

Adding or Updating a Medicaid Provider

Medicaid banking information (e.g., EFT details) is available in the OAKS Financial system; all other Medicaid Provider information

Review Supplier Forms

Ensure the following paperwork is complete:

- [Authorization Agreement for Direct Deposit of EFT Payments](#)
- The supplier must submit a current voided check or sample to reorder check. Name, address, account number, and routing number must be pre-printed on the check (cannot be handwritten) and must match the information listed on the Direct Deposit Form and in OAKS FIN, if applicable.
- A formal bank communication that contains a bank logo/letterhead, customer's name, routing number, account number and bank representative's signature will be accepted as banking verification. Some examples include, but are not limited to the following:
 - A bank letter
 - Direct Deposit Enrollment Form
 - Formal Bank Templates

In the event a supplier provides multiple pieces of documentation (MIF, W9, EFT) and the zip codes do not match each other on the forms and/or vary within the OAKS system, verify which zip code is accurate by using USPS and make the necessary updates.

The **Type and Specialty** screen contains the type of services provided.

- **Provider Specialty** code "490" is on the regular side.

If the **Provider Specialty** code is "490," do not proceed with the steps on this topic. Refer to the ["Adding or Updating Supplier EFT Information"](#) topic to set up the DODD provider as a regular supplier in OAKS FIN.

- All other **Provider Specialty** codes are on the Maintain side.

The provider listed below is an example of **Specialty Type 250 - Personal Care Services**. This provider is Medicaid only and would only be added on the Maintain side.

Type and Specialty							
Provider Type	25	License Number					
Type Description	NON-AGENCY PERSONAL CARE AIDE						
Primary	Provider Specialty	Specialty Description	Effective Date	End Date			
Yes	250	PERSONAL CARE SERVICES	07/31/2001	12/31/2299			
Select row above to update -or- click Add button below.							
<input type="checkbox"/>	Primary: Provider Specialty						
	Specialty Description						
	Effective Date						
	End Date						
	Healthcare Indicator	NO					
IDs							
Provider ID	ID Type	Default	NPI Service Location	NPI Verified	Effective Date	End Date	End Date Reason Code

2276: MEDICAID PROVIDER ID NO NO 07/31/2001 12/31/2299
 Select row above to update -or- click Add button below.

Provider/NPI		Effective Date	
ID Type		End Date	
Default NPI Service Location	NO	End Date Reason	
NPI Verified	NO		

This provider has multiple specialty types and has to be set up in OAKS FIN on both the Maintain side (Medicaid Providers) and the Regular Side (DODD Providers).

Type and Specialty

Provider Type 25 License Number

Type Description NON-AGENCY PERSONAL CARE AIDE

Primary	Provider Specialty	Specialty Description	Effective Date	End Date
Yes	250	PERSONAL CARE SERVICES	11/21/2013	12/31/2299
No	490	DODD WAIVER	12/19/2013	12/31/2013

Select row above to update -or- click Add button below.

Primary: Provider Specialty

Specialty Description

Effective Date

End Date

Healthcare Indicator NO

Search for the Provider Record in OAKS FIN

To determine if the provider already exists in OAKS FIN, a search must be conducted in the **Add/Update** module and **Maintain** module of OAKS FIN.

Conduct a Search in the Add/Update Module

- Refer to the search instructions in the [Reviewing Supplier Information](#) topic to determine if the supplier already has a Supplier ID in OAKS FIN.
- If the provider record exists in the **Add/Update Module**, the EFT account would be added to the record (in addition to the **Maintain Module**).

2. If updating an existing record, click the **Add a new row** icon in the **Banking Information** section.
3. Update the **Status** to "Active."
4. Enter or update the OAKS FIN Supplier Name in the **Vendor Name** field.
5. Select the **Bank Account Type** from the dropdown.
6. Enter or update the **Bank Account #** from the application form.
6. Click **Save**.