

## **IMPACT Enrollment Steps Parent/Private Car Transportation Providers for EI**

The information below is based on the information available regarding the application process. Please be aware that there are routine updates made to the system/process and some of the information below might be obsolete. Any questions regarding the application process should be directed to the IMPACT HELP Desk.

Please note that **all** EI Providers **MUST** associate to the **EI Billing Agent** and the **EI Billing Provider** according to their IMPACT Enrollment type. IMPACT lists these steps as **OPTIONAL**, but they are **REQUIRED** for Early Intervention.

- 1. EI Billing Agent ID #7094665**
- 2. EI Billing Provider ID #7094782**

### **Current Application Process:**

#### **Step 1)**

*Provider Basic Information: Begin enrollment by selecting IMPACT Provider Enrollment. Next choose New Enrollment.*

*Under Enrollment Type, choose Atypical (non-medical) provider, then Individual (Driver, Home Help/Personal Care, Carpenter, etc.) and hit Submit.*

*Next you will add your personal information which includes the selection of an Applicant Type. Please be sure to select Individual Sole on this drop down as the selection drives the rest of the application.*

*Once you have entered your address, you will need to select Validate Address and then Confirm and Finish to move forward.*

*You will then be provided with an Application ID number. Please make note of this number, as you will need to for tracking purposes.*

#### **Step 2)**

*Add Locations: This information should include your mailing (Pay To) address and it does require that you validate any address information you enter. After you have entered the correct information, you will click OK to move forward.*

#### **Step 3)**

*Add Subspecialties: In this section, you will indicate that you are an Atypical Individual with a Specialty of Private Auto-Atypical Individual with No Subspecialties. Click on OK once all information is entered.*

#### **Step 4)**

*Associate Billing Provider: This is listed as an optional step, but is MANDATORY for EI Providers. Please enter the Provider ID information: **EI Billing Provider ID #7094782***

*And then select Confirm Provider and OK after verification.*

#### **Step 5)**

*Add License/Certification/Other: This is also an optional step.*

#### **Step 6)**

*Mode of Claim Submission: You will choose the appropriate type of claim submission here, in most cases, *paper submission* is used. Please review the options and select the most appropriate choice for your circumstances.*

#### **Step 7)**

*Associate Billing Agent: This is listed as an Optional step, but is MANDATORY for Early Intervention Providers/Transporters. In this section you will be associating with the Early Intervention Central Billing Office as your billing agent. **EI Billing Agent ID #7094665***

*Your start and end dates should reflect when services will begin and the child's third birthday to cover any future service needs. Once the EI billing agent information has been entered, please select Confirm/Search Billing Agent and then OK once everything has been verified.*

#### **Step 8)**

*Controlling Interest/Ownership: This section is required and you will be asked to enter your Social Security Number in order to receive payment.*

*Your address information will be required and there is another Validation step in this section. Click OK when the information has been verified. You will be asked to read and answer listed questions regarding legal actions/convictions in this section and click OK when completed.*

#### **Step 9)**

*Add Taxonomy Details: Optional. Not ordinarily completed by Transportation Providers.*

#### **Step 10)**

*Complete 835/ERA: Optional and not required for Parent Transportation Providers.*

#### **Step 11)**

*Complete Enrollment Checklist: All questions must be answered YES or NO and comments added as needed. Once completed, select the Save button in the upper left corner and then Close.*

**Step 12)**

*Submit Enrollment for Approval: Click Next, verify the information entered is correct. Review the terms and conditions and then click the box to indicate that you agree with the information. Select Submit Application and review/acknowledge the message from the webpage.*