

MSO-CRE-PPT-107-120921-S



Working Instructions:
Ancillary Application
CREDENTIALING TEAM

The information contained is privileged and confidential and is for the exclusive use of the recipient. If you receive it by mistake, you are not authorized to use, distribute, or photocopy it. Please notify the sender immediately at 1-866-676-6060 to coordinate the return of the documents.

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- Important points
- How is the process carried out?



www.mso-pr.com



PO BOX 71500 SAN JUAN PR 00936

M&O
HOLDINGS

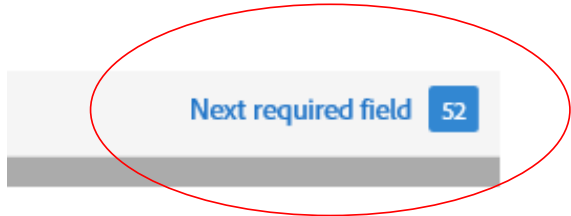
Important points

- If the application is closed before sending the information, the information will not be saved. Some probable reasons:
 - The time-out system closes the application after 15 minutes of inactivity.
 - Unstable internet connection
- Be sure to look up the requirements (under the application option) to find out what documents you need before you begin the process.
- Have all credentials available prior to the start of the event.
- Before you begin, confirm that you filled out the facility application and not the vendor application.
- The application will appear in the fields as you complete the document.



Important points

- If the Click to sign option does not appear at the end of the application, it means that it has not been filled out completely.
- In the upper right part of the screen, there is a button that will show you the errors in the application to solve them quickly.
- When you click to sign, the application will not be sent; you must first verify an email that Adobe will send you to complete the process.
- The application must be signed in the name of the owner or administrator (page 8).
- The process of completing the application takes 20 to 30 minutes.



Form will be returned if section is not filled out:

| | |
|---|---|
| Applicant Signature: * Click here to sign | Date: Jul 16, 2021 |
| Authorized Name* | Title Print: |
| If you need to verify the documents in your file, or you wish to check on the status of your application, feel free to contact our Credentialing Department at credentialinghelpdesk@mso-pr.com | Please mail application to the following address: Credentialing Department PO Box 71500 San Juan, PR 00936 Fax: 787-625-3374 |

Important points

- The application has a bookmark that tells you what the next step is when filling out the application.
- Any information entered incorrectly will be highlighted and will include a note explaining the error.
- To attach a document, press Click to Attach and select the required document. It will be attached to the application.

Provider Identification & Demographic Data:

(1) Provider Name: *

(2) Rendering NPI Number: *

(3) Billing NPI Number: * Referre

(4) Tax ID Number: *

(5) Email: *

(6) Specialty: * Select...

Please enter a valid number, e.g., '1234', '1,234' or '-456'.

Certificado de Incorporación

(126) Attach Document: * Click to Attach Copy of File...

Please check this box if not apply

SARAFS/ Departamento de

(127) License Number: * (128) From Date: *

(130) Attach Document: * Click to Attach Copy of File...

Please check this box if not apply

DEA

(131) License Number: * (132) From Date: *

(134) Attach Document: * Click to Attach Copy of File...

How is the process carried out?

- ✓ Visit this link: <https://www.mso-pr.com/solicitudes/#>
- ✓ At the bottom, look for the View Requirements option and choose the option that applies to you.
- ✓ A new window will open with the requirements for your field. Make sure you read and have the required documents before starting the process.
- ✓ To begin, you will need to return to the previous window and scroll up until you reach the Request as Facility option.

REQUISITES

Credential Requirements

Check the credential requirements for Primary Physicians, Specialists, Facilities, Pharmacies and DME.

[Partial Hospitalization Program](#)

[Ambulances](#)

[Ambulatory Surgery Centers](#)

[Vaccine & Immunization Centers](#)

[X Ray Facilities](#)

[Durable Medical Equipment](#)

Forms for New Providers, and Re-credentialing

We appreciate your interest to become a part of the MSO of Puerto Rico, LLC provider network. If you wish to join our Provider Network, please furnish the information required in our application form as it is applicable.



