Molina Healthcare of New Mexico, Inc.

APPLICATION CHECKLIST & INSTRUCTIONS

Please complete the below and submit to your Molina Healthcare representative, along with all specified attachments, forms and documents.

<u>Note:</u> Contact your Molina Healthcare representative directly regarding contracting. Please make sure that the information supplied on your organizational credentialing application is current & complete. Failure to supply all information listed below or to complete all forms entirely will prevent initiation of the credentialing process, and will cause delays in the contracting process.

The following items are required in order to complete your organizational credentialing.

You must always include these documents:

— Completed Facility Information Form (attached, pg 2)

(Failure to complete in its entirety for a	Il locations to be credentialed will prevent initiation of credentialing)
	rship/Controlling Interest Disclosure Form Il locations to be credentialed will prevent initiation of credentialing)
	tialing Application (signed w/in 120 days) Il locations to be credentialed will prevent initiation of credentialing)
Copy of all organizational license (For ALL organizational locations that	
Copy of CURRENT professional lia (For ALL organizational locations that	ability (or general, if no professional) insurance face sheet will be contracted with Molina)
Copy of recognized organizations (Recognized accrediting bodies specific	al accreditation certificate(s) ed in the organizational credentialing application)
Copy of W-9 form(s) and the IRS E (For ALL organizational locations that	Employer Identification Number letter will be contracted with Molina)
Copy of a State-issued Medicaid	enrollment confirmation letter (showing individual enrollment)
If your organization is NOT accredited ar	nd is CMS certified, you must supply ONE of the following:
Copy of the most recent CMS or S	State on-site survey results
OR	
Copy of the letter verifying appro	oval of CMS participation and certification.

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FACILITY INFORMATION FORM

Provide the following details ONLY in relation to your intended affiliation with Molina Healthcare of New Mexico. Attach any necessary addendums showing additional practice information (e.g., groups, addresses, etc.).

FACILITY INFORMATION (to be used for contracting w/ Molina Healthcare):

Legal Name:		Primary TIN:						
DBA Name:					Primary NPI:			
Primary Specialty (w/ Molina Healthcare):				1				
Secondary Specialties (w/ Molina Healthcare):								
Will your organization u <u>telemedicine</u> services from Ne Mexico-based provider:	ew YE	S NO		services from p	ganization use <u>telem</u> oroviders who practic ations/sites outside o	e from	YES	NO
Do you want your organization list in Molina's Provider Director		S NO		submis	na requires electronic sion. Will you be capa itting claims electron	able of	YES	NO
PRIMARY PRACTICE INFORMA	. TION (to b	e used for co	ntra	acting w/ Molina	a Healthcare):			
Location Accredited (if not solo):	'ES N	IO N/A	,	Accredited by (if accredited):				
Age/Gender/Other Practice Limitations:								
Physical Street Address:					Suite	Floor:		
City:	State	2:	Co	ounty:		ZIP:		
Phone:	Phone: Fax:			E-mail:				
CONTRACTING CONTACT INFO	ORMATIO	N:						
Contact Name:		Phone:			E-mail:			
CREDENTIALING CONTACT IN	FORMATI	ON:						
Contact Name:		Phone:			E-mail:			

