

BILS4NILS PROVIDER ENROLLMENT PROCESS WITH WESTERN SKY COMMUNITY CARE (WSCC)

The following procedure will be followed by WSCC. Interns/Nil providers which includes, master's level behavioral health intern and a psychology intern including psychology practicum students, pre-doctoral internship (Interns), and a provisionally or temporarily licensed master's level behavioral health professional, that are being reported on the Bils4Nils roster from the Provider group / agency and that have been approved by NM Medicaid (HSD), will be enrolled in the WSCC system allowing them to bill as the rendering provider.

Initial Participating Provider Agreement (PPA) Contract Request that is a Bils4Nils Provider:

- I. Provider will submit a contract request form through the Western Sky Community Care website
- II. Once the contract request is received, the Contract Coordinator will review the request and send the provider an introductory email that includes the WSCC Facility Application along with the other required enrollment/credentialing documents, Bils4Nils roster, and a request from the supervising agency a copy of the Supervisory Certification Attestation to start the contracting process.

Provider that is already contracted that now employs a Bils4Nils provider:

- I. Provider will send an email to the WSCC contracting email box Contracting@westernskycommunitycare.com informing they are a Bils4Nils provider.
- II. The Contracting department will verify that the provider's contract has the Supervisory exhibit.
 - a. If provider does not have the supervisory exhibit in the contract; contracting will send an email informing the provider that an amendment is needed along with sending the Bils4Nils roster to start the amendment process.
 - b. If provider does have the supervisory exhibit in the contract; contracting will send provider an email informing them, along with the Bils4Nils roster. Provider will need to send their updated roster to the WSCC's providers updates email box : WSCC_Provider_Updates@westernskycommunitycare.com, and work with the updates team for additions to their roster.