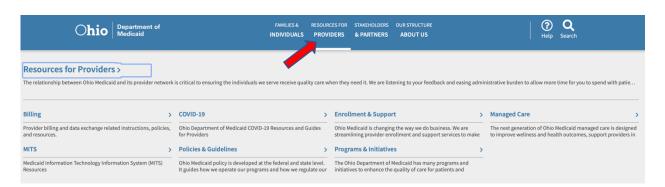
Steps to Obtain a Medicaid Provider ID Number Last updated: August 2021

- 1. You will need to submit a signed W-9 form for the application. Electronic form available here (you will need to print and sign): https://www.irs.gov/pub/irs-pdf/fw9.pdf
- 2. Go to https://www.medicaid.ohio.gov/
- 3. Hover over "Resources for Providers" then "Enrollment and Support" then click on "Provider Enrollment"



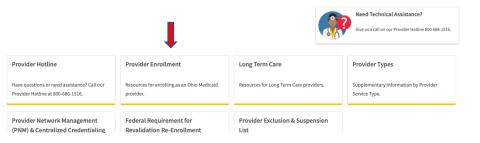


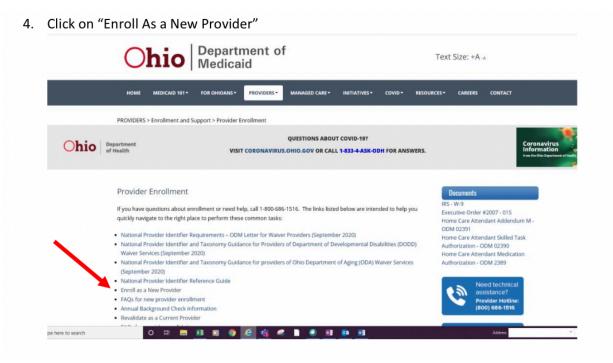
Enrollment & Support

Ohio Medicaid is changing the way we do business. We are streamlining provider enrollment and support services to make it easier for you to work with us. Information about provider enrollment and assistance is located here.

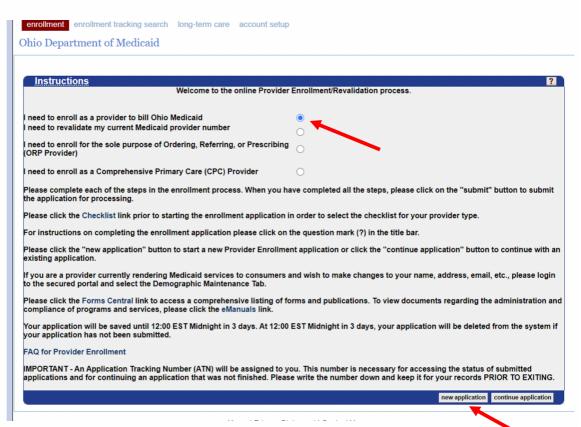








5. On the next screen, choose "I need to enroll as a provider to bill Ohio Medicaid" and then click on "New Application"



- 6. Choose the following:
 - a. Enrollment Type = Individual Practitioner
 - b. Action request = Initial Enrollment
 - c. Provider Type = 69 Pharmacist
 - d. Are you a new provider to Medicaid? = Yes
 - e. Click "Next"
 - f. WRITE DOWN YOUR APN NUMBER.