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1. ORGANIZATION INFORMA (Provide physical location	TION: n information on the followin	ng page.)						
Legal Name of Organization (Legal name listed with the IRS	.							
DBA Name of Organization)							
(If applicable)								
Historic Name(s) of Organizat (If under same ownership)	<u>ion</u>							
Hospital or Health System Affiliation (If applicable)								
Provider Type:								
Organization Medicare # (Prima	ary):	Organizat	ion Medicaid # (Pri	imary):				
Organization TIN (Primary):		Organizat	ion NPI (<i>Primary</i>):					
Ownership Sole propr	rietorship (City/County/	State owned	Select	☐ For profit			
Type: (Select one)	on/LLC/Partnership 🔲 I	Federally ow	vned	One:	☐ Non-profit			
Mailing Address		Billing Add	dress t than mailing)					
Street Address:		,	ress:					
Address Line 2:								
	e: Zip:	Address Line 2: City: State: Zip:						
Contact:		Contact:						
Email:		Email:						
Phone: F	ax:	Phone: Fax:						
2. CURRENT INSURANCE CO	OVERAGE:							
(Please attach a copy of	your current facility profess		<u> </u>	e face shee	t.)			
	Professional Liability							
Current Carrier Name:		Policy Number:						
Policy Start Date:	Policy End Date:		licy Type: alpractice, general,	, etc.):				
Coverage Amount per Occurrence:		e Amount te:	· ·					
	General Liability Ir	nsurance In	formation					
Current Carrier Name:	Current Carrier Name: Policy Number:							
Policy Start Date:		licy Type alpractice, general,	, etc.):					
Coverage Amount Coverage Amount Aggregate:								

COMPLETE THE BELOW INFORMATION FOR EACH PRACTICE LOCATION

	AL LOCATION INFORMATION lude any additional information		this locat	ion on a se	eparate sheet.)		
Location DI (If different t	BA han the Organization DBA)						
	Other DBAs Previously Used (If under same ownership)						
Is this a satellite facility?							
Is this location	on Medicare-certified?	☐ Yes [☐ No	Is this the	e primary address?	□ \	res 🗌 No
Number of N	Medicare-certified beds?			Are inter	preters available?	<u> </u>	∕es □ No
Site-specific	: Medicare #:			Site-spec	cific Medicaid #:		
Site-specific	: TIN:			Site-spec	cific NPI:		
Physical Pr	actice Location			State pro	ovider # (If applicable	e, LTC, e	tc.):
Street Addre	ess:			Location	is handicap accessi	ble?	Yes 🗌 No
Address Lin	e 2:			America	n with Disabilities (Al	DA) Com	plaint: 🔲 Yes 🔲 No
City:	State:	Zip:		Describe	your service area (S	States, co	unties, cities, etc.):
Phone:	Secure Fa	x:					
Practice limi	tations (e.g., age, gender, etc.)			TDD cap	oability: 🗌 Yes 🔲	No	
Location offe	ers pediatric services? Yes	□ No		Please li	st any languages spo	oken by	office personnel:
		Hou	urs of Op	eration			
Sta	andard Business Hours	Even	ing Hours	(Any hou	rs after 5 p.m.)		eekend Hours
Monday		Monday				aturday	
Tuesday		Tuesday			S	unday	
Wednesday		Wednes					
Thursday Friday		Thursda Friday	У				
гииау	Location State Licen	<u> </u>	or State F	Pagistratio	on(s) (Attach a conv	of all)	
_	ase check here if this location is no		T				
Type of Cred		State	Number		Expiration Date	Most	Recent Survey Date
State License							
State Registra							
State Certifica	ation						
Other:	A -1 -1:4:	I I aceticu	Cuadant		h a assurat all \		
					h a copy of all.)		
	ase check here if this location holds	no addition	al licenses	certificates	s, registrations, etc.		
Type of Cred	lential	State	Number		Expiration Date	Additi	onal Notes/Info
DEA							
CLIA	DO/DDO						
State CSR/CI	DS/DPS						
Other:							

