

COMMON ENROLLMENT FORM 3108 ISSUES TO AVOID

To aid in efficiency of Provider Enrollments here is how to avoid common issues when enrolling a Provider via Form 3108

CONTACTS AND BASE INFORMATION

- Use the CCO Name in the **Contacts** field, not a person
- Use the Contracted CCO in the **Name** field (do not use a non-contract Plan)
- Complete the **Usage** field on Provider Contacts Panel
- Enter names in the correct order on **Application Base Info** Panel
 - LAST name, then FIRST name

TAX I.D.

- Correctly type the **Social Security Number** (SSN)
 - A 92-hour lock out from the IRS database occurs if the SSN and name do not match within 3 tries in a day
 - These 3 tries are not limited to searches from OHA; it applies globally
- Use **SSN** for individual provider enrollment, not the FEIN
 - Enrollment is for Providers, not plans

TYPE & SPECIALTY

- The Type & Specialty should be **specific to the provider**
 - Do not use 108
- Ensure enrollment is only for **provider types** that MAP will enroll

PROVIDER SERVICE LOCATION

- Use correct **Organization Code**
 - Individual providers= individual organization code
 - Businesses = could be one of several things
- Use a **physical address** for the service location; no PO Boxes

TAXONOMY

- Do not submit with the **student taxonomy**

LICENSE

- Enter **complete and accurate license** information for the provider

ALREADY ENROLLED PROVIDERS

- Do not submit a 3108 for DOS during which the Provider was **already enrolled**