Provider Checklist for NCTracks Go-Live

The purpose of this checklist is to help DHHS providers understand the tasks they need to perform, and how and when to do them, to enable a smooth transition to the new NCTracks system. Updates to the checklist will be made periodically as more information is available. The current version of the checklist will be posted to the OMMISS website at *ncmmis.ncdhhs. gov*. A notification will be included in the NCTracks *Connections* newsletter whenever the checklist is updated. Questions regarding the checklist should be sent to *ommiss.providerrelations@dhhs.nc.gov*.

√	Task	Resources / Directions	Suggested Start Date	Due Date
	Complete the recredentialing process. (Applies to Medicaid providers due for recredentialing prior to NCTracks go-live)	All providers due for recredentialing before July 1, 2013 have been notified. Providers uncertain of their status should contact the EVC call center at 1-866-844-1113.	Now	per the letter
	Obtain an **NCID** for your Office Administrator (owner/managing employee)	See the November edition of the NCTracks *Connections* newsletter for information on obtaining an NCID. The NCID website is *ncid.nc.gov*.	Now	7/1/2013
	Obtain an **NCID** for all other staff in your provider organization who will access the NCTracks system and who will be trained	See the November edition of the NCTracks *Connections* newsletter for information on obtaining an NCID. The NCID website is *ncid.nc.gov*.	Now	7/1/2013
	Update your **affiliation** information. (Applies to individual providers who are in groups and/or affiliated with hospitals, etc.)	Submit a Medicaid Provider Change Form on the current NCTracks site at *www.nctracks.nc.gov*.	Now	7/1/2013
	Designate the **Office Administrator (OA)** for your provider organization (using NCID)	Use the "Currently Enrolled Provider" NCTracks Registration process to designate the OA (See the February edition of the NCTracks *Connections* newsletter)	3/1/2013 - 5/1/2013	6/15/2013
	Provide your bank account information for **EFT** payments	Use the "Currently Enrolled Provider" NCTracks Registration process to designate EFT info (See the February edition of the NCTracks *Connections* newsletter)	3/1/2013 - 5/1/2013	6/15/2013
	Make sure your OA **email address** is current in the system	Use the "Currently Enrolled Provider" NCTracks Registration process to update the OA email address (See the February edition of the NCTracks *Connections* newsletter)	3/1/2013 - 5/1/2013	7/1/2013
	Designate the **Billing Agent** for your provider organization. (Applies to providers who use a Billing Agent/ Clearinghouse.)	Use the "Currently Enrolled Provider" NCTracks Registration process to designate the Billing Agent (See the February edition of the NCTracks *Connections* newsletter)	3/1/2013 - 5/1/2013	7/1/2013
	Electronically sign the **Trading Partner Agreement.** (Applies to Billing Agents and providers who will submit ASC X12 batch transactions to NCTracks.)	Use the "Currently Enrolled Provider" NCTracks Registration process to sign the TPA (See the February edition of the NCTracks *Connections* newsletter)	3/1/2013 - 5/1/2013	7/1/2013
	Complete the recommended NCTracks on-line **training.** (Must have a NCID)	See the February edition of the NCTracks *Connections* newsletter for information on training	4/1/2013	7/1/2013
	Verify the **taxonomy** codes and locations on your provider record.	See the December/January 2013 edition of the NCTracks *Connections* newsletter for information on taxonomy. (More information regarding Taxonomy specifics will be published in the next 60 days. Please watch the OMMISS website *ncmmis.ncdhhs.gov*)	4/1/2013	7/1/2013