4. AC		TION/CERTIFICATION: all that apply.)								
	Please check here if the State conducts routine surveys of your organization for license, registration, or clinical oversight.									
	Please check here if (CYFD) Children, Youth and Families Department (New Mexico) conducts routine surveys of your organization for license, registration, or clinical oversight.									
	Please check here if your organization is NOT accredited.									
List Accreditation Organizations and Attach Copies of Current Certificates Date of Last Survey										
5 CB	EDENTIAL	ING PROGRAM:								
5. CK		tions MUST be answered by ALL organizations.)								
		Organizational Service Provider Screening								
		(Mark ONE option for each question.)								
1)		select the method utilized to verify the license/certification of individuals ganization:	s rendering services for							
		Online directly with the appropriate State and/or Federal licensure or certific	cation board							
		Background check agency, contracted organization, or vendor								
		Other process (please describe):								
		No process (please explain):								
2)		ndicate the method utilized to ensure that each license/certification (and duals rendering services for your organization is renewed before expira								
		Online directly with the appropriate State and/or Federal licensure or certific	cation board							
		Obtaining a current copy of the license/certification								
		Background check agency, contracted organization, or vendor								
		Other process (please describe):								
		No process (please explain):								
3)	Please indicate the method utilized to verify the <u>identity</u> of individuals rendering services for your organization:									
		Verification of a state driver's license or other government identification								
		Background check agency, contracted organization, or vendor								
		Other process (please describe):								
		No process (please explain):								

Please indicate the method utilized to ensure that criminal background checks are conducted for all new employees or contracted service providers prior to the first provision of service, and that no individuals convicted of a felony for a health-care related crime (including but not limited to health care fraud; patient abuse; and the unlawful manufacture, distribution, prescription, or dispensing of controlled substance) are rendering services:									
Federal and/or State criminal background check(s)									
☐ Background check agency, contracted organization, or vendor									
Search a State 'Misconduct Registry' or equivalent									
Other process (please describe):									
led guilty to, or nors)?									
ing legal									
, suspended, cluding, but									
cidanig, but									
ons ever been intarily									
ons ever been									
ons ever been									
ons ever been intarily ns or									
ons ever been intarily ns or									
ons ever been intarily ins or instance. I, not renewed, r State?									
ons ever been intarily ins or instance. I, not renewed, r State?									
ons ever been intarily ins or intarily ins or interest. It is not renewed, in State?									
ons ever been intarily ins or intarily ins or interest. It is not renewed, in State?									
i									

13) Does each service location associated with the facility follow the policies and procedures as defined by the facilities service location?									
	NO		YES (provide an explanation):						
14) Is the lo	14) Is the location within one block of a public transportation stop?								
	NO		YES (provide an explanation):						
15) Please submit your organization's Quality Improvement Plan.									

Additional specialty and roster information may be requested by credentialing entity. Please attach a list of physical locations.

ATTESTATION AND RELEASE OF INFORMATION FORM

Modifications Will Not Be Accepted

RELEASE OF INFORMATION:

As part of the application process and for the purpose of verifying any information provided on this application, I, the undersigned authorized agent of the applicant facility/organization, grant the Managed Care Organization permission to contact any individual, institution, facility or agency identified on, or relative to, this application. Further, I hereby consent and authorize the Managed Care Organization to request, receive and inspect any and all records pertinent to consideration of this application.

As a health organizational facility/organization applicant, I, the undersigned authorized agent, acknowledge that I am required to supply the Managed Care Organization with verification of current malpractice coverage and any additional documentation necessary and relevant to the review of this application.

SITE REVIEW AUTHORIZATION:

I hereby grant permission for the Managed Care Organization to conduct on-site and medical record reviews as necessary. I further agree that this facility will participate in and support the Managed Care Organizations quality improvement and utilization review programs.

ATTESTATION:

I certify the information on this entire application is complete, accurate, and current. I acknowledge that any misstatements in or omissions from this application constitute for denial or summary dismissal. A copy of this application has the same force and effect as the original. I have reviewed this information as of the most recent date listed below.

I acknowledge that decision of participation for the organization on this application will be delayed until all required information is received and/or verified. I acknowledge that acceptance of this application does not constitute approval or acceptance or participating status with, the Managed Care Organization and does not grant this facility any rights or privileges of participation until such time as a contract is consummated and written notice of participating status is issued to this facility by the Managed Care Organization. All services rendered to its Members must be individually authorized until a written notice of participation and conditions of participation is issued by the Managed Care Organization.

