medicaid or another state's Medicaid or CHIP program? Yes  No

If yes, indicate which program, state and date:

Medicare  MT Medicaid  Another State's Medicaid  Other State's CHIP

State:	Date:
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Have you ever been sanctioned, debarred, suspended, excluded or convicted of a criminal offense related to Medicare, Medicaid, or another State or Federal program? Yes  No

If yes, enter explanation and dates:

## OWNERSHIP/CONTROL INFORMATION

**\*\*\* NOTE:** This section must be completed for each person who has a direct or indirect ownership and/or controlling interest in the entity and/or provider type specified on page 8 of this screening application. This section must also be completed for each managing employee or agent of the enrolling entity and/or provider. All other provider types can skip to page 7.

*Ownership interest* means the possession of equity in the capital, the stock, or the profits of the disclosing entity (provider).

*Indirect ownership interest* means an ownership interest in an entity that has an ownership interest in the disclosing provider entity. The term includes an ownership interest in any entity that has an indirect ownership interest in the disclosing entity (provider).

A person with an ownership or control interest means a person or corporation that (a) has an ownership interest totaling 5% or more in a disclosing entity (provider); (b) has an indirect ownership interest equal to 5% or more in a disclosing entity (provider); (c) has a combination of direct and indirect ownership interests equal to 5% or more disclosing entity (provider); (d) owns an interest of 5% or more in any mortgage, deed of trust note or other obligation secured by the disclosing entity (provider) if that interest equals at least 5% of the value of the property or assets of the disclosing entity (provider); (e) is an officer or director of a disclosing entity (provider); that is organized as a corporation; or (f) is a partner in a disclosing entity (provider); that is organized as a partnership.

(a) *Indirect ownership interest.* The amount of indirect ownership interest is determined by multiplying the percentages of ownership in each entity. For example, if A owns 10 percent of the stock in a corporation which owns 80 percent of the stock of the disclosing entity, A's interest equates to an 8 percent indirect ownership interest in the disclosing entity and must be reported. Conversely, if B owns 80 percent of the stock of a corporation which owns 5 percent of the stock of the disclosing entity, B's interest equates to a 4 percent indirect ownership interest in the disclosing entity and need not be reported.

(b) *Person with an ownership or control interest.* In order to determine percentage of ownership, mortgage, deed of trust, note, or other obligation, the percentage of interest owned in the obligation is multiplied by the percentage of the disclosing entity's assets used to secure the obligation. For example, if A owns 10 percent of a note secured by 60 percent of the provider's assets, A's interest in the provider's assets equates to 6 percent and must be reported. Conversely, if B owns 40 percent of a note secured by 10 percent of the provider's assets, B's interest in the provider's assets equates to 4 percent and need not be reported.

Managing employee means a general manager, business manager, administrator, director, or other individual who exercises operational or managerial control over, or who directly or indirectly conducts the day-to-day operation of an institution, organization, or agency.

An agent means any person who has been delegated the authority to obligate or act on behalf of a provider.

**OWNERSHIP/CONTROL INFORMATION FORM**

**At least one person must be added as owner.** For multiple owners, please copy this form and complete one form for each owner.

**Ownership Type**

Owner     Agent     Managing Employee     Subcontractor

Last Name:		First Name:	MI :
Date of Birth:		Social Security Number:	
Country of Birth:		County of Birth (if country of bith is USA):	

**Physical Address**

Address:		
Address 2:		
City:	State:	Zip:
County:	Phone:	

**Mailing Address (if different from Physical Address)**

Address:		
Address 2:		
City:	State:	Zip:
County:	Phone:	

**Provider Number:**

**Ownership**

Are you the spouse, parent, child, or sibling of a person with ownership or control interest?    Yes     No

Name of person with ownership or control interest:

**Sanctions**

Are you currently, or within the past 10 years have you been sanctioned, debarred, suspended, excluded or convicted of a criminal offense related to Healthy Montana Kids/Medicare/Medicaid or any other State or Federal program?    Yes     No

If yes, provide explanation:

**OWNERSHIP/CONTROL INFORMATION FORM**

**At least one person must be added as owner.** For multiple owners, please copy this form and complete one form for each owner.

