

Change Provider Status (RO)

The Change Facility Status/Change to Critical Access Hospital option automates the process of terminating an existing provider (sponsor) and creating an initial certification after you specify the new provider type and number (CCN). This option is enabled only in ARO, only if the current certification kit has been successfully uploaded, and the Create Certification option is enabled (right-click the provider in the Tree view to check). Do not set Termination Code (L30) on CMS-1539 to 07 Provider Status Change. Use the right-click option.

The RO can change status for five provider types:

- NH (Nursing Home)
- HHA (Home Health Agency)
- ESRD (End Stage Renal Disease)
- RHC (Rural Health Clinic)
- Hospital - ACU only (Acute Care)

To change status for NH's and HHA's, you change the provider type. For ESRD's, RHC's, and Hospitals, you change from one number range to another within provider type. In effect, the status change is a change of provider subtype.

When an NH changes program participation from one that includes Medicare (ASPEN provider types 021, 022, or 023) to Medicaid-only (ASPEN provider type 024), or vice versa, CMS regulations require a change in CCN. Likewise, if an HHA changes program participation from Medicare (ASPEN provider type 051) to Medicaid-only (ASPEN provider type 052), or vice versa, a new CCN is required.

Note: When you change status for an HHA, its branches retain their internal branch ID, but assume the new CCN.

ESRD and RHC providers can change from one of their assigned CCN ranges to another. For ESRD's, there are five CCN ranges (or subtypes), and for RHC's, there are two.

To support the CMS policy requiring that a Critical Access Hospital be certified as an Acute Care Hospital prior to becoming a CAH, an ACU can change to a CAH.

<A> Medicare Nursing Home is changing status from a Medicare facility (021), to a Medicaid-only facility (024). After fulfilling all the CMS requirements, the facility is ready to be certified.

RO - To change provider status:

1 Locate a facility to change the status

- Open ARO.
- Change ARO Selection to NH OPEN.

- Locate and expand <A> Medicare NH in the tree view.

2 Change the facility status

- Right-click the most recent accepted certification kit, and select **Change Facility Status/Change to Critical Access Hospital**.

The option is called Change Facility Status except for an ACU.

- If the kit has not completed tracking, a message appears. You can choose to;
 - Complete tracking and then the change of status process will begin
 - Or you can cancel the status change.

3 Termination date

- In the Facility Status Change window, enter **Today's date** for the Termination Date (L28) of the sponsor's current type.

4 Select the new facility type

- Select **024 NURSING HOME (NH)-NF ONLY** for the New Facility Type.

Only eligible facility types are listed. This option is disabled for ESRD's and RHC's, and is read-only for ACU's with 014 CAH automatically entered.

5 Enter facility's new CCN

- Enter a **New Medicare Provider # (CCN)** for the provider. For the CCN, use **06A2XX**, where xx is your training number.

CCN's follow a specific numbering configuration. The first two digits identify the State in which the provider is located, and the last four digits identify the type of facility.

6 Participation date

- For the New Original Date of Participation (L24), enter **today's date**.
- Click **OK** to close the Facility Status Change window.

7 Upload status change to National

- Click **OK** on the Change Facility Status confirmation. When you click OK, the termination is uploaded to national.

8 New certification kit is created


The current kit is uploaded with a terminated status. If the transaction is successful, an initial certification kit for the new provider is created and displayed. The sponsor provider's 2786 form will continue to display the sponsor's CCN.

Certification data from the terminated kit, including IDR/IIDR status of tags (as applicable), is automatically loaded into the new initial certification. The new provider's CCN is entered on all affiliate records carried forward into the new certification kit.

Note: Citations under an ACU certification are not carried forward into the new CAH certification kit.

- Click **Done** to close the initial certification kit. If applicable, click **Yes to All** to override any edits.
- Right-click the original (Sponsor) certification kit, and click **Certification Kit**.

On the **Transmittal (CMS-1539)** tab in the certification kit for the terminated sponsor, the Termination Code (L30) field is set to **07 Provider Status Change** and disabled.

In the Tree view, an "S" is appended to the icon,  for the sponsor certification kit.

- Click **Done** to close the sponsor certification kit. If applicable, click **Yes to All** to override any edits.

Note: If the status change transaction fails, the entire process is rolled back to the previous certification kit.

9 Update initial certification kit

- In the tree view, right-click the new (Initial) certification kit, and click **Certification Kit**.
- Update the initial certification kit as needed for the new provider.

TIP: If the sponsor has been terminated, but the new initial certification has not yet been uploaded, you can use the Find function to locate the sponsor by CCN.

The new initial certification kit is automatically uploaded to national under the new CCN when complete.

TIP: If you update the kit for the terminated sponsor, it will be uploaded under the former CCN.
