You will need the following documents and information to complete your PAVE application:

- □ Your NPI number and the business address associated with your NPI.
  - Your NPI business address should match the business address you use for your PAVE application. <u>This address is the</u> <u>CURRENT program address where you are providing services.</u>
  - If you need to update your NPI address and don't know how, please see our "NPI Address Update Instructions" document.
- □ Copy of current Driver's License or ID to be uploaded.
- Copy of current professional license to be uploaded (must be the wall copy; CA Breeze copy is not acceptable).
- □ The date you were originally licensed (just the date, no document needed).

\*Please note there are areas where personal information is required, such as social security number and residential address

## **Enrolling in PAVE Portal**

If you need assistance during the enrollment process, please contact the **PAVE Help Desk at (866) 252-1949.** 

These instructions are for those who do NOT already have a PAVE account. If you already have a PAVE account set up at a previous place of employment, please update your business information to the name of your current CBO that you work for by following Step 11 on Page 6 of this document.



1. Go to <u>https://pave.dhcs.ca.gov/</u> and sign up for an account.

← → C (# pave.dhcs.ca.gov/sso/register.do		Q # Q # O :
CA PAVE PORT	AL 😂	Budiesia Contact Un Sign Up Logn
	Welcome to PAVE!	
	My name is Lucy. I'm nere to help you create your RM/E User Profile. This profile login to the RM/E Partal as any time (24/7) from an up-to-date web browser. One Diplome	We recommend using your
	Let's get marted	personal email address for PAVE as
		this PAVE account, like your NPI,
	First nime List nime	will go with you across
	Pessecret	organizations.
	Pronesunder	
	Im not a robot	
	By selecting Next you agree to the Terms & Canditions for PAVE Portal.	
	Need Help? Call the PAVE Help Desk at (864) 252-1549; and one of our friendly experts will be happy to The Help Desk is a valiable Monday - Friday, 06:00 am - 06:00 per Pacific time, excluding state holdays.	a walist you.
	PAVE Partal SSO Version: 4.0.1.0 - Build Number: 166 © Copyright 2020 Digital Harson Inc. All rights reserved	

2. Log back into the PAVE website using your email address and password that you used to create your account. You will need your NPI number to set up your profile.

→ C 🕯 pave.dhcs.ca.gov/sso/login.do?					\$	0 * 6
Coov PAVE PC	ORTAL	Bulletina	Contact Us	Sign Up	Login	
	Capito get alerted on our parties? If you about to	ave at Fild Liver Polle, select Sys				
	Usenane E-mail 200ves	VID-19 Special Announcement				
	Need Heip? Call the WWE Heip Desk at (866) 252-1948, and one of our freed) The Heip Desk is available Monday - Friday, 08:00 am - 06:00 pm Paofective,	experts will be happy to assist you, including state holidays.				
	UNAUTHORIZED ACCESS TO ANY STATE OF CALIFORMA COMPUTING 3 STATE OF CALIFORMA INFORMATION IS A CIMINAL SWOLTING Y APPLICABLE EXERCISE LAW AND SSIDELET TO KYLI AND STIMUMAL SWO Homene localizity of interfacionally accesses a consumpting system which and the second state of the second state of the second state of the law of california states and the second of the second states which was been as memory of the second states of california shall be also the appropriate foldials advice the effective console and monstend individuals us montaney and while here no execution of phase of california in the law been as a memory of california takes on exposure birds of california takes to appropriate foldials advice the effective california states of the policy Addocraft, the State of california takes on exponential of damaged in any party. We believe the HVE Force events with the table foldials as a state field addocraft of states and the event approximation of states of the device of the states of the second states of the states of the device of the states of the states of the states of the device of the states of the second states of the states of the device of the states of the states of the states of the states of the policy Addocraft the state of california takes on the device of the states of the states of the states of the states of the device of the states of the states of the states of the states of the device of the states of the device of the states of the device of the states of	NSTEM CONTAINING US GOVERNMENT OR THE PENAL CODE SECTION SCI. AND/OR TORIS. Organization encending authorized access, and in balancing access the section of the section of the section protein-content to the sale in the function protein-content to balancing on phene systems expressive consents to balancing the the internoul insulate of these resources by Balanceton 11164.22, Guidelines AP of the figurementation balancing data sections for the to accessibility of the external instances or the section of the section and the section of				
	FRVE Pertat 550 Version: 4.0.1.0 - Build M	rrbe=166				