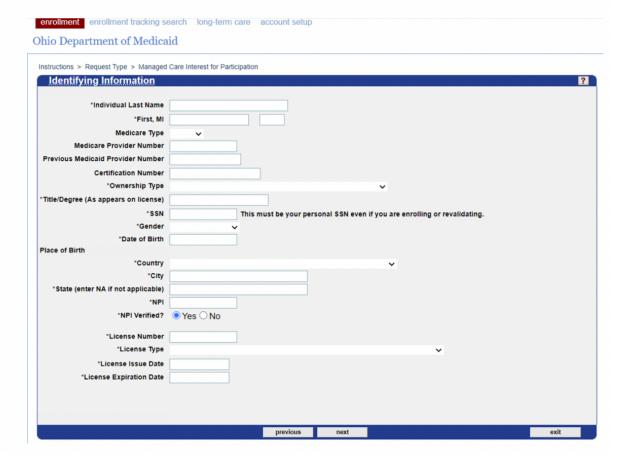


7. Choose the following:

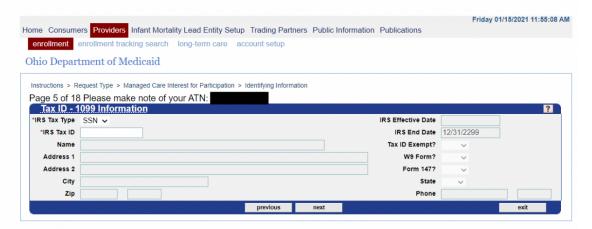
- a. Are you interested in contracting with any of the Ohio Medicaid Managed Care Plans? = Yes
- b. Select which plans you would like to contract with by clicking on the plan and name and ">". Select ">>" to move all plans over.
- c. Click "Next"



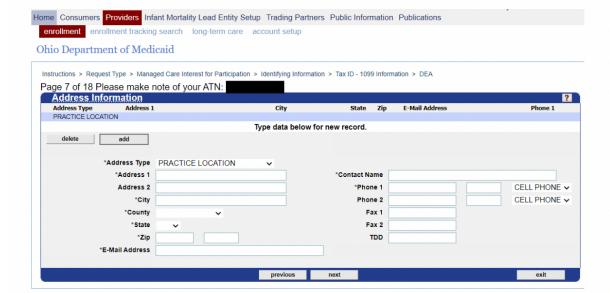
- 8. Continue through the application providing your individual information and following instructions on the website.
 - a. Leave "Medicare Type", "Medicare Provider Number", "Previous Medicaid Provider Number", and "Certification Number" Blank
 - b. Select "Individual Practitioner" or "Sole Proprietorship" from dropdown on "Ownership Type"
 - c. Enter "PharmD" or "BS Pharm" for title/degree on license
 - d. Must enter personal SSN, NPI, and pharmacy license number
 - From an enrollment perspective, an individual provider would encompass pharmacist; therefore enrollments are required to disclose their social security number on a W9.
 - ii. If the pharmacist also wanted to enroll their business, then they would use the FEIN with either the W-9 or Form 147, but this would not replace the need for your own SSN and W9.
 - iii. Information on pharmacy license can be found on Ohio Board of Pharmacy webpage
 - e. Click "next"



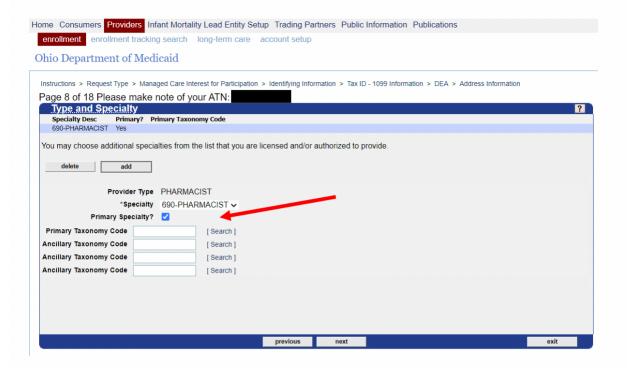
- 9. Enter your personal tax ID information
 - a. Enter 1/1/2020 for IRS Effective Date
 - b. Enter "Yes" for W9 form
 - c. Enter "No" for Form 147
 - d. Click "next"



- 10. Leave next page blank, unless you have a DEA number.
- 11. Enter your employment information:
 - a. Enter supervisor and phone number for "Contact Name"
 - b. Click "next"



- 12. Ensure "690-PHARMACIST" is selected as Specialty
 - a. Click the box next to "Primary Specialty"
 - b. Click "Next"



- 13. Enter all other information as applicable.
- 14. Submit the form.
- 15. Upload completed and signed IRS W-9 form with your individual information (social security number, signed & dated).

If you are having problems uploading your W-9 on the website, please follow these steps:

- 1. Go to https://www.medicaid.ohio.gov/, hover over "Providers" tab, then "Enrollment and Support," and then click "Provider Enrollment."
- 2. Click on "Enroll as a New Provider"
- 3. Click on "Enrollment tracking search" and enter your application ATN and Business or Last Name.
- 4. Scroll down and click "Upload required documents."
- 5. Click on the W9 line item under "type of document" in the list of documents.

- a. This enables the "Choose File" and "Upload Attachment" buttons to become clickable.
- 6. Find the W9 saved to your computer then click "upload attachment."