Provider

REQUEST AS
PROVIDER



Facility

REQUEST AS
FACILITY

How is the process carried out? (Continued)

- ✓ Start the application by choosing:
 - ✓ *Line of Business*
 - ✓ Medicare Advantage (MMM)
 - ✓ MMM Multi health (Vital)
 - ✓ Medicare Advantage and Vital
 - ✓ *Credentialing Process*
 - ✓ Initial
 - ✓ Recredentialing
 - ✓ Change
- ✓ Then, read instructions carefully and follow them
- ✓ Under Supplier Identification and Demographics, include:
- ✓ *Provider Name*
 - ✓ *Rendering NPI number and Billing NPI Number*
 - ✓ *Tax ID Number and Email*
 - ✓ *Select your Speciality*

| | | | |
|-------------------|-------------|------------------------|-----------|
| Line of Business: | * Select... | Credentialing Process: | Select... |
|-------------------|-------------|------------------------|-----------|

| Instructions: |
|--|
| Important: Please read all instructions and information before completing and signing this form. An incomplete form will not be accepted and processed. Please follow the instructions carefully. This standard form was developed by the MSO Provider Department. Below are the instructions to complete each section. Please complete all the sections that apply. We ask that all the information written here be as specific as possible. The form must be completed in its TOTALITY. Do not leave ANY question unanswered. If any question does not apply to you, write "Not Applicable" or "NA". |

| Provider Identification & Demographic Data: | |
|---|------------------------------|
| (1) Provider Name: * | |
| (2) Rendering NPI Number: * | (3) Billing NPI Number: * |
| (4) Tax ID Number: * | (5) Email: * |
| (6) Specialty: * | Select... |

How is the process carried out? (Continued)

- ✓ Under Primary Location Address, include:
 - ✓ *Primary Location Address – Address Line #1 (Address Line #2 is optional), City, State, Zip Code*
 - ✓ *Telephone, Extension, Fax, Office Hours, Accessibility Questions y Billing Name.*
- ✓ Then, continue to Mailing Billing Address, including:
 - ✓ *Location Address- Address line #1 (Address Line #2 is optional), City, State, Zip Code.*

| Primary Location Address: | | | | |
|---|--------------|------------------|-------------------|---------|
| (7) Address Line 1: | * | | Opening Time | |
| (8) Address Line 2: | | | Day | Opening |
| (9) City: | * | | (23) Monday | |
| (10) State: | * | | (24) Tuesday | |
| (11) Zip Code: | * | | (25) Wednesday | |
| (12) Telephone Number: | * | (13) Extension: | (26) Thursday | |
| (14) Fax Number: | | | (27) Friday | |
| (15) Accepting New Patients for Medicare Advantage: | | *Select... ▼ | (28) Saturday | |
| (16) Accepting New Patients for Medicaid: | | *Select... ▼ | (29) Sunday | |
| (17) Handicap Access: | | *Select... ▼ | | |
| (18) Gender Limitation: | | *Select... ▼ | | |
| (19) Age Limitation: | *Select... ▼ | (20) Lowest Age: | (21) Highest Age: | |
| (22) Billing Name: | * | | | |
| Mailing/ Billing Address | | | | |
| (30) Address Line 1: | * | | | |
| (31) Address Line 2: | | | | |
| (32) City: | * | | | |
| (33) State: | * | | | |
| (34) Zip Code: | * | | | |

How is the process carried out? (Continued)

- ✓ Complete the following section using the guidelines established by the Program Integrity Plan established by MSO de Puerto Rico, LLC (MSO).
- ✓ Please check this box if the facility does not have a contracted Facility Director if it does not apply to you.
- ✓ In Facility Staff #1, #2, #3, #4, include :
 - ✓ Position
 - ✓ *Administrator*
 - ✓ *Biller*
 - ✓ *Secretary*
 - ✓ *Other Office Staff*
 - ✓ Last name
 - ✓ First name
 - ✓ Middle Name
 - ✓ Phone and extension
 - ✓ Languages
 - ✓ Ethnicity
 - ✓ Race
 - ✓ Email

Please fill out this section completely, following the guidelines established in the Program Integrity Plan established by MSO of Puerto Rico, LLC (MSO) in compliance with the PR Health Insurance Administration (PRHIA).

