

Provider enrollment application

A new quick and intuitive way to enroll and become a participating provider with Summit Community Care

Submit an enrollment application online

- Digital provider enrollment is a way to enroll to become a participating provider with Summit Community Care to serve Summit Community Care members. The tool is hosted in Availity Essentials* and uses Council for Affordable Quality Healthcare, Inc. (CAQH) ProView® to extract data from the provider's CAQH profile.

You can use the application to:

- Add new providers to an existing participating group.
- Contract and enroll as a new individual provider or group of providers.
- Currently, **ancillary** and **facility** providers are the only excluded provider types. These providers should continue to use the current enrollment process.

General rules for submitting an application

- If the provider has a CAQH profile (PCPs and specialists):
 - Ensure the CAQH ProView profile is in *Initial Profile Complete* or *Re-Attestation* status.
 - Ensure the CAQH ProView profile is attested, and Summit Community Care is authorized to access.
- The CAQH ProView profile data must be correct and complete with all specialty information saved into the profile. **Primary specialty is mandatory.** The primary specialty is the specialty that will be listed in the directory.

New profiles will remain in *Profile Data Submitted* status until CAQH has approved the profile.

General rules for submitting an application (cont.)

- For help, visit: [CAQH ProView for Providers and Practice Managers](#).
- The organization must be registered with Avelity Essentials and have an Avelity login ID under the organization. The Avelity user ID should be assigned the role of *Provider Enrollment*.

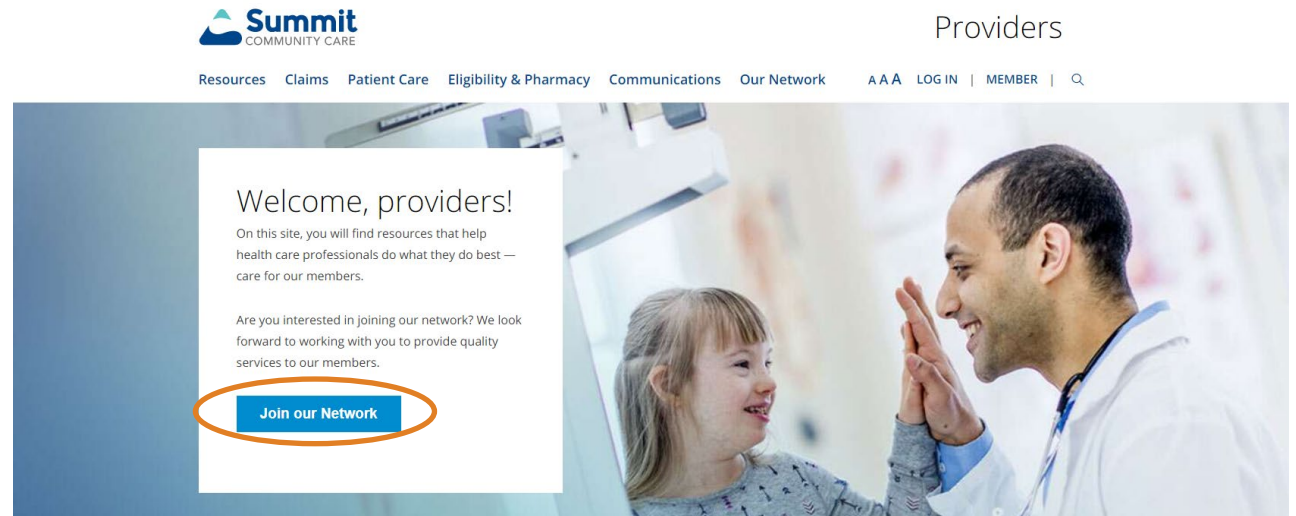
Before you get started

1. Assign an Availity Administrator from your staff to register your organization on [availity.com](https://www.availity.com):
 - Your organization's administrator will create a personal account for each user under your organization within Availity:
 - The administrator will select **Add User** to register new users or **Maintain User** for registered users from their **Account Dashboard** located on Availity's home page.
 - The administrator should assign the user the role of **Provider Enrollment** to applicable staff.
2. Update your CAQH profile and complete the following:
 - Review and attest your CAQH profile.
 - Ensure Summit Community Care is authorized to view your CAQH data.
 - Select a primary specialty.
3. Start your *Provider Enrollment* application process:
 - Under **Payer Spaces**, select the **Summit Community Care logo**, then select **Applications** and **Provider Enrollment**.

