

Locum Tenens

This document provides a description of the requirements and instructions on how to enroll provider type 64 as a ‘Locum Tenens’ within KY MPPA.

Overview

In KY MPPA, provider type 64 may enroll a Provider to cover as a ‘**Locum Tenens**’ on their behalf. A Locum Tenens provider does not have to have an individual Medicaid ID number but is enrolled under the Provider they are covering. A current Medicaid ID Provider may perform a maintenance to add the “**Locum Tenens**” Provider. A Locum Tenens may not exceed more than 60 consecutive days of services for a Provider.

Requirements to Enroll as Locum Tenens

Business Requirements

When applying as a Locum Tenens, the below requirements must be met.

1. Provider must be an individual provider type 64 and must be covering a provider type 64.
2. A Locum Tenens period may last up to 60 consecutive days, but cannot exceed 60 consecutive days.
3. Locum tenens can only be requested through a Maintenance action on the sponsoring Physician’s existing Medicaid ID. Locum Tenens cannot be requested through a New Enrollment application, a Revalidation, a Reapplication or a Reinstatement.

Performing Maintenance on an existing Medicaid ID to enroll a Locum Tenens Provider

To perform maintenance on a Medicaid ID number to add a Locum Tenens, use the following steps:

- Select Maintenance from the top tool bar
- Enter the Medicaid ID number that maintenance is to be performed on (sponsoring Physician’s Medicaid ID)
- Select **Search** (Figure 1)



Figure 1: KY MPPA Dashboard

- The screen will expand as shown in Figure 2
- Select type **Maintenance** under the “I Want to Perform” section
- Fill in **Requested Effective Date**

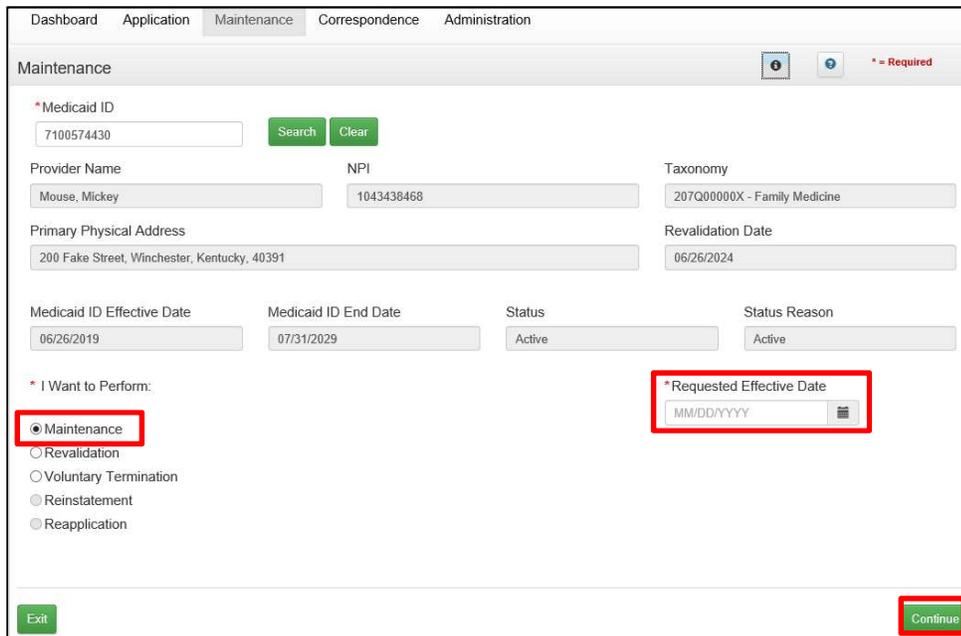


Figure 2: KY MPPA Maintenance Screen

- A confirmation screen will appear (Figure 3)
- Select **Yes** to continue

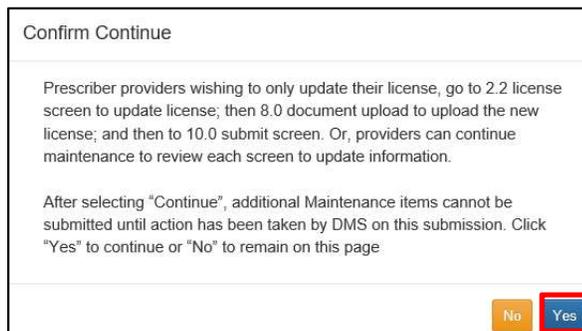


Figure 3: KY MPPA Maintenance Confirmation

- Go to screen 1.11 Locum Tenens and answer the question “Submit Maintenance with Locum Tenens?” (Figure 4)
- Select **Yes**

Locum Tenens

- Locum Tenens form must be complete, signed by the replacement physician and uploaded in the Document Upload screen
- Replacement period may not exceed 60 continuous days
- Replacement physician's social security card, physician's license, evidence of malpractice insurance and any board certifications must be uploaded in the Document Upload screen
- Multiple Locum Tenens may be submitted if there are no overlapping dates

