Business Process Wizard (BPW) – Step Remark Guide

Step Remark Definition

Step remarks are messages that display on the Business Process Wizard screen in the step remark column when information in the specified step is missing or incomplete. Step remarks can display immediately after closing a step or after other steps are completed that require additional information on previous steps.

Enrollment

Enroll Provider - Individual

Business Process Wizard - Provider Enrollment (Individual). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	07/23/2019	07/23/2019	Complete	
Step 2: Add Locations	Not Required			Incomplete	
Step 3: Add Specialties	Required			Incomplete	
Step 4: Add Provider Controlling Interest/Ownership Details	Required			Incomplete	
Step 5: Add License and Certifications	Optional			Incomplete	

Modification

View/Update Provider Data - Individual

Business Process Wizard - Provider Data Modification (Individual).

Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Step Remark
Step 1: Provider Basic Information	Required	06/27/2019	06/27/2019	Complete		
Step 2: Locations	Required	08/04/2019	06/27/2019	Complete	Updated	
Step 3: Specialties	Required	06/27/2019	06/27/2019	Complete		
Step 4: Provider Controlling Interest/Ownership Details	Required	06/27/2019	06/27/2019	Complete		
Step 5: License and Certifications	Required	06/27/2019	06/27/2019	Complete		
Step 6: Taxonomy Details	Required	06/27/2019	06/27/2019	Complete		
Step 7: Additional Information	Optional	06/27/2019	06/27/2019	Incomplete		

BPW Step Remark Resolution Guide

BPW Step	Step Remark	Resolution
Basic Information	*No Step remarks are applicable to this BPW step.*	
Locations	• Please add/validate Location • Please add/validate the required addresses	• Step started but not completed. Return to the step and add/validate Location • Add required addresses by returning to the Location and click Add Address to add additional required address(es)
Specialities	• Please add required specialties	• Step started but not completed. Return to the step and add/validate required specialties
Provider Controlling Interest/Ownership Details	• Please enter required Controlling Interest/Ownership • Please enter at-least one Managing Employee from Controlling Interest/Ownership screen. • Please answer the Owner Disclosure Agreement • Relationship is missing for (Owner Type)	• Step started but not completed. Return to the step and add/validate required controlling interest/ownership • From the Provider Ownership List page, click Add. Select Managing Employee as an Ownership Type and complete required fields. • On the Modify Provider Owner Details for Enrollment page, click the Final Adverse Legal Actions/Convictions Disclosure hyperlink and enter required information. • On the Modify Provider Owner Details for Enrollment page, click the Add button under the Relationship section enter all of the required information on the Add/Modify Ownership Details page. The PRISM system does not create an inverse relationship. Click each owner, and add relationships.
License and Certifications	• Please add Required License/Certification	• Add the License/Certification information that is applicable to the specializations entered. The license must cover the start date of the associated specialization.
Taxonomy Details	• Please add Taxonomy Details	• Step started but not completed. Return to the step and enter Taxonomy Details

Additional Information	*No Step remarks are applicable to this BPW step.*	
Identifiers	*No Step remarks are applicable to this BPW step.*	
Mode of Claim Submission/EDI Exchange	• Please choose the Mode of Claim Submission • Submission Method is Required at Each Location for Contractor/MCO Enrollment Type	• Step started but not completed. Return to the step and choose the Mode of Claim Submission • For each Contractor/MCO Enrollment location, enter a submission method.
Associate Billing Agent	• Please associate required Billing Agent • Not all selected transactions have been assigned to a Billing Agent or Clearinghouse. Please assign a Billing Agent or Clearinghouse for the remaining transactions	• Step started but not completed. Return to the step and associate Billing Provider. • One or more of the selected transactions for Mode of Submission have not been assigned to a Billing Agent or Clearinghouse
Associate Billing Provider	• Please add required Billing Provider	• Step started but not completed. Return to the step and associate Billing Provider.
Associate MCO Plan	*No Step remarks are applicable to this BPW step.*	
835/ERA Enrollment Form	• Please complete ERA form.	• Step started but not completed.
Payment Details	• Please add required Payment Details information	• Step started but not completed. Return to the step and add payment details.
Enrollment Checklist	• Please Answer all the Questions	• Answer all questions on the checklist.
Upload Documents	• Please upload all required documents.	• Upload all of the documents that are required for your enrollment or modification including a new Provider Agreement. Click the Required Credentials button at the top of the page to see the documents required to upload for your enrollment type.
Submit	• Enrollment Application has not been Submitted.	• Step started but not completed.