Where is the application located?

Follow the steps below to access the enrollment application:

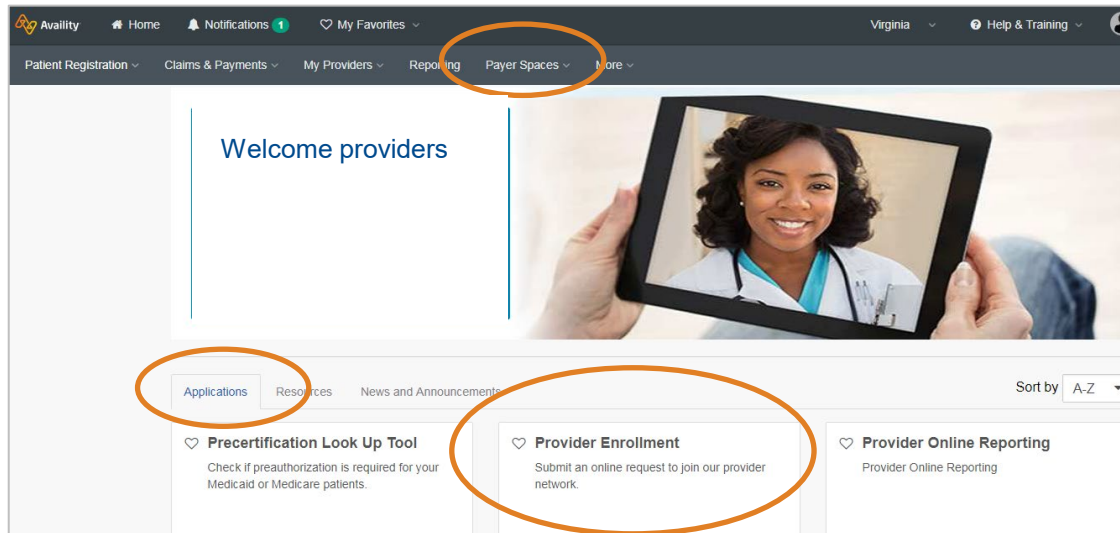
- Navigate to <https://provider.summitcommunitycare.com>.
- Select **Join our Network**.



Enroll through Availity Essentials

The enrollment application is located on Availity:

- Navigate to [availity.com](https://www.availity.com).
- After logging in, select **Payer Spaces**.
- Select the **Summit Community Care** logo.
- Select **Applications**, then **Provider Enrollment**.



Enrollment dashboard

My Dashboard is the place to track your submission.

Select **Begin new application** to start the enrollment process.

Search my applications

Click on begin a new application or click on an option below to check your application status.

Recent Applications

Incomplete Applications

Submitted Applications

Begin new application +

Henricks O'Connor		Application ID: PR-2281	Submitted 11/02/2018
Group NPI	Group Name	Submitted Date	Submitted By
1912342288	Test group for NV	11/02/2018	Lauren Trionfo

Eric Jones		Application ID: PR-2246	Ready to See Members 11/01/2018
Group NPI	Group Name	Submitted Date	Submitted By
1912342288	Test group	11/01/2018	Lauren Trionfo

The left-hand navigation options allow providers to find their applications and check their status.

Real time status updates of your applications.

Begin the enrollment process

Select your information below to confirm your ability to continue:

Which organization is this for? ⓘ

Select Organization ▾

What is the tax ID for this? ⓘ

Choose Tax ID ▾

What type of provider are you?

Provider Type ▾

Provider Type

Ancillary Provider or Allied Health Provider

Behavioral Health

Primary Care Provider (PCP)

Specialty Care Provider


Other - No CAQH/Non-Credentialed

Select the organization name.

Select the tax ID.

Select the provider type. This will direct the provider to the correct enrollment experience.

Ancillary providers will be directed to the provider website for instructions.

 We are still working on this digital experience for the selection you made.

Please click on the link below to enroll as a provider with Anthem.

[Join our network](#) [Back to dashboard](#)

What would you like to do?

Select to add providers to an existing group.

Select to create a new provider group and receive a contract.

What would you like to do?

