

Step-by-Step Process to Become an ID/DD Provider

1. Decide what programs and services you want to provide

- Review relevant program definitions (1915(c), ECF, Katie Beckett, CHOICES).
- See program and service definitions.
[1915c](#), [ECF CHOICES](#), [Katie Beckett-Part A](#), [Katie Beckett - Part B](#), [CHOICES](#)

2. Attend a DDA Provider Applicant Forum [Provider Applicant Forum Information](#)

- Attend before submitting an application.

3. Obtain a Taxonomy Number

- Use CMS or NUCC taxonomy lookup. [Find Your Taxonomy Code | CMS](#) <https://taxonomy.nucc.org/>

4. Obtain a Federal Tax Identification Number (FEIN)

- Apply through the IRS. [Get an employer identification number | Internal Revenue Service](#)

5. Obtain an NPI Number

- [NPPES](#) (National Plan and Provider Enumeration System)
If you're a provider (individual or organization) and you bill, get paid, or transmit healthcare info electronically, you must have an NPI.
- Required for billing and electronic data transmission.

6. Register your organization with the Tennessee Secretary of State

- Necessary before applying for Medicaid ID. [Home | Tennessee Secretary of State](#)

7. Obtain Licensure (if required for your service type)

- Review licensure rules and contact DDA's Licensure Department if needed.
[Licensure Information, Contacts and Licensure Rules](#)
[Licensure Requirements](#)

8. Register in TennCare PDMS

- This process is used to obtain your Medicaid ID initially [Provider Data Management System](#)
- **Please check your email often as this will be the primary form of communication.**

9. Complete the DDA Credentialing Application**

- [New Provider Credentialing Application](#)
- READ all documents/ attachments before completing application: [Become a Credentialed Provider](#)

10. Receive Credentialing Notification Letter**

- You will receive Credentialing Notification Letter, which will give you further instructions.

11. Complete the Provider Agreement Process in PDMS**

- Finalize your DDA contract (if applicable). Only applies to your agency, if you were credentialed in your letter to provide 1915c or Katie Beckett-Part B services. [Provider Data Management System](#)
- **PLEASE MONITOR YOUR EMAIL AS THIS WILL BE THE PRIMARY SOURCE OF COMMUNICATION TO OBTAIN YOUR DDA CONTRACT.**
- For contracts with MCOs for ECF and CHOICES services, email
BlueCare: choicesproviderrelations@bcbst.com
Wellpoint: tnltsspr@wellpoint.com
United HealthCare: tn_ltc_networkmail@uhc.com

****If you only want to provide CHOICES only services and no other service, you do not need to submit an application for credentialing through DDA. You will need to reach out to each MCO to complete steps 9 through 11:**

BlueCare: choicesproviderrelations@bcbst.com

Wellpoint: tnltsspr@wellpoint.com

United HealthCare: tn_ltc_networkmail@uhc.com