* Submit Maintenance with Locum Tenens ?
 No Yes

Figure 4: KY MPPA Locum Tenens

- Upon selecting **Yes**, the Locum Tenens screen will expand (Figure 5)

1.0 Administrative Information

- 1.1 Basic Information
- 1.2 Tax Information
- 1.3 NPI Information
- 1.4 Taxonomy Information
- 1.5 Add Group Members
- 1.6 Additional Identifiers
- 1.7 Address Information
- 1.8 Contact Information
- 1.9 Language Information
- 1.10 Bed Data
- 1.11 Locum Tenens**
- 1.12 Teaching Facility
- 1.13 Telehealth Information
- 1.14 NTP Address Information

2.0 Provider Qualifications

Locum Tenens

* Submit Maintenance with Locum Tenens ?
 No Yes

Add

Locum Tenens History

Locum Tenens Name	DOB	SSN	Effective Date	Expiration Date	Locum Tenens Provider Address	Locum Tenens Agency Address	Provider Group NPI	Provider Group MedicaidID	Action
No records found									

Exit **Back** **Save & Next**

Figure 5: KY MPPA Locum Tenens Expanded

- Select **Add** to enter Locum Tenens Provider’s information to the grid (Figure 5)

Locum Tenens History

Locum Tenens Name	DOB	SSN	Effective Date	Expiration Date	Locum Tenens Provider Address	Locum Tenens Agency Address	Provider Group NPI	Provider Group MedicaidID	Action
No records found									

Locum Tenens Information

* First Name Middle Name * Last Name

* SSN * Date of Birth * Phone Number Ext

Dates Locum Tenens will be covering for the regular physician

* From Date * To Date

Address (PO Boxes are not accepted)

* Address 1 Address 2

* City * State * Zip Code Zip+4

Validate Address

Agency Details

* Is a contract agency involved in this placement ?
 No Yes

Provide this information if any billing will use a group number

Group NPI

Group NPI Medicaid Provider Number

Add To Grid

Items with an * must be completed for the Locum Tenens.

Complete Agency Details if Locum Tenens is placed through a contract agency.

Figure 6: KY MPPA Locum Tenens Information

- Fill in the Locum Tenens information (Name, SSN, DOB, Phone Number, Address)
- Fill in the dates that the Locum Tenens will be covering for the regular physician. There cannot be more than 60 days between the “From Date” and “To Date”.
 - An error will display if you enter more than 60 days between the “From Date” and “To Date”. (Figure 7)
- After entering the address, select **Validate Address** (Figure 6)

Dates Locum Tenens will be covering for the regular physician

* From Date

* To Date Locum Tenens can not be more than 60 days

Address (PO Boxes are not accepted)

* Address 1

Address 2

* City

* State

* Zip Code

Zip+4

Validate Address

Figure 7: Dates Locum Tenens Dates Error Message

- Answer question “Is contract Agency involved in this placement?”
 - **Yes**, Agency Details will need to be added and continue through the following steps.
 - **No**, move to **Add to Grid** and continue.
- Select **Validate Address** (Figure 7)
- Enter Group NPI and Group NPI Medicaid Provider Number (if applicable)
- Select **Add to Grid** (Figure 8)

Agency Details

* Is a contract agency involved in this placement ?
 No Yes

Provide this information if any billing will use a group number

Group NPI

Group NPI Medicaid Provider Number

Add To Grid

Exit **Back** **Save & Next**

Figure 8: KY MPPA Locum Tenens Agency Details

Locum Tenens Name	DOB	SSN	Effective Date	Expiration Date	Locum Tenens Provider Address	Locum Tenens Agency Address	Provider Group NPI	Provider Group MedicaidID	Action
Duck, Daisy	01/31/1991	111-11-1111	07/03/2019	08/03/2019	111 W Main St, Frankfort, 40601 2861				 

[First](#) [Previous](#) [Next](#) [Last](#)
(Page 1 of 1)
Page: 1

[Exit](#)
[Back](#)
[Save & Next](#)

Figure 9: KY MPPA Locum Tenens Completed Grid

- Once the grid is populated, select **Save & Next** (Figure 9)
- On Screen 8.0 Document Upload, the following will be required to upload for the Locum Tenens (Figure 10). Click **Save & Next** once required documents are uploaded.
 - Social Security Card
 - Proof of Malpractice Insurance
 - Physician License

Document Type	Name	Required	Uploaded By	Uploaded Date	Action
Social Security Card	Social Security Card	Y			 
Social Security Card	Social Security Card - Locums - 1111	Y			 
Physician License	Locum Tenens License - Locums - 1111	Y			 
Proof of Malpractice Insurance	Proof of Malpractice Insurance - Locums - 1111	Y			 
Social Security Card	Social Security Card	N	TestMain, CR381	07/09/2019	 

[First](#) [Previous](#) [Next](#) [Last](#)
(Page 1 of 2)
Page: 1

[Exit](#)
[Back](#)
[Save & Next](#)

Figure 10: KY MPPA 8.0 Document Upload

- Complete Provider Review, Select **Save & Next**
- Select submission elements and **E-Sign and Submit** to DMS