



## Puerto Rico Medicaid Management Information System (PRMMIS)

Provider Application Fee	Policy No.:	PRMMIS-PRV-0005
	Classification:	Provider Enrollment
	Effective Date:	04/27/2020
	Supersedes:	New
	Mandate Review:	Annual
	Approved by:	Maria García Ducós
	Last Change:	02/16/2022

### Purpose

The purpose of this policy is to establish the types of providers seeking to enroll (or revalidate) in the Puerto Rico Medicaid Program (PRMP) that are required to pay the enrollment fee and to outline the policy for waiver of the fee. This is to comply with the *Code of Federal Regulations 42 CFR, Part 455.460*.

Acronym/Term	Definition
CHIP	Children’s Health Insurance Program
CFR	Code of Federal Regulations
CMS	Centers for Medicare and Medicaid Services
DME	Durable Medical Equipment
ICF/IID	Intermediate Care Facility for Individuals with Intellectual Disabilities
NPI	National Provider Identifier
ORP	Ordering, Referring, and Prescribing
PEP	Provider Enrollment Portal
PRMMIS	Puerto Rico Medicaid Management Information System
PRMP	Puerto Rico Medicaid Program

### Scope

All references to the PRMP in this policy are inclusive of Children’s Health Insurance Program (CHIP). Pursuant to the *Code of Federal Regulations 42 CFR § 455.420 and 455.460*, state Medicaid programs must collect an application fee for new provider applications, revalidations, and re-enrollments/reactivations due to being terminated for any reason. Centers for Medicare and Medicaid Services (CMS) establishes the application fee, which is used to offset the cost of federally mandated screening activities associated with the Affordable Care Act. CMS may adjust the fee on January 1 of each year.

### Policy

#### Enrollment Fee Requirement

The PRMP requires payment of the application fee for all enrolling providers with the exception of:

- Individual physicians or non-physician practitioners (provider types not in the list below)
- Providers who are enrolled in Medicare or another state’s Medicaid or CHIP Program

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- Providers that have paid the applicable fee to Medicare or another State Medicaid Program

Generally, the fee applies to “institutional” providers. The following is the complete list of provider types to which the fee applies:

Provider Type Code – Description
01 – Hospital
06 – Ambulatory Surgical Center
09 – Skilled Nursing Facility - Hospital Based
10 – Skilled Nursing Facility - Free Standing
11 – State Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) Facility
12 – Private ICF/IID Facility
15 – Hospice
19 – Federally Qualified Health Center - Look Alike
20 – Pharmacy
22 – Imaging Center
40 – Ambulance
41 – Non-Emergency Medical Transportation
50 – Laboratory
56 – Comprehensive Outpatient Rehabilitation Facility
65 – Home Health Agency
68 – Federally Qualified Health Center
89 – Dialysis Center
90 – Durable Medical Equipment (DME)
94 – Developmental Disability Center
A2 – Infusion Center/Agency
A3 – Vision Center/Optics
A4 – Prosthesis and Orthotics Supplier
A5 – Implant Supplier
A9 – Center for Diagnosis and Treatment
B3 – Family Planning Center
B4 – Imaging Center - Mobile
B5 – Mental Health Center
B6 – Methadone Center
C1 – Primary Care Center
C2 – Inpatient Rehabilitation Facility

Providers pay the applicable fee on a per-application basis. For example, a provider enrolling separately as a hospital and a pharmacy are subject to two application fees since each entity must be screened. Another example is a pharmacy that also supplies DME must enroll as a pharmacy and a DME provider via two applications and must therefore pay two application fees.

Ordering, referring, and prescribing (ORP) providers are not subject to enrollment fees because they are individual practitioners.

PRMP must collect the applicable application fee prior to executing a provider agreement.



**Waiver of Enrollment Fee**

Providers may request a waiver to the fee if they can justify a hardship. The provider must request the waiver in writing as an attachment to the Provider Enrollment Portal (PEP) application and must provide the following information:

- A letter from the provider describing the hardship and why the hardship justifies an exception to the application fee requirement
- Supporting financial documentation such as historical cost reports, recent financial reports such as balance sheets and income statements, cash flow statements, or tax returns
- Provider name
- Provider address
- National Provider Identifier (NPI)

PRMP will review each request in accordance with section 1866(j)(2)(C)(ii) of the Social Security Act and 42 CFR 424.514. If PRMP agrees that the hardship is justified, the request will be forwarded to the Centers for Medicare and Medicaid Services (CMS) for review and approval. Only CMS may approve a waiver of fee payment. PRMP is not permitted to approve the waiver independently.

**References**

Code of Federal Regulations 42 CFR §455.460 - Application fee. [https://www.ecfr.gov/cgi-bin/text-idx?SID=4f9b253f4ed0c970f276dd6c117d72ba&mc=true&node=se42.4.455\\_1460&rqn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=4f9b253f4ed0c970f276dd6c117d72ba&mc=true&node=se42.4.455_1460&rqn=div8)

Code of Federal Regulations 42 CFR §424.514 – Application fee. <https://www.ecfr.gov/current/title-42/chapter-IV/subchapter-B/part-424/subpart-P/section-424.514>

CMCS Informational Bulletin. <https://www.medicaid.gov/federal-policy-guidance/downloads/cib-12-23-11.pdf>

Medicaid Provider Enrollment Compendium (MPEC).

<https://www.medicaid.gov/sites/default/files/2021-05/mpec-3222021.pdf>

**Change History**

Date	Version	Change Details	Create/Change by
07/19/19	1.0	New Policy	Caleb Colon
04/09/20	1.1	Policy revised by PEMU	Provider Enrollment Manager/Operations Manager
02/16/22	1.2	Policy revised by Operations to include the following providers (A2 Infusion Center/Agency, A3 Vision Center/Optics, A4 Prosthesis and Orthotics Supplier and A5 Implant Supplier) in the list of provider types to which the fee applies.	Risk and Issue Manager
11/8/2022	1.3	Policy revised by Operations to clarify the hardship waiver documentation.	Provider Enrollment Manager/Operations Manager

**Final Approval**

Version	Approval by	Position	Approval Date	Signature
1.0	Caleb Colon	Operations Manager	08/28/2019	Caleb Colon
1.2	María García Ducós	Program Integrity Director	02/16/2022	María García Ducós
1.3	Vilma Rosario Aponte	Provider Enrollment and Maintenance Unit Director	02/24/2023	Vilma Rosario Aponte