Provider Addresses & Locations

BEFORE PROCEEDING, PLEASE READ:

- *Go to section A, "What are the different types of addresses in PRISM," to learn about the different types of addresses.*
- *Go to section B, "Required addresses to provide based on Enrollment Type," to learn about what type of addresses you are required to provide in PRISM. Go to the column labeled "Enrollment Type" and find your enrollment type. Then, read across the corresponding row to view what address(es) are required.*

A. What are the different types of addresses in PRISM?

Type of Addresses	What is it?
Home Address:	This is the base location address of the servicing/rendering provider.
Location Address:	Primary practice location of the provider
Correspondence Address:	Address where all correspondences are sent, with the exception of the remittance advice
Pay-To Address:	Remittance advice will be sent to this address.
Remittance Advice Address:	Not used. Even though providers may enter an address for the Remittance Advice Address, the remittance advice will be sent to the Pay-To address only.
Billing Agent Address:	This address is the address where the billing agent will receive the correspondence.

B. Required addresses to provide based on Enrollment Type

Enrollment Type	Home Address	Billing Agent Address	Primary Practice Location	Other Office/Servicing Location	Exceptions
Individual/Sole Proprietor	**Required:** ● Home Address (Where you consider your base location)	N/A	**Required:** ● Location (primary practice address) ● Correspondence ● Pay-To *This is not required if your applicant type is servicing only.*	**Required:** ● Correspondence address for each Other Office/Service Location	**The following applicant types are not required to add a location:** ● Student and other unlicensed providers ● Ordering ● Referring ● Prescribing only
Facility/Agency/ Organization (FAO) Provider	N/A	N/A	**Required:** ● Location (primary practice address) ● Correspondence ● Pay-To	**Required to provide Other Office/Service Location addresses for location-specific license only. Add the following:** ● Location address ● Correspondence address **Note:** Cannot add Pay-To address to other locations. The Pay-To address is already required for the primary	N/A

				practice location and can only be added once per Tax ID.	
Group Practice Provider	N/A	N/A	**Required:** ● Location (primary practice address) ● Correspondence ● Pay-To	**Required:** ● Correspondence address for each Other Office/Service Location **Note:** Cannot add Pay-To address to other locations. The Pay-To address is already required for the primary practice location and can only be added once per Tax ID.	N/A
Contractor/Managed Care Organization (MCO)	N/A	N/A	N/A	N/A	Only Valid Location Type is Contractor/MCO Location. **Required to provide for ALL MCO locations:** ● Pay-To Address
Atypical Individual	N/A	N/A	**Required:** ● Location (primary practice address) ● Correspondence ● Pay-To	**Required:** ● Correspondence address for each Other Office/Service	N/A

				Location **Note:** Cannot add Pay-To address to other locations. The Pay-To address is already required for the primary practice location and can only be added once per Tax ID.	
Atypical Agency	N/A	N/A	**Required:** ● Location (primary practice address) ● Correspondence ● Pay-To	**Required:** ● Correspondence address for each Other Office/Service Location **Note:** Cannot add Pay-To address to other locations. The Pay-To address is already required for the primary practice location and can only be added once per Tax ID.	**Exception:** Primary location is not required for an individual rendering/servicing provider
Billing Agent	N/A	**Required:** This address is the address where the billing agent will receive the correspondence	N/A	N/A	N/A