

IHCP *bulletin*

INDIANA HEALTH COVERAGE PROGRAMS

BT201035

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New fields on Provider Profile require updates by dental providers

The Indiana Health Coverage Programs (IHCP) has added two new fields to the provider profile for dental providers:

- Accepting new patients
- Accepting patients with special needs

Note: The term "special needs" has not been defined by the Centers for Medicare & Medicaid Services (CMS) and is left for the provider's interpretation.

The fields were added so the IHCP can report required data to CMS. All dental providers must update their profiles and indicate if they are accepting new patients or accepting patients with special needs.

There are two options for updating your provider profile:

Update using Web interChange

1. Launch [Web interChange](#).
2. Log in using your user identification and password.
3. In the menu on the left side of the screen, select **Provider Profile**, then select **View/Edit a Profile**.

[Continue](#)

4. Type a National Provider Identifier (NPI) or Legacy Provider Identifier (LPI) and click **Inquire**.
5. In the Service Location Information area of the screen, click **Edit**.
6. Click the Organization tab.
7. Scroll to the bottom of the window.
8. Under Additional Information, choose **Yes** or **No** for Accepting New Patients and Accepting Special Needs Patients.
9. Click the **Review Summary to Submit** tab.
10. Review the changes for accuracy and click **Submit**.

Update using paper forms

1. Go to the [Provider Enrollment page](#) of the IHCP Provider Web site.
2. Choose **Update Provider Profile Information**.
3. At the bottom of the screen, for provider type 27 – Dentist, click the blue button for Billing or Group.
4. Select the IHCP Billing Provider Application and Maintenance form or the IHCP Group and Clinic Provider Application and Maintenance form.
5. Complete the form and mail it to the following address:

HP Provider Enrollment
P.O. Box 7263
Indianapolis, IN 46207-7263

In the future, if the status of either of these indicators changes, providers should update their profiles again so the IHCP can report accurate information to the CMS.

QUESTIONS?

If you have questions about this bulletin, please contact Customer Assistance at (317) 655-3240 in the Indianapolis local area or toll-free at 1-800-577-1278.

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