This facility complies with all federal, state, and local handicapped access requirements as well as the standards required by the 1992 Federal Americans with Disabilities Act.

I certify that the appropriate state license or certification source is checked for all new employees or contracted service providers prior to the first provision of service. I certify that the appropriate state license or certification source is checked at least annually for existing and contracted service providers in order to ensure that every licensed individual providing services as a representative of the applicant holds a current license or certification to provide services. I certify that criminal background checks are conducted for all new employees or contracted service providers prior to the first provision of service. I certify the applicant does not employ or contract with any individual convicted of a felony for a health-care related crime, including but not limited to health care fraud, patient abuse and the unlawful manufacture, distribution, prescription, or dispensing of controlled substance.

I certify that the on-line exclusion lists for the Health and Human Services Office of Inspector General (http://oig.hhs.gov/exclusions/exclusions/list.asp) and System for Award Management (https://www.sam.gov/portal/public/SAM/) are checked for all new employees or care providers prior to the first provision of service and for existing employees or contracted service providers on a monthly basis to ensure that no state or federally excluded individuals perform any function related to any state or federal health care program. I certify that I will remove any employee or contracted service provider found on one of the above referenced federal exclusion lists from any functions related to a state or federal health care program.

The individual executing this Attestation is duly authorized and has the proper authority and proper authorization to execute this Attestation and does so with the intent to fully bind Facility to the truthfulness of its answers.

Signature: _	
	(Stamped signature is not acceptable.)
Printed Name: _	Date:



Molina Healthcare of New Mexico, Inc. Health Delivery Organization (HDO) Addendum

INSTRUCTIONS:

Complete all items as noted below and submit application, addendum and additional attachments to your contracting representative, in order, to apply for credentialing with Molina Healthcare of New Mexico, Inc. Please note that completed and approved credentialing is required prior to completion of a contract for any organization/facility not currently contracted with Molina Healthcare, and that approval of your credentialing does not constitute finalization/approval of your contract and network participation.

- A separate application is required for:
 - each location (or group of locations) that shares CMS certification under one primary specialty
 - o each location (or group of locations) that shares accreditation (on pg. 5) under one primary specialty
 - o each location (or group of locations) that has a different primary specialty
- This application must be filled out completely with all sections answered:
 - Do not use white-out on any part of the application.
 - If there is NOT a checkbox in the section header to indicate a why a section is not applicable, the section should be completed by ALL applicants.
 - Section 6 MUST be completed by all applicants.

•	The info	ormation listed below should accompany the completed application:
		Current organizational or facility licenses/certifications/registrations
		☐ (If above is unavailable: attach a list of individual service provider names, specialties & license numbers)
		Current professional and general liability insurance face sheet (or general liability if professional is unavailable)
		W9 form(s) showing all federal Tax Identification Numbers (TINs) used by the organization/facility
		(Only Page 1 of this form is needed: http://www.irs.gov/pub/irs-pdf/fw9.pdf)
		Completed ownership/controlling interest disclosure form
		(This form can be supplied by your contracting or credentialing representative)
•	-	organization is not accredited by a body listed in Section 5 of this application and your organization is d to be certified by CMS or the State, we also request one of the following documents:
		A copy of the most recent CMS or State on-site survey results
		A copy of the letter verifying approval of CMS participation
•	Incompi	lete applications will be returned for completion prior to processing.

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Please return this application and all attachments to the location specified on your cover letter.



Molina Healthcare of New Mexico, Inc. Health Delivery Organization (HDO) Addendum

Please complete the following information as it pertains to your health delivery organization.

