

PT 66 SUD Guide

This Job Aid provides important information and demonstrates input screens to assist SUD providers in completing a New Enrollment in Partner Portal.

Provider Type Summary

For detailed information and documentation requirements, click the following link to access the [PT 66 Behavioral Health Multi-Specialty Group Provider Type Summary](#). Visit the [Behavioral Health Multi-Specialty Group](#) page for more information on PT 66.

Prior to Starting a New Enrollment

- If SUD treatment is being provided, an Alcohol and Other Drug Entity (AODE) Outpatient license is required. A letter of approval from the Department for Behavioral Health, Developmental and Intellectual Disabilities (DBHDID) should be provided in conjunction with the AODE license.
- Medical Professionals (MD and APRN) prescribing buprenorphine for medication assisted treatment related to opioid use treatment must submit a DEA Waivered license documenting the number, issued date, and the capacity to prescribe. (if applicable)

The following INDIVIDUAL Provider Types can link to this Provider Type:

- PT 62 Licensed Professional Art Therapist
- PT 63 Applied Behavioral Analyst
- PT 64 Physician
- PT 67 Licensed Clinical Alcohol and Drug Counselor
- PT 78 Advanced Practice Registered Nurse
- PT 81 Licensed Professional Clinical Counselor
- PT 82 Licensed Clinical Social Worker
- PT 83 Licensed Marriage and Family Therapist
- PT 84 Licensed Psychological Practitioner
- PT 89 Licensed Psychologist
- PT 95 Physician Assistant

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Navigating Partner Portal Screens

The information below includes screens relevant to SUD Providers and does not represent a complete New Enrollment Application. For more information on completing a New Enrollment, refer to the [How to Apply for a Medicaid ID - New Enrollment Job Aid](#).

1.1 Basic Information Screen

As a Behavioral Health Multi-Specialty Group, Provider select 'Yes' if providing SUD treatment.

The screenshot displays the 'Basic Information-Group/Entity' screen. The sidebar on the left lists various sections, with '1.1 Basic Information' selected. The main content area contains instructions and several input fields. A yellow callout box points to the 'Requested Effective Date' field, which is pre-populated with '06/23/2023'. The callout text reads: 'User should enter the effective date for the Medicaid ID to be active. The license must be active within the effective date. The Application Received Date will be pre-populated.'

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2.2 License Information

If providing SUD treatment, an AODE Outpatient license is required. A letter of approval from the DBHDID should be provided in conjunction with the AODE license.

The screenshot shows the 'License Information' form. The left sidebar lists navigation options from 1.0 Administrative Information to 10.0 Submit. The main content area contains instructions for license entry and a table with the following data:

License Type	Issue State	License Number	Name	License Designation	License Effective Date	License Expiration Date	Action
AODE-Outpatient	Kentucky	18709383	Behavioral Health	Permanent	05/01/2023	08/31/2023	[Add] [Edit] [Delete]

8.0 Document Upload

Documents indicated with a "Y" are required to be uploaded. For more information on uploading documents, refer to the [Uploading Documents Job Aid](#).

The screenshot shows the 'Document Upload' form. The left sidebar lists navigation options from 1.0 Administrative Information to 10.0 Submit. The main content area contains instructions for document upload and a table with the following data:

Document Type	Name	Required	Uploaded By	Uploaded Date	Action
IRS Letter of Verification of FEIN or Official IRS documentation stating FEIN	FEIN Verification	Y			[Add] [Edit] [Delete]
MAP-347	MAP-347 - 7100682640	Y			[Add] [Edit] [Delete]
OIG Letter	OIG Letter	Y			[Add] [Edit] [Delete]
AODE Outpatient License	AODE OutPatient License - 18709383	Y			[Add] [Edit] [Delete]

For further assistance with navigation, invitations, or account creation please contact the Partner Portal Technical Support Center at 877-838-5085. Select option 1 and option 1, again, to speak with a customer service representative.