If you don't know your NPI number, you can look it up here: <u>https://npiregistry.cms.hhs.gov/registry/</u>

3. Enter your NPI number and Business Profile Name. Your Business Profile Name should be your name as it appears for your NPI.

Let's set up a PAVE P Enter an NPI or Provider ID for this PAVE Profile	Profile	
Thank you! It locks like your organization is new to PRIVE. E	Business Profile Name is your NPI.	your name as it appears on
Business Profile Name	~	
I want to set up a PAVE Profile with no NPI	Create my Business Profile	

## 4. Click on "My Applications"



5. Click on "New Application"

vrolliment process, you will be able to modify your Medi-Cal Account. Listed below are the provider rently enrolling in Medi-Cal.						
Involliment process, you will be able to modify your Medi-Cal Account. Listed below are the provider rently enrolling in Medi-Cal. New Application Return to Provider Resubmitted O Approved O Denied						
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Search Q	- Filter by -	- Please select a filter -	Search	٩		
			Type	lication Complete	Last Update    Owr	er Actions
Type Type Application Complete Last Update Owner Actions	Application ID	Il Status Il Name I				
Search Q	Applications     -Filter by -	Dashboard     -Please select a filter -	▼ Search	٩		
	10.0		Type NPI App	lication Complete	Last Opdate    Owr	er Actions

6. Select "I'm new to Medi-Cal and I want to create a new application" then "I'm an individual licensed/certified healthcare practitioner."

00	Let's get started!	•		
		COVID-19 Speci	al Announcement	
🗋 🔿 l'menrolle	d in Medi-Cal, and I want to create an application			
🛃 🔿 l'menroli	ed in Medi-Cal, and I want to affiliate with anothe	rprovider		
O 🖲 l'm new to	Medi-Cal, and I want to create a new application			
What type of p	rovider are you?			
🛃 🖲 l'ma	n individual licensed/certified healthcare practiti	oner 📙		
	a group of licensed/certified healthcare practitic	ner 日		
🛤 <sub>O l'ma</sub>	healthcare business 🛛 📔			
C Ineed to r	eport Supplemental changes			
If you want help with a	w of these options, select The Questionnaire's in	context tutorial provides an overview on h	ow to create a new application. 🗧	
Once you have made yo	us choice select <b>Continue</b>			
Once you have made yo	ur choice, select Continue			

7. Select "I'm an Ordering/Referring/Prescribing (ORP Provider)" in the 3<sup>rd</sup> box. All applicants should select this option, not just MDs.

	COVID-19 Special Announcement
- Ind	ividual billing practitioner
	) I'm an Individual Sole Proprietor
1	) I'm an Incorporated Individual
Ind	ividual who renders services (to a Group billing practice or Physician Surgeon or a DMC clinic)
0	) I'm an Allied Rendering provider, a Physician/Surgeon Rendering provider, or NMP
0	) I'm a Substance Use Disorder Medical Director (SUDMD) or a Licensed Substance Use Disorder
_ Ot	her type of provider
	I'm an Ordering/Referring/Prescribing (ORP) provider

8. Re-enter your NPI, click "verify." Review your information and continue with the application.

	PORTAL	HCS	☑ 🥊	County of San Mateo	<b>&amp;</b> •
My Home App	lications Accounts	My Tools <del>-</del>	Help		
Start Application	Business Structure		Provider Type	Language	Last step
O (Vka prop	r, now that I know you want to create a rietor you must enter a Type 1 NPI. Any	new application, what is the N r other business entity type re	IPI for this new application? Rem quires a Type 2 NPI.	rember, if you selected sole	
National Prov	ider Identifier (NPI)	value is required	¥ Verify →		
← Previous					Continue 🗲