1. LICENSED HEALTHCARE PRACTITIONER INFORMATION:

	licenses/ce				1		
ame	NPI	Date	of	Birth	Specialty	License #	
PRIMARY CONTRACTED S							
(If each location will be co (If there are multiple prima							
In there are manuple prime	ary specialities being co	Ontract	JU V	VILIT IVI	Jilia, check ALL that a	рріу)	
Specialty & Federal Taxonomy	Code			Spec	ialty & Federal Taxonomy	Code	
		Agend	ies				
Case Management [251B00000X]			Hosp	ce - Community Based [251	LG00000X]	
Day Training - Developmentally [Disabled Services [251C000	00X]		In Ho	me Supportive Care [253Z0	0000X]	
Early Intervention Provider [252)	′00000X]			Nursing Care [251J00000X]			
Foster Care [253J00000X]				All-Inclusive Care for the Elderly (PACE) [251T00000X]			
Home Health [251E00000X]				Public Health [251K00000X]			
Home Infusion [251F00000X]				Supp	orts Brokerage [251X00000]	X]	
	Ambulato	ory Care	Clini	cs/Cent	ers		
Adolescent & Children Mental He	ealth [261QM0855X]			Occu	pational Therapy [261QX01	00X]	
Day Care - Adult [261QA0600X]				Onco	logy - Radiation [261QX020	3X]	
Adult Mental Health [261QM085	0X]				nalmologic Surgery [261QS0		
Ambulatory Family Planning [261	.QA0005X]			Oral a	and Maxillofacial Surgery [2	61QS0112X]	
Ambulatory Surgical Center [261	QA1903X]			Physi	cal Therapy [261QP2000X]		
Amputee Center [261QA0900X]				Public	Health - Federal [261QP09	904X]	
Augmentative Communication [2	61QA3000X]			Public	Health - State or Local [26	1QP0905X]	
Birthing Center [261QB0400X]				Radio	logy [261QR0200X]		
Critical Access Hospital [261QC00)50X]			Radio	logy - Mammography [2610	QR0206X]	
Emergency Care [261QE0002X]				Radiology - Mobile [261QR0208X]			
Endoscopy [261QE0800X]					oilitation (PT/OT/ST) [261Q		
End-Stage Renal Disease (ESRD)/Dialysis [261QE0700X]				Rehal	oilitation - Cardiac [261QR0	404X]	
Federally Qualified Health Cente	,				oilitation - Outpatient (COR		
Infusion Therapy Clinic [261QI05	00X]				oilitation - Substance Use D		
Lithotripsy [261QL0400X]					Health Clinic (RHC) [261QR	1300X]	
Magnetic Resonance Imaging (M				Speed	th Therapy [261QH0700X]		
Day Care - Medically Fragile Infn				Urger	nt Care [261QU0200X]		
Mental Health - Outpatient [261	QM0801X]						

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Molina Healthcare of New Mexico, Inc. Health Delivery Organization (HDO) Addendum

