MEDICAID APPLICATION DIRECTIONS
FOR SCHOOL DISTRICT EMPLOYED THERAPISTS

In the near future Arkansas Medicaid will require that all school district employed therapists will be required to have their own Medicaid provider number. The number will only be used for tracking purposes, no taxes will be affiliated with the use of the number. In order to get a number, the therapist will first be required to have an NPI number. Once the NPI number is obtained, then the provider enrollment application should be completed and sent to EDS Provider Enrollment for processing. Medicaid applications can be obtained from the Arkansas Medicaid website or from the Special Education website, Medicaid In The Schools (MITS) section.

Only answer the numbers and forms indicated below:

Number 1: Date of application **Number 2**: Name of Therapist
Number 3: Skip
Number 4: Circle number zero (0) **Number 5**: Enter Therapist SSN
Number 6: NPI number and taxonomy code of Therapist
Number 7: Therapist Address **Number 8(a**): Therapist Address
Number 8(b): Choose how you want to be updated on changes.
Number 9: County code needs to be entered.
Number 10: Enter the Therapist Code.

- ✓ Occupational Therapist – enter T6
- ✓ Occupational Therapy Assistant – enter TO
- ✓ Physical Therapist – enter T1
- ✓ Physical Therapy Assistant – enter TP
- ✓ Speech Therapist – enter T2
- ✓ Speech Therapy Assistant – enter TS

Number 11: Check box five (5)
Number 12: Enter certification number (if applicable)
Number 13: Enter certification expiration date (if applicable)
Number 14: Enter 06/30
Number 15: Skip **Number 16:** Skip
Number 17: Enter License Number **Number 18:** Date of license expiration
Number 19: Skip

Skip the rest of the application (sections II, III, IV, PCP information, automatic deposit information) until reaching the following:

W-9 and Contract: When submitting these forms to Medicaid, both of these need to be the original, signed and dated.

W-9 – Therapist will enter address, SSN, and sign it
Contract – Therapist will complete the Provider section.

Make sure to send a copy of your license and certification (if applicable)