Please check this box if the facility does not have a contracted Facility Director.

| Facility Staff 1: | |
|-----------------------------------|--|
| (35) Position: | * Select... |
| (36) Last Name: | * |
| (37) First Name: | * |
| (38) Middle Name: | |
| (39) Phone Number: | * (40) Extension: |
| (41) Language Services Available: | Spanish <input type="checkbox"/> English <input type="checkbox"/> Other: <input type="checkbox"/> |
| (42) Ethnicity: | Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Declined <input type="checkbox"/> |
| (43) Race: (select one or more) | Black or African Native Hawaiian or Other American <input type="checkbox"/> White <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Some other race <input type="checkbox"/> Declined <input type="checkbox"/> |
| (44) Email: | * |

How is the process carried out? (Continued)

- ✓ Under Ownership and Conflict of Interest Disclosure Questions in compliance with the PR Health Insurance Administration, do the following:
 - ✓ Answer questions with the Yes or No options to the right of the question.
 - ✓ If the answer is Yes, please provide an explanation in the box below the question.

| Ownership and Conflict of Interest (Discloser Questions) in compliance with the PR Health Insurance Administration (PRHIA-ASES). | |
|---|-----------|
| (75) Has any employee been convicted of a criminal offense under Medicare/Medicaid Programs? If yes, please explain: | *Sel... ▼ |
| (76) Has there been a business transaction involving \$25,000 or more during the 12-month period ending the date of the submitted form? If yes, please explain: | *Sel... ▼ |
| (77) Has/Have the individual(s) or Organization under current or former name or business identity, within the last ten years from the date of this statement, ever had a final adverse action/exclusion, revocation, suspension, conviction by any federal, state or local government program or agency (Ex. Medicare, Medicaid, Title V or XX). If yes, please explain: | *Sel... ▼ |
| (78) Any significant business transactions between the provider and any wholly owned supplier, or between the provider and any subcontractor, during the 5-year period ending on the date of the request. If yes, please explain: | *Sel... ▼ |
| (79) Has there been any restriction denial of Federal Financial Participation (FFP)? If yes, please explain: | *Sel... ▼ |

How is the process carried out? (Continued)

- ✓ In Ownership Interest and/or Managing Control Information - (Organizational):
 - ✓ Check *Please check this box* if there is no ownership interest and/or managing control if not applicable to you.
 - ✓ Read the guidelines before starting to fill out the section.
 - ✓ Include :
 - ✓ *Legal Business Name, Doing Business As – DBA Name, Tax ID Number, NPI Number, Physical Address, Telephone Number and Fax Number.*
 - ✓ Answer the question What is the above organizations' relationship with the applicant or Provider in section 1 by checking all that apply. There is also an option to add an other.