2. PRIMARY CONTRACTED SPECIALTY & TAXONOMY – Continued: (If each location will be contracted for a different specialty, complete a separate full application for each location) (If there are multiple primary specialties being contracted with Molina, check ALL that apply) Specialty & Federal Taxonomy Code Specialty & Federal Taxonomy Code Hospitals Chronic Disease [281P00000X] Long Term Care [282E00000X] Chronic Disease - Children [281PC2000X] Psychiatric [283Q00000X] General Acute Care [282N00000X] Rehabilitation [283X00000X] General Acute Care - Children [282NC2000X] Rehabilitation - Children [283XC2000X] General Acute Care - Critical Access [282NC0060X] Religious Nonmedical Health Care [282J00000X] General Acute Care - Rural [282NR1301X] Specialty [284300000X] General Acute Care - Women [282NW0100X] Laboratories Clinical Medical [291U00000X] Physiological (Independent Diagnostic/IDTF) [293D00000X] Dental [292200000X] **Nursing/Custodial Care Organizations** Assisted Living [310400000X] Intermediate Care - Mental Illness [310500000X] Assisted Living - Bhvrl Disturbances [3104A0630X] Intermediate Care - Mental Retarded [315P00000X] Assisted Living - Mental Illness [3104A0625X] Intermediate Care - Nursing [313M00000X] Custodial Care [311Z00000X] Skilled Nursing [314000000X] Hospice - Inpatient [315D00000X] Skilled Nursing - Pediatric [3140N1450X] **Residential Care Organizations Suppliers** Blood Bank [331L00000X] Eye bank [332G00000X] Durable Medical Equip [332B00000X] Eyewear [332H00000X] Durable Medical Equip - Customized [332BC3200X] Hearing Aid Equipment [332S00000X] Durable Medical Equip - Dialysis [332BD1200X] Home Delivered Meals [332U00000X] Durable Medical Equip - Nursing [332BN1400X] Medical Food [335G00000X] Durable Medical Equip - Oxygen/Respiratory [332BX2000X] Organ Procurement [335U00000X] Durable Medical Equip - Parental/Enteral Ntrtn [332BP3500X] Pharmacy [333600000X] Emergency Response Services [333300000X] Portable X-ray [335V00000X] **Transportation Vendors** Ambulance [341600000X] Bus [347B00000X] Ambulance - Air [3416A0800X] Non-Emergency Medical (VAN) [343900000X] Ambulance - Land [3416L0300X] Secured Medical (VAN) [343800000X] Ambulance - Water [3416S0300X] Broker [347E00000X] Atypical Service Organizations (No Federal Taxonomy) Adaptive Assistance Devices [NONE] Home/Environment Modification [NONE] Community Health Workers [NONE] Homemaker Services [NONE] Community Transition Services - Housing [NONE] Independent Living Assistance/Adult Companion [NONE] **Nutritional Consultation Services [NONE]** Core Services Agencies [NONE] **Employment Support [NONE]** Personal Care Services [NONE] Financial Assessment/Risk Reduction Services [NONE] Pest Control [NONE] Other Specialties (List the Specialty and Federal or State Taxonomy)

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Molina Healthcare of New Mexico, Inc. Health Delivery Organization (HDO) Addendum

3. ACCREDI	TATION / CERTIFICATION (check all that apply):							
Please check here if the State conducts routine surveys of your organization for license, registration, or clinical oversight.								
Pleas	Please check here if your organization is NOT accredited and NOT required to be surveyed by ANY organization.							
	Accreditation Organization Date of Last Survey							
CMS)	Medicare Certification (attach most recent survey and acceptance letter)							
(AAAHC)	Accreditation Association for Ambulatory Health Care							
(ACHC)	Accreditation Commission for Health Care							
☐ (AAAASF)	American Association for Accreditation of Ambulatory Surgery Facilities							
☐ (ABCOP)	American Board for Certification in Orthotics/Prosthetics							
☐ (ACR)	American College of Radiology							
(ASHI)	American Society for Histocompatibility and Immunogenetics							
☐ (BOC)	Board of Certification / Accreditation, International (O&P or DMEPOS)							
CAP)	College of American Pathologists							
CARF)	Commission on Accreditation of Rehabilitation Facilities							
COLA)	Committee of Laboratory Accreditation							
☐ (CHAP)	Community Health Accreditation Program							
CT)	The Compliance Team							
COA)	Council on Accreditation							
☐ (DNV)	Det Norske Veritas							
☐ (HFAP)	Healthcare Facilities Accreditation Program - AOA							
☐ (HQAA)	Healthcare Quality Association on Accreditation							
☐ (IAC)	The Intersocietal Accreditation Commission							
☐ (NABP)	National Association of Boards of Pharmacy							
☐ (NBAOS)	National Board of Accreditation for Orthotics Suppliers							
☐ (NCQA)	National Commission for Quality Assurance							
TJC)	The Joint Commission							
URAC)	URAC, (aka, American Accreditation Healthcare Commission)							
(*CABC)	*Commission for the Accreditation of Birth Centers							
(*PPFA)	*Planned Parenthood Federation of America							
* Molina only recognizes accreditation by CMS 'Deemed' bodies with the exception of the CABC for 'Birthing Centers' and PPFA for 'Planned Parenthood' facilities.								

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