[Return to dashboard](#)

Join an existing group

An existing group that is already participating with an existing group contract

Create a new provider group

Enrolling a new group of providers wanting to participate under a new group contract

[Begin new application](#)

Step 1: getting started: group information

My Dashboard
128 Total Applications

1 Getting Started 2 Additional Information 3 Application Completion

Getting Started

Create a new provider group

In this step, you will enter required information for the new group that your providers want to join.

- Group Information
- Provider Information
- Address Information
- Network Selections
- Review All Information

Step One: Group Information

Please enter your group information to help identify the creation of the new provider group.

Group/Legal Entity Name

Doing Business As (DBA) Name

Group NPI (Type 2) Group Tax ID

Group Website

Move to Provider Information

Provide group information when you are adding a provider to an existing group or enrolling a new provider group.

Step 1: getting started: provider information

My Dashboard
129 Total Applications

1 Getting Started 2 Additional Information 3 Application Completion

Getting Started

Join an existing group

In this step, you will begin to add the providers. We'll be collecting information already captured in their CAQH profile. An up-to-date and attested CAQH profile is necessary in the enrollment process.

- Group Information
- Provider Information**
 - Select Providers
 - Review CAQH Information
- Address Information

Step Two: Provider Information

How many providers will you be adding to your existing group?

2

Provider 1 - Eric Jones Remove X

CAQH Number	Individual NPI (Type 1)	Clear Provider
16000507	1234567890	
Anticipated Hire Date		
--		

Provider Remove X

CAQH Number	Individual NPI (Type 1)	Find Provider
		I don't have a CAQH Number
Anticipated Hire Date		
MM/DD/YYYY		

i You must select one or more providers before assigning them to your existing group.

Select the number of providers to enroll.

Select **Find Provider** — This pulls data from CAQH.

Enter the CAQH and NPI number for the provider.

Providers must have an attested CAQH profile and have authorized Summit Community Care to access their data.



Step 1: getting started: CAQH information

The application pulls data from the provider's CAQH profile:

- Review the information for each provider.
- Complete any missing data. The red bar indicates a required field.

Getting Started

Create a new provider group

In this step, you will begin to add the providers. We'll be collecting information already captured in their CAQH profile. An up-to-date and attested CAQH profile is necessary in the enrollment process.

- ✓ Group Information
- ✎ **Provider Information**
 - ✓ Select Providers
 - ✎ Review CAQH Information
- ✕ Address Information
- ✕ Network Selections
- ✕ Review All Information

Step Two: Provider Information

Eric Jones

NPI Number	CAQH Number
1912342288	16000505

Personal Information

Professional Title

Provider's Race/Ethnicity [Why include this?](#)
Asian

Gender [Why include this?](#)
Male

Date of Birth
04/04/1966

Non-English Languages Spoken by the Provider [+](#)
Chinese
[Remove](#)

[+ Add Another Language](#)

Specialist Panel Information

Panel Status
 New patients (open) Current patients only

Age Limitations (optional)

Minimum	Maximum
<input type="text"/> Minimum Age	<input type="text"/> Maximum Age

Panel Size (optional)

Step 1: getting started: address information

My Dashboard
158 Total Applications

1 Getting Started 2 Additional Information 3 Application Completion

Getting Started

Create a new provider group

In this step, you will be viewing all addresses and other information stored in CAQH for your new providers. Please select, or enter, the correct information prior to moving to the next step.

- Group Information
- Provider Information
- Address Information**
 - Primary Practice
 - Correspondence
 - Billing/Remittance
 - Office Manager
- Network Selections

Step Three: Provider Addresses

Please identify the **Primary Practice Address** by selecting it from the list of addresses found in CAQH. If the address is not listed, you will be able to enter it manually.

<input checked="" type="radio"/> 1300 MASTERS CT, CHESAPEAKE, VA 23320	Phone Number (617) 283-3333
<input type="radio"/> 1970 ROANOKE BLVD, Chesape...	Phone Number (513) 098-9089
<input type="radio"/> Address not found? Enter it manually.	

[Move to Correspondence](#)

[Return to dashboard](#) | [Terms of Use](#)

This step captures all the address information and contacts.

We are collecting the:

- Primary practice address.
- Correspondence address.
- Billing/remittance address and contact.
- Office manager contact.

Choose an address/contact or add a new one (if needed).

