

**COMAR 10.63**  
**Application Process Steps for Accreditation-Based Licenses**  
**8-16-16; amended 2-16-17**

**Introduction:**

Below are the application process steps for accreditation-based licenses under recently promulgated COMAR 10.63. While the application itself will be amended to reflect the requirements in COMAR 10.63, process steps 2-5 reflect the same processes that are currently in effect under COMAR 10.21 and COMAR 10.47.

**[NOTE: Opioid Treatment Programs should also refer to the document *Opioid Treatment Program Process for Application and Location, 10-25-16*, regarding meeting with the Local Addictions Authorities (LAAs) prior to selecting sites for services. This document can be found at <http://bha.dhmf.maryland.gov/Pages/Accreditation-Information.aspx>].**

**Step 1:**

Become accredited through an approved accrediting body, using the appropriate crosswalk grid as a guide.

- Crosswalk grids can be found at <http://bha.dhmf.maryland.gov/Pages/Accreditation-Information.aspx>.

**Step 2:**

Apply for licensure through OHCQ (based on type of accreditation), using the approved application and submitting all required information – it is anticipated this step may take up to 3 months.

**Step 3 (new providers/services/locations only):**

Apply for NPI number (NPPES - <https://npiregistry.cms.hhs.gov/>).

**Step 4 (new providers/services/locations only):**

Apply for Medicaid provider number(s) (based on license issued by OHCQ, NPI number, and an unannounced Medicaid site visit to each location) – this step can take 4-6 weeks.

- Download the application from the Medicaid Web site:  
<https://mmcp.dhmf.maryland.gov/Pages/Provider-Information.aspx>.
- Once the application with the NPI number is submitted to Provider Enrollment, the application is "pending" and then routed through the Medicaid enrollment process. This may include an unannounced site visit, depending on provider type. After the Medicaid enrollment process is complete, a recommendation either to enroll or reject is made.
- Assuming the recommendation is to enroll, Provider Enrollment changes the application status from "pending" to "activated" and a letter to the provider is generated with their MA number(s).
- For behavioral health Medicaid enrollment questions, providers can e-mail [dhmf.bhenrollment@maryland.gov](mailto:dhmf.bhenrollment@maryland.gov).
- FYI – All providers are required to be re-validated every 5 years. To be re-validated the provider will download and complete the same application as above, but select "Re-validation" as the Type of Request and include their MA#.

**Step 5 (new providers/services/locations only):**

Register as a provider with Beacon Health Options (BHO), based on the NPI and Medicaid provider numbers – since BHO files are uploaded from Medicaid weekly, this step may take 1-2 weeks.

- Providers should call the BHO Customer Service Department at (800) 888-1965 and a Provider Relations Representative will begin the registration process.