| OWNERSHIP INTEREST AND/OR MANAGING CONTROL INFORMATION - (ORGANIZATIONAL) | |
|--|--|
| Please check this box if there is no ownership interest and/or managing control. <input type="checkbox"/> | |
| Please fill out this section completely, following the guidelines established in the Program Integrity Plan set by MSO of Puerto Rico, LLC (MSO) in compliance with the PR Health Insurance Administration (PRHIA-ASES). | |
| All organizations that have any of the following must report: | |
| 1) All persons who have a 5 percent or greater (direct or indirect) ownership interest in the supplier. | |
| 2) Applicant or provider ONLY IF the supplier, applicant or provider is a corporation (whether for-profit or non-profit). | |
| 3) All officers and directors of the supplier, applicant or provider. | |
| 4) All managing employees of the supplier, applicant or provider (including secretary, reception, among others). | |
| 5) Supplier, applicant or provider. All of those who have managing control. | |
| 6) All individuals with a partnership interest in the supplier, applicant or provider, regardless of the percentage of ownership the partner has; and | |
| 7) Authorized delegate officials. | |
| In general, Owning/Managing organizations belong to one of the following categories: | |
| 1) Corporations (including non-profit corporations) | |
| 2) Partnerships and Limited Partnerships (as indicated above) | |
| 3) Limited Liability Companies | |
| 4) Charitable and/or Religious organizations | |
| 5) Governmental and/or Tribal organizations | |
| *An owner may also be a managing employee 42 CFR § 455.104, 42 CFR § 455.105, 42 CFR § 455.106. | |
| (80) Legal Business Name (As reported to Department of State) | * |
| (81) Doing Business As - DBA Name (if applicable): | * |
| (82) Tax ID Number: | (83) NPI Number: * |
| (84) Physical Address: | * |
| (85) Telephone Number: | (86) Fax Number: |
| (87) What is the above organization's relationship with the applicant or provider in section 1? | |
| <input type="checkbox"/> 5% or more direct ownership interest | <input type="checkbox"/> 5% or more indirect ownership interest |
| <input type="checkbox"/> Managing Employee (W-2) | <input type="checkbox"/> Partner |
| <input type="checkbox"/> Directly exercises operational control over day-to-day operations. | <input type="checkbox"/> Contracted Managing Employee |
| <input type="checkbox"/> Indirectly exercises operational control over day-to-day operations. | <input type="checkbox"/> Director/Officer |
| <input type="checkbox"/> Indirectly has managerial control over day-to-day operations. | <input type="checkbox"/> Directly has managerial control over day-to-day operations. |
| <input type="checkbox"/> Other specify: | |

How is the process carried out? (Continued)

- ✓ In Ownership Interest and/or Managing Control Information - (Individuals):
 - ✓ If not applicable, check *Please check this box if there is no ownership interest and/or managing control.*
 - ✓ Read the instructions before proceeding.
 - ✓ This step will appear three (3) times. Include:
 - ✓ *First name, middle name, first name, last name, middle name and rendering NPI.*
 - ✓ *Then check all applicable options in the Check all applicable to those having Ownership interest and/or Managing Control with the applicant or provider question.*

Please check this box if there is no ownership interest and/or managing control.

| (88) First Name | (89) Middle Name | (90) Last Name | (91) Second Last Name | (92) Rendering NPI |
|-----------------|------------------|----------------|-----------------------|--------------------|
| * | | * | | * |

(93) Check all applicable to those having Ownership Interest and/or Managing Control with the applicant or provider:

| | |
|---|--|
| <input type="checkbox"/> 5% or more direct ownership interest | <input type="checkbox"/> 5% or more indirect ownership interest |
| <input type="checkbox"/> Managing Employee (W-2) | <input type="checkbox"/> Partner |
| <input type="checkbox"/> Directly exercises operational control over day-to-day operations. | <input type="checkbox"/> Contracted Managing Employee |
| <input type="checkbox"/> Indirectly exercises operational control over day-to-day operations. | <input type="checkbox"/> Director/Officer |
| <input type="checkbox"/> Indirectly has managerial control over day-to-day operations. | <input type="checkbox"/> Directly has managerial control over day-to-day operations. |
| <input type="checkbox"/> Other specify: | |

Please check this box if there is no ownership interest and/or managing control.

| (94) First Name | (95) Middle Name | (96) Last Name | (97) Second Last Name | (98) Rendering NPI |
|-----------------|------------------|----------------|-----------------------|--------------------|
| * | | * | | * |