Step 1: getting started: network selections

The screenshot shows a web application interface for Summit Community Care. At the top, there is a navigation bar with 'My Dashboard' (99 Total Applications) and three steps: '1 Getting Started', '2 Additional Information', and '3 Application Completion'. The main content area is titled 'Getting Started' and includes a sub-header 'Create a new provider group'. Below this, a paragraph explains that users will see available network(s) for their contract. A vertical progress indicator on the left shows five steps: 'Group Information', 'Provider Information', 'Address Information', 'Network Selections' (the current step, marked with a pencil icon), and 'Review All Information' (marked with an 'X'). The main content area is titled 'Step Four: Network Selections' and contains a grey box with the instruction: 'To become a participating provider, select one or more networks to join.' Below this are four unchecked checkboxes labeled 'Network 1', 'Network 2', 'Network 3', and 'Network 4'. At the bottom of the main content area, there is a 'Review All Information' button and two links: 'Return to dashboard' and 'Terms of Use'.

Providers who need contracts may be prompted to select the provider networks in which they will participate.

The network selections will reflect the products available in the state to which they are applying.

Step 1: getting started: review all information

My Dashboard
100 Total Applications

1 Getting Started 2 Additional Information 3 Application Completion

Getting Started

Create a new provider group

In this step, you are reviewing all group and provider information added. Please review the information to make sure it is accurate prior to submitting.

- Group Information
- Provider Information
- Address Information
- Network Selections
- Review All Information

Step Five: Review All Information

Group Information

[Edit](#)

Group Name
test group

Group NPI	Group Tax ID
1356343610	111111111

Added providers

[Edit](#)

Eric Jones

Address Information

[Edit](#)

Primary Practice

Address
1201 BROAD ROCK BLVD, RICHMOND, VA 23249

Email Address	Phone Number
--	(344) 334-3436

General Correspondence

Review the data and select any of the *Edit* buttons to edit the data.

Step 2: additional information: documents required

My Dashboard
158 Total Applications

1 Getting Started


2 Additional Information

3 Application Completion


Additional Information

Create a new provider group


In this step, you will review all required documents for each provider. Some documents have been pulled from their CAQH profile. Please make sure all required documents have been uploaded.

 Documents Required

 Hospital Affiliations

 Service Locations

 Contract Signer

 Documents found in CAQH were uploaded on your behalf. Please provide all missing documents.

Step One: Documents Required

Eric Jones 1 Document(s) Needed

Group Name 1 Document(s) Needed

W-9

Drop file here or [Upload a file](#)

Move to Hospital Affiliations

In stage two, documents and additional information are collected:

- The application will automatically pull required documents from CAQH if available.
- Documents are collected at the provider and group level.
- Drag and drop files or use the upload feature to add documents to the application.

Step 2: additional information: hospital affiliations

My Dashboard 157 Total Applications

1 Getting Started 2 Additional Information 3 Application Completion

Additional Information

Create a new provider group

In this step, you can assign the hospitals where the provider is affiliated.

- Documents Required
- Hospital Affiliations**
 - Eric Jones
- Service Locations
- Contract Signer

Step Two: Hospital Affiliations

Eric Jones	
NPI Number	CAQH Number
1912342288	16000505

Primary Hospital Affiliations

Arizona State Hospital

Other Current Affiliations

Andalusia Regional Hospital

Previous Affiliations

Benson Hospital

[Move to Service Locations](#)

Review each provider's hospital affiliation information and provide any missing information.

Step 2: additional information: service locations

The screenshot shows a web dashboard with a navigation bar at the top containing 'My Dashboard 158 Total Applications', '1 Getting Started', '2 Additional Information', and '3 Application Completion'. The main content area is titled 'Additional Information' and includes a sub-section 'Create a new provider group'. Below this, a vertical progress indicator shows four steps: 'Documents Required' (checked), 'Hospital Affiliations' (checked), 'Service Locations' (highlighted with a blue box and a pencil icon), and 'Contract Signer' (marked with an 'X'). The 'Service Locations' section is expanded to show 'Step Three: Service Locations'. A red information banner at the top of this section states: 'All addresses listed below were found in CAQH. Please select all locations that the provider is currently practicing at.' Below the banner, two address entries are listed, each with a checked checkbox and a 'Group Primary' button: '1300 MASTERS CT, CHESAPEAKE, VA 23320' and '1970 ROANOKE BLVD, Chesape...'. A green button labeled 'Move to Review Information' is positioned below the address list. At the bottom of the 'Service Locations' section, there are links for 'Return to dashboard' and 'Terms of Use'.

