“This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Nebraska Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.”

Pursuant to
Neb. Rev. Stat. § 84-901.03
Independent Provider Enrollment

Process for new DD providers

Participant Chooses Independent Provider

- Service Coordinator (SC) discusses independent provider requirements for services chosen by the participant.
- SC completes agency portion of the referral form and gives the participant or guardian the memo, provider guidance document, and DD Provider Handbook
- Participant, guardian, or independent provider applicant completes their portion of the referral and emails it to DD Central Office at dhhs.ddproviderreferrals@nebraska.gov.

DD Central Office Contacts Maximus for Independent Provider Applicant

- DD Central Office completes a referral to Maximus for the applicant to become enrolled as a Medicaid provider.
  - If no email address is provided, Maximus sends a paper packet to the applicant for enrollment. If applicant receives a paper packet, they complete it and send it to Maximus.
- When Maximus receives the referral, Maximus sends an email to the applicant with instructions on how to complete Medicaid provider enrollment in the Maximus portal.
- Applicant completes Maximus enrollment on MC-19, which includes attestation, a felony statement, and CPS/APS registry check.
  - Maximus portal is found at: www.nebraskamedicaidproviderenrollment.com
  - Enrollment must be completed on a computer. The Maximus portal cannot be accessed on a cell phone or tablet.

Maximus Completes Background Checks and Enrollment

- Maximus completes background checks
  - If something in background checks will prevent the applicant from working, Maximus notifies DD Central Office and the applicant.
  - If background checks come back that the applicant can work, DD Central Office notifies the SC.
- Applicant waits for notification from Maximus that they are approved.
- If applicant has any questions about the status of their enrollment, they should contact Maximus directly at their toll-free number 1-844-374-5022.

Applicant is Approved to be an Independent Provider

- Maximus emails the DD Central Office staff and the applicant when provider enrollment is approved.
- DD Central Office contacts the SC to let them know the provider can begin working and N-FOCUS case has been activated.
- SC completes the service authorization for services the participant chooses from the independent provider.