(99) Check all applicable to those having Ownership Interest and/or Managing Control with the applicant or provider:

| | |
|---|--|
| <input type="checkbox"/> 5% or more direct ownership interest | <input type="checkbox"/> 5% or more indirect ownership interest |
| <input type="checkbox"/> Managing Employee (W-2) | <input type="checkbox"/> Partner |
| <input type="checkbox"/> Directly exercises operational control over day-to-day operations. | <input type="checkbox"/> Contracted Managing Employee |
| <input type="checkbox"/> Indirectly exercises operational control over day-to-day operations. | <input type="checkbox"/> Director/Officer |
| <input type="checkbox"/> Indirectly has managerial control over day-to-day operations. | <input type="checkbox"/> Directly has managerial control over day-to-day operations. |
| <input type="checkbox"/> Other specify: | |

How is the process carried out? (Continued)

- ✓ In Ownership Interest and/or Managing Control Information- (Individuals)
 - ✓ If not applicable, check *Please check this box* if there is no ownership interest and/or managing control.
 - ✓ Then check all applicable options in Check all applicable to those having Ownership interest and/or Managing Control with the applicant or provider.
 - ✓ If not applicable, check *Please check this box* if there is no ownership interest and/or managing control.
 - ✓ Then check all applicable options in Check all applicable to those having Ownership interest and/or Managing Control with the applicant or provider.
 - ✓ If not applicable, check *Please check this box* if there is no ownership interest and/or managing control.
 - ✓ Then check all applicable options in Check all applicable to those having Ownership interest and/or Managing Control with the applicant or provider.

Please check this box if there is no ownership interest and/or managing control.

| (94) First Name | (95) Middle Name | (96) Last Name | (97) Second Last Name | (98) Rendering NPI |
|-----------------|------------------|----------------|-----------------------|--------------------|
| * | | * | | * |

(99) Check all applicable to those having Ownership Interest and/or Managing Control with the applicant or provider:

| | |
|---|--|
| <input type="checkbox"/> 5% or more direct ownership interest | <input type="checkbox"/> 5% or more indirect ownership interest |
| <input type="checkbox"/> Managing Employee (W-2) | <input type="checkbox"/> Partner |
| <input type="checkbox"/> Directly exercises operational control over day-to-day operations. | <input type="checkbox"/> Contracted Managing Employee |
| <input type="checkbox"/> Indirectly exercises operational control over day-to-day operations. | <input type="checkbox"/> Director/Officer |
| <input type="checkbox"/> Indirectly has managerial control over day-to-day operations. | <input type="checkbox"/> Directly has managerial control over day-to-day operations. |
| <input type="checkbox"/> Other specify: | |

How is the process carried out? (Continued)

- ✓ Under Insurance Company Information - Enclose a Copy of Certificate, include:
 - ✓ *Insurance carrier, coverage type, unlimited (yes or no), coverage, original effective date, from date, expiration date, policy number, and attach document.*
- ✓ Under Medicaid Number, include:
 - ✓ *Medicaid Number or ATN and attach a copy.*
- ✓ In Tax ID (IRS), include:
 - ✓ *Attach Document*
- ✓ In Medicare Number:
 - ✓ *If it does not apply, check Please check this box if not apply.*
 - ✓ Include:
 - ✓ *Medicare number and attached document.*

The screenshot shows a web form titled "Insurance Company Information -- Enclose a Copy of Certificate". The form is divided into several sections:

- Insurance Company Information -- Enclose a Copy of Certificate:**
 - (76) Insurance Carrier: * [select] (77) Coverage Type: []
 - (78) Unlimited: [] (79) Coverage: []
 - (80) Original Effective Date: [] (81) From Date: [] (82) Expiration Date: []
 - (83) Policy Number: * [] (84) Attach Document: * Click to Attach 84_ATT
- Medicaid Number:**
 - (85) Medicaid Number or ATN: * [] (86) Attach Document: * Click to Attach Copy
- Tax ID (IRS):**
 - (87) Attach Document: Click to Attach File Attachment 6
 - PLEASE CHECK THIS BOX IF NOT APPLY:
- Medicare Number:**
 - (88) Medicare Number: * [] (89) Attach Document: * Click to Attach File Attai
 - PLEASE CHECK THIS BOX IF NOT APPLY:

Red circles highlight the "Click to Attach 84_ATT" link, the "Click to Attach Copy" link, the "Click to Attach File Attachment 6" link, and the "PLEASE CHECK THIS BOX IF NOT APPLY" checkbox in the Medicare section.