There are three steps within *Service Locations*:

- Select the actual addresses where providers practice.
- Review information for each location to ensure the accuracy of data.
- Assign providers to those service locations.

Step 2: additional information: contract signer

My Dashboard
157 Total Applications

1 Getting Started 2 Additional Information 3 Application Completion

Additional Information

Create a new provider group

In this step, we are collecting information so we can send out the contract for e-signature. The contract can only be signed by an authorized signer.


- Documents Required
- Hospital Affiliations
- Service Locations
- Contract Signer**

Step Four: Contract Signer

Please provide the name and address for the individual authorized to sign the contract.

Contact Details

First Name _____ Last Name _____

Job Title 

Email Address _____

Confirm Email Address _____

Signatory Address

- Primary Practice Address
1201 BROAD ROCK BLVD, RICHM...
- Correspondence Address
1970 ROANOKE BLVD, SALEM, VA 24153
- Billing/Remittance Address
123 East Main Street, , VA 22212
- Add Address

Supply the name and information for the person authorized to sign the contract when enrolling a new solo provider or provider group.

Choose the address for the signatory or enter a new one.

Step 3: Completion

1 Getting Started
Completed 00:00:00

2 Additional Information
Completed 00:00:00

3 Completion
Review Completed Information

Application Completion

Join an existing group

We have received all your information and will begin the review process. Check your dashboard for updates on the progress of your application. Thank you!

✓ Application Completion

Go to dashboard

Group Name		Group Application ID GR-8063
Renee Wilson		Application ID PR-10375
CAQH Number	NPI Number	
16032572	123456789	
Provider Type	Anticipated Hire Date	
Specialist		

This is the final stage of the application process.

- Each provider will have an **application ID**.
- The application ID allows the provider to view the status on each individual application.

To check the status of your application:

Select the **Go to dashboard** button to go back to the dashboard and **view the application status**. You will need the **application ID** to check your status.

Before you are ready to see Medicaid members

- You must complete the *Provider Enrollment* application.
- You must pass credentialing if applicable to your specialty type:
 - Refer to the provider manual for providers that require credentialing.
 - Go to <https://provider.summitcommunitycare.com>. Under *Resources*, select **Provider Manuals and Guides**. Under *Provider Manual*, select **Provider Manual**.

You must have a fully executed contract:

- The contract is not valid until signed by provider and Summit Community Care, and the provider has met credentialing requirements.

Troubleshooting tips

- When working in the application, you may run into technical issues or questions. These quick tips will help you navigate this new platform by addressing some of the commonly asked questions:
- **If you see an error messages when adding provider information, ensure:**
 - A **primary specialty** has been selected in CAQH ProView.
 - The provider's CAQH ProView profile has been **attested**.
 - The provider's CAQH ProView profile has **designated Summit Community Care** as an authorized user.
 - The provider's CAQH profile is in an **Initial Profile Complete status**. If the profile is new, CAQH reviews the profile before moving it to Initial Profile Complete status.
 - **All documentation has been uploaded** in CAQH.
- If the system is down, you will receive a *System Not Available* message. Your application will be saved, but you will need to finish at a later time. If you experience issues with Availity Essentials' organization registration, call Availity support at **800-282-4548 (800-AVAILITY)** or visit the [Contact Us](#) page on Availity.

Troubleshooting tips (cont.)

- **For CAQH issues:**
- If you see error messages after you select **Find Provider**, check if there is no primary specialty chosen in CAQH or if the primary specialty information is incomplete:
 - The CAQH profile must be in either *Initial Profile Complete* or *Re-Attestation* status.
 - *Profile Data Submitted* status is shown when a new profile has been created and submitted to CAQH, but the profile has not been approved by CAQH.

PROVIDER SEARCH RESULTS

[Refine Search](#)

Provider Name	Birth Date	Primary Practice State	Roster Status	Provider Status
Joe Smith	07/23/1969	TN	Active	Profile Data Submitted



* Availity, LLC is an independent company providing administrative support services on behalf of the health plan.

<https://provider.summitcommunitycare.com>