

OhioRISE Contracting Instructions

The purpose of this document it to provide additional instructions to make the contracting process easier and help you submit a complete contract package in order to join the network. The contracting package includes a number of forms, all of which serve to address requirements for Medicaid, ODM, and Aetna. We have worked to streamline these forms as best possible to make the application process easier.

The contract application forms with high level instructions are provided below. Please note that, when available, editable word, excel, or pdf documents have been provided to allow for electronic completion of the forms. No changes to the form templates will be accepted.

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| **Form** | **Filename** | **Instructions** |
| Provider Agreement | 03 - Provider Agreement.docx | Form must be completed in entirety |
| ODM 10235 Medicaid Addendum | 04 - ODM 10235 Medicaid Addendum.docx |
| Aetna State Compliance Addendum | 05 - Aetna State Compliance Addendum.docx |
| ODM Form B | 06 - ODM Form B.docx |
| W-9 Form | 07 - W-9 Form.pdf |
| Universal Roster Blank Template | 08 - Universal Roster Blank Template.xls, detailed instruction tab included in template |
| Ancillary – Facility Data Application | 09 - Consolidated Ancillary Facility Data Application.docx | Original form consolidated to 3 sections (other sections will be pulled from ODM Form B): ASAM Certification Level, Specialized Education, Certification |
| Disclosure of Ownership Form (Federally required) | 10 - Disclosure of Ownership Form.doc | Form must be completed in entirety; if not applicable, Provider must indicate N/A |
| ODM 10234 Services Provided Attachment C | 11 - ODM 10234 Services Provided Attachment C.pdf | Complete only Name block on page 1 and BH SERVICES on page 9 |
| Electronic Funds Transfer (EFT) Form | 12 - Ohio RISE EFT Authorization Enrollment Form.pdf | Form recommended to facilitate reimbursement; not required for complete contract package |
| Electronic Remittance Advice (ERA) Form | 13 - OhioRISE ERA Form.pdf | Form recommended to facilitate reimbursement; not required for complete contract package |