How is the process carried out? (Continued)

- ✓ In Certificate of Incorporation:
 - ✓ If this does not apply to you, check *Please check this box if not apply.*
 - ✓ Include:
 - ✓ *Attach Document*
- ✓ At SARAFS/Department of Health :
 - ✓ If this does not apply to you, check *Please check this box if not apply.*
 - ✓ Include:
 - ✓ *License Number, from date and Expiration date.*
 - ✓ *Attach Document*

Please check this box if not apply

Certificado de Incorporación

(126) Attach Document:

Please check this box if not apply

SARAFS/ Departamento de Salud

(127) License Number: * (128) From Date: * (129) Expiration Date: *

(130) Attach Document:

How is the process carried out? (Continued)

- ✓ At DEA:
 - ✓ If this does not apply to you, check *Please check this box if not apply.*
 - ✓ Include:
 - ✓ *License Number, from date and Expiration date.*
 - ✓ *Attach Document*
- ✓ In ASSMCA
 - ✓ If this does not apply to you, check *Please check this box if not apply.*
 - ✓ Include:
 - ✓ *License Number, from date and Expiration date.*
 - ✓ *Attach Document*
- ✓ There is an additional box to add more documents, if necessary.

The screenshot shows a web form with three main sections: DEA, ASSMCA, and ADDITIONAL DOCUMENTS. Each section has a header bar with the organization name. Below each header, there are input fields for License Number, From Date, and Expiration Date, each marked with a red asterisk. There are also 'Attach Document' buttons, some with a red asterisk. A 'PLEASE CHECK THIS BOX IF NOT APPLY' checkbox is present at the top of each section. The 'ADDITIONAL DOCUMENTS' section has three 'Attach Document' buttons labeled Attachment 13, 14, and 15.

| DEA | | |
|---|--------------------------------------|-------------------------|
| (107) License Number * | (108) From Date * | (109) Expiration Date * |
| (100) Attach Document | * Click to Attach File Attachment 11 | |
| PLEASE CHECK THIS BOX IF NOT APPLY <input type="checkbox"/> | | |
| ASSMCA | | |
| (101) License Number * | (102) From Date * | (103) Expiration Date * |
| (100) Attach Document | * Click to Attach File Attachment 12 | |
| PLEASE CHECK THIS BOX IF NOT APPLY <input type="checkbox"/> | | |
| ADDITIONAL DOCUMENTS | | |
| (104) Attach Document | Click to Attach File Attachment 13 | |
| (105) Attach Document | Click to Attach File Attachment 14 | |
| (106) Attach Document | Click to Attach File Attachment 15 | |

How is the process carried out? (Continued)

- ✓ In *Hospital Information*:
 - ✓ If this does not apply to you, check *Please check this box if not apply*.
 - ✓ Then, select all the options that apply to you, link necessary documents and licenses, and answer the questions with Yes or No, on the right.
- ✓ En *Clinical Pathological Laboratory- Skilled Nursing Facility*:
 - ✓ If this does not apply to you, check *Please check this box if not apply*.
 - ✓ Then, fill in the boxes and answer the questions with Yes or No, on the right side.
 - ✓ If the answer to the third question is yes, include the places in the pigeonholes under this one.

Hospital Information

Check all that apply.

PLEASE CHECK THIS BOX IF NOT APPLY.