- 9. Continue completing the next portions of the application regarding your provider type, languages, and Personal Information.
- 10. Remember to upload a copy of your Driver's License by clicking the paper clip icon

Aspectra Aspectra Package	Nye Gannel Circla Solal Water (CON) Induitia with 201368 Web 1164/200 Nye Ordering Referring Reserving		Application Dense: Dr Tsull	
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Practice Information					
Practice Information	0				

11. Input your CBO Information in the "Business Information" section.



- 12. Continue going through the application and fill in the requested information.
- 13. Remember to upload a copy of your practice license using the paper clip icon.

GettingStarted	Prof. Licenses, Cer	tificates & Lab Services	Summary	<u> </u>
Profile Information	Here	e you can attach all of your professional licens	es and certificates. Make sure you	3
Business Information	prov impo care	ide clear copies so my analysts can read them ortant license—The one from your professiona services. If you are a nurse practitioner or nu	h. Be sure to start with your most al board that lets you provide health rse midwife, start with your	
Practice Information	oO regi	stered nurse license.		•
Prof. Licenses, Certificates & Lab O Services	Please disclose your profession of California.	al license or certificate. This is the <b>main profe</b>	essional license ou use to practice in the state	
NPI/Taxonomy	Professional License/Certificate number			
C Disclosure Information		value is required	Document Required:Professional License or Certificate	
🥕 Signature 🔘			document is required	
Submit Application	State/Province	<select a="" state=""> V</select>	A Important Information	
	Original Issuance Date	<b>m</b>		
	Expiration date	value is required		
	Do you have any additional Lice	enses or Certificates to add? (Only documents	s that you had not disclose yet in this application)	
	Yes      No     value is required			
	← Previous		Continue 🗲	

- 14. Continue going through the application fill in the requested information.
- 15. Click and read the "Medi-Cal Provider Agreement" then mark the boxes on the signature page.

Content	Expand All	0	0	0	- ×
GettingStarted	•	Declarations	E-Signature	Summary	2
Profile Information	•	You're almost rea	dy to sign your application!		3
Business Information	•	Even though you'r and not on paper.	re completion vomitting your applicati	ion through PAVE Portal ectronic signature feature.	Q
Practice Information	•	you can submit th	is a vour handwritten sig	nature.	•
Disclosure Information	an O	00 Please real boxes to d	ider Agreement declarations b agree with this process.	elow and then check the	
🗨 Signature	O Mes	-Cal Provider Agreement			
Electronic Signat	xe O	rsrequires		A Important Information	
Submit Applicas	C 1.4 re do	Eri Tsujii, certified that I am an individu ferring or prescribing items or services bes <u>not</u> allow the Medi-Cal program to	al practitioner who is applying for the sole p s to Medi-Cal beneficiaries, I understand the reimburse me for services provided.	surpose or ordering; at this enrollment type	
	a 11	Eri Tsujii, have read, understood and ag	gree to the terms of the Medi-Cal Provider /	lgreement.	
	■ I.I be	Eri Tsujii, have reviewed my application est of my knowledge.	n and believe all information and attachmen	ts are correct, to the	
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		Provident		C	

16. Check the side bar to see if all the circles are filled in. If you see a circle that is only partially filled in, go back to that section to fill in any missing information.



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	Certificates & Lab Services		100	
	Prof. Licenses,  Certificates & Lab Services			
	C NPI/Taxonomy		100	ø
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17. Complete your PAVE enrollment by clicking Submit.

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- 18. Once your PAVE application is submitted:
  - Check the email inbox associated with your account and PAVE inbox for error notifications. Fix any errors right away and resubmit your application.
  - Processing and approval of the application takes **approximately 1 month**. Check your PAVE inbox frequently for approval information.
  - Once your application is approved, you will receive a letter in your **PAVE inbox**.
  - CBOs are required to send copies of the Approval Letters to Annina Altomari at aaltomari@smcgov.org with PAVE Enrollment in the email subject line.