

Children's Medical Services
Provider Management
Florida Department of Health

LICENSED NON-PHYSICIAN HEALTHCARE PROFESSIONAL APPLICATION CHECKLIST

The usual time required to process a complete CMS provider application is 60-90 days. To assist in the timely processing of your application, we have provided the following checklist of documents necessary to complete your application for review.

In addition to submitting an on-line (www.cmskidsproviders.com) CMS Licensed Non-physician Healthcare Provider application you will need to either mail or fax documentation listed below.

I. All Providers:

Refer to *CMS Provider Handbook - Licensed Non-physician Healthcare Professionals* found in the provider section of our website @ www.cms-kids.com

- Copy of any **Specialty Certifications** that you hold
- Summary of any **Medicaid** or **Licensure Sanctions**.
- Completed **Professional Liability Claim Form** for any notice of intent, claim, or suit, whether settled or pending, regardless of result, arising from your professional activity and brought against you within the last ten years

II. All Early Steps Providers - in addition to Section I:

Refer to *Early Steps Section of the CMS Provider Handbook - Licensed Non-physician Healthcare Professionals* found in the provider section of our website @ www.cms-kids.com

- Mentorship Form, if applicable
- Supervisory Form, if applicable
- Level II Criminal History Background Screening (exceptions: Physician Extenders & RN's)

III. Discipline Specific Additional Requirement - in addition to Section I:

ARNP/PA only

- Copy of **Practice Protocols** established and signed by both the CMS approved supervising CMS or CPT physician and the physician extender.

Note: ARNP & PA participation requires supervision by an approved CMS physician and meets the following criteria:

1. CMS Network ARNP/PA - The supervising physician is immediately available in person for consultation (or via telemedicine if functioning as an extender in a telemedicine clinic).
2. CPT ARNP - The supervising physician is available in person, by telephone or telemedicine consultation.
3. CPT PA - The supervising physician is immediately available in person.

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Audiologists only

If the audiologist evaluates children older than 12 months of age:

- Provide an example of reported diagnostic findings for one child with permanent hearing loss that is greater than 12 months of age. **Redact all personal identifying information.** A description of all diagnostic procedures used to determine frequency specific thresholds and test outcomes must be submitted.

If the audiologist evaluates children younger than 12 months of age:

- Provide an example of reported diagnostic findings for one child with permanent hearing loss that is less than 12 months of age. **Redact all personal identifying information.** The report must include AER tracings, OAE tracings, results of tympanometry (high frequency if child is less than 6 months), and may include VRA results, real ear measure print outs and amplification recommendations. If the audiologist evaluates children age birth through school age only submission of a report for a child younger than 12 months is necessary.

Please mail all documentation to: or
Children's Medical Services
Provider Management Unit
4052 Bald Cypress Way, Bin A06
Tallahassee, FL 32399-1707
ATTN: PPA Coordinator

Fax to:
Confidential Fax - (850) 921-5241

You will be notified of receipt of application documentation within thirty (30) days of receipt. If the application documentation is not complete, you will be requested to submit the specified information within thirty (30) days. Failure to achieve a complete application packet within the thirty (30) day time frame will result in the application being rejected.

CMS provider status will be determined by the CMS Deputy Secretary based on your meeting all CMS approval criteria, credentials verification, and review of claims or sanction history. You will be notified in writing within fifteen (15) days of the determination of your provider status.

Should you have questions regarding the status of your application, please feel free to contact Children's Medical Services Provider Management via telephone: (850) 245-4215 or email at: cmsproviderhelp@doh.state.fl.us