(107) Anesthesiology (108) Outpatient (109) Inpatient (110) Emergency Room

(111) Inpatient and Outpatient (Number of Beds) |

(112) Laboratory (Pathology) (113) CLIA #

(114) CLIA Document Copy: [Click to Attach 92_CLIADC](#) (115) Expiration Date:

(116) Physical Therapy (117) Transportation

(118) Radiology (each Radiology Machine License Expiration Date): (119) Expiration Date:

(120) Radiology Machine Licenses:

| | | | |
|----|---|----|---|
| 1. | Click to Attach 1_RADIOLOGY | 4. | Click to Attach 4_RADIOLOGY |
| 2. | Click to Attach 2_RADIOLOGY | 5. | Click to Attach 5_RADIOLOGY |
| 3. | Click to Attach 3_RADIOLOGY | 6. | Click to Attach 6_RADIOLOGY |

(121) Do you serve as a provider in the Medicaid Program? Yes No

(122) Is your office computerized? Yes No

(123) Does your facility have Internet access? Yes No

How is the process carried out? (Continued)

- ✓ In *Clinical Pathological Laboratory- Skilled Nursing Facility*:
 - ✓ If this does not apply to you, check *Please check this box if not apply*.
 - ✓ Fill in the fields and include copy of CLIA document.
 - ✓ Answer questions #128-#130 with Yes or No. These options are to the right of the question.
 - ✓ If the answer to question #130 is Yes, list the places in the boxes that say Town List.
- ✓ In *Radiology Machine License*, include:
 - ✓ Fill in the DOH Radiology Machine License fields and expiration date.
 - ✓ Include licenses.

The image shows two sections of a web form. The top section is titled "Clinical/Pathological Laboratory - Skilled Nursing Facility" and includes a "PLEASE CHECK THIS BOX IF NOT APPLY" checkbox. Below this are fields for "(124) Laboratory (Pathology)", "(125) CLIA #", "(126) CLIA Document Copy" (with a "Click to Attach 104_CLIA DOC" link), and "(127) Expiration Date:". There are three dropdown menus labeled "Select" on the right. Below these are three questions: "(128) Do you serve as a provider in the Medicaid (Vital) Program?", "(129) Do you make appointments?", and "(130) Do you perform Home Visits?". A table for "(131) Town list" has six numbered rows. The bottom section is titled "Radiology Facility with Mammogram Only" and includes a "PLEASE CHECK THIS BOX IF NOT APPLY" checkbox. It has fields for "(132) DOH Radiology Machine License:" and "(133) Expiration Date:". Below this is a table for "(134) Radiology Machine License" with six numbered rows, each containing a "Click to Attach" link for a specific radiology machine.

How is the process carried out? (Continued)

- ✓ In *DME & DMEPOS*:
 - ✓ If this does not apply to you, check *Please check this box if not apply*.
 - ✓ Then, fill in the fields and include copy of license and *commission accreditation copy*.
- ✓ In the section *Ambulance/Non Emergency Transport*:
 - ✓ If this does not apply to you, check *Please check this box if not apply*.
 - ✓ Include:
 - ✓ *VIN number, license number, expiration date and the license copy of each transportation vehicle.*
- ✓ In the following section:
 - ✓ If this does not apply to you, check *Please check this box if not apply*.
 - ✓ include:
 - ✓ Licenses and expiration dates for each transportation vehicle.

The image shows a screenshot of a web form with three main sections. The first section is titled "DME & DMEPOS" and contains several fields with checkboxes. A yellow arrow points to the "PLEASE CHECK THIS BOX IF NOT APPLY" checkbox at the top. Another yellow arrow points to the "Click to Attach T14" link next to the "Copy of License" field for item (135). The second section is titled "AMBULANCE/ NON EMERGENCY TRANSPORT" and contains a table with columns for "VIN Number", "License Number", "Expiration Date", and "License Copy". A yellow arrow points to the "PLEASE CHECK THIS BOX IF NOT APPLY" checkbox at the top of this section. The third section is titled "PLEASE CHECK THIS BOX IF NOT APPLY" and contains a table with columns for "Authorization Number" and "Expiration Date". A yellow arrow points to the "PLEASE CHECK THIS BOX IF NOT APPLY" checkbox at the top of this section.