**Ownership Type**

Owner     Agent     Managing Employee     Subcontractor

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI : \_\_\_\_\_

Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**If yes, complete the information below**

Legal Business Name: \_\_\_\_\_ SSN/EIN: \_\_\_\_\_

Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_ SSN/EIN: \_\_\_\_\_

Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_ SSN/EIN: \_\_\_\_\_

Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_ SSN/EIN: \_\_\_\_\_

Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_ SSN/EIN: \_\_\_\_\_

Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## ATTESTATION

I,  
(Type full name)

hereby certify and attest that all the information submitted by me in support of this enrollment application is true, accurate and complete to the best of my knowledge and belief. I understand and agree that substantial errors of fact involving information submitted by me may be the basis for rejection of my application or, if discovered after approval of my application, for adverse action up to and including termination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## CONTACT INFORMATION

**Scan and email** a signed, completed enrollment application and attachments to [HCSSEPEC@bcbsmt.com](mailto:HCSSEPEC@bcbsmt.com), and keep a copy for your records. If email is not available, applications and the attachments can be faxed to 406-437-7879 Attention: Network Management or mailed to:

Network Management  
Blue Cross and Blue Shield of Montana  
3645 Alice Street  
Helena, MT 59601-8656

**For questions**, please e-mail [hcsx6100@bcbsmt.com](mailto:hcsx6100@bcbsmt.com) or call 1-406-447-6100.

## Application Fee Requirements for HMK Providers\*

Provider Type	Initial Enrollment	Revalidation	Change of Ownership**	Change of Information	Addition of Practice Location
Ambulatory Surgery Center (ASC)	Yes	Yes	No	No	Yes
Community Mental Health Center	Yes	Yes	No	No	Yes
Critical Access Hospital	Yes	Yes	No	No	Yes
Durable Medical Equipment Supplier, Prosthetics, Orthotics, and Supplies	Yes	Yes	No	No	Yes
End Stage Renal Disease Facility (ESRD)	Yes	Yes	No	No	Yes
Histocompatibility Laboratory	Yes	Yes	No	No	Yes
Home Health Agency	Yes	Yes	No	No	Yes
Hospice	Yes	Yes	No	No	Yes
Hospital	Yes	Yes	No	No	Yes
Independent Diagnostic Treatment Facilities (IDTFs) including: • Radiology Center • Sleep Centers	Yes	Yes	No	No	Yes
Independent Clinic Laboratory	Yes	Yes	No	No	Yes
Pharmacy	Yes	Yes	No	No	Yes
Skilled Nursing Facility	Yes	Yes	No	No	Yes

Requirements per CFR 455.460 and Title XIX of the Social Security Act 1886 (j) (2) (c)

**The 2024 Fee is \$709 and must be collected prior to becoming active with HMK network.**

*Fees are determined by CMS and may change annually.*

**Please make a check payable to Blue Cross and Blue Shield of Montana and Return to:**

**Network Management  
Blue Cross and Blue Shield of Montana  
3645 Alice Street  
Helena, MT 59601-8656**

\* Providers verified in PECOS, MT Medicaid, or another State's Medicaid or CHIP Program are not required to pay the application fee.

\*\* For providers reporting a change of ownership, the ownership change does not require an application fee if the change does not require the provider to enroll as a new provider.



ATTENTION: If you speak English, language assistance services, free of charge, are available to you. Call 1-855-710-6984 (TTY: 711).

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-855-710-6984 (TTY: 711).

ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-855-710-6984 (TTY: 711).

注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-855-710-6984 (TTY: 711)。

注意事項：日本語を話される場合、無料の言語支援をご利用いただけます。1-855-710-6984 (TTY: 711) まで、お電話にてご連絡ください。

PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-855-710-6984 (TTY: 711).

ATTENTION : Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 1-855-710-6984 (ATS: 711).

ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-855-710-6984 (телетайп: 711).

주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-855-710-6984 (TTY: 711) 번으로 전화해 주십시오.

اناجملاب لكل رفاوتت ةيوعلل ادعاسلما تامدخ نإف ،ةغلل ركذا ثدحتت تنك اذا :ةظوحلم  
(711:مكبل او مصل ا فتاه مقر)

เรียน: ถ้าคุณพูดภาษาไทยคุณสามารถใช้บริการช่วยเหลือทางภาษาได้ฟรี โทร 1-855-710-6984 (TTY: 711).

MERK: Hvis du snakker norsk, er gratis språkassistanstjenester tilgjengelige for deg. Ring 1-855-710-6984 (TTY: 711).

CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-855-710-6984 (TTY: 711).

УВАГА! Якщо ви розмовляєте українською мовою, ви можете звернутися до безкоштовної служби мовної підтримки. Телефонуйте за номером 1-855-710-6984 (телетайп: 711).

Wann du [Deutsch (Pennsylvania German / Dutch)] schwetzsch, kannsch du mitaus Koschte ebber gricke, ass dihr helft mit die englisch Schprooch. Ruf selli Nummer uff: Call 1-855-710-6984 (TTY: 711).

ATTENZIONE: In caso la lingua parlata sia l'italiano, sono disponibili servizi di assistenza linguistica gratuiti. Chiamare il numero 1-855-710-6984 (TTY: 711).