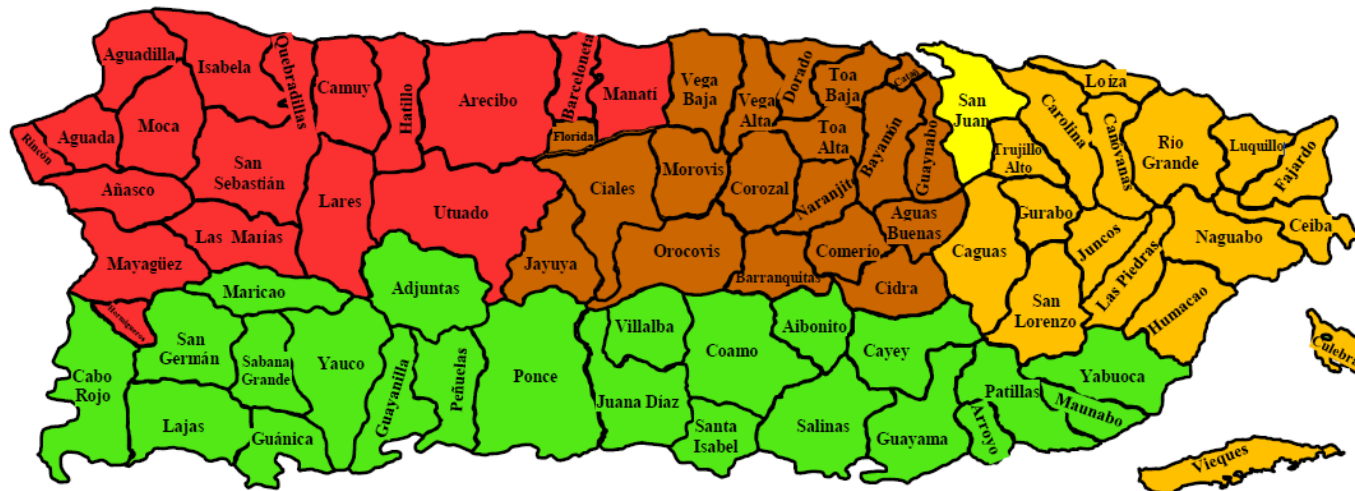
How is the process carried out? (Continued)






- ✓ Enter your name in Applicant Signature.
- ✓ Remember, when you click to sign, you will receive an email from Adobe to confirm and submit the completed application.

Form will be returned if section is not filled out:

| | |
|---|---|
| Applicant Signature: * Click here to sign | Date: Jul 16, 2021 |
| Authorized Name* [Redacted] | Title Print: [Redacted] |
| If you need to verify the documents in your file, or you wish to check on the status of your application, feel free to contact our Credentialing Department at credentialinghelpdesk@mso-pr.com | Please mail application to the following address: Credentialing Department PO Box 71500 San Juan, PR 00936 Fax: 787-625-3374 |

Credentialing Staff



- | | | | | | |
|---|---|---|---|---|------------------------------------|
|  | Keishla Cintrón Algarin 787-460-4518 |  | Charleen Sevilla Figueroa 787-918-5623 |  | Yaislin Ruiz Ramos 787-309-6181 |
|  | Luis Sierra Rosado Cel. 787-309-8128 |  | Cathyana Ortega Sierra 787-370-1432 | | |

www.mso-pr.com

PO BOX 71500 SAN JUAN PR 00936

M^{SO}
HOLDINGS

Still have doubts about the process?

- If you need to update an expired credential to keep your file up to date, please send the information to:
CredentialingUpdates@mso-pr.com.
- If you need additional information, please call Provider Services:
 - **787-993-2317 (Metro Area)**
 - **1-866-676-6060 (Free of charge)**

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