

FAQS for the PROVIDER PERSON and PROVIDER ENTITY disclosure form

- 1) If a Provider Entity is adding a Provider Person, and the addition doesn't change the ownership or control of the Entity, no new form for the Entity needs to be filled out.
- 2) Signature must be written signature of either the Provider Person for that form, or of an individual with the power to legally bind the entity for the Provider Entity form. Signatures of office managers or administrative assistants are not acceptable.
- 3) Make sure sections that do not require an answer have an N/A on the form.
- 4) A Sole Provider Person will use the Provider Person form, filling out info for both themselves and their Provider Entity. All other Provider Entities will fill out The Provider Entity form for the Provider Entity and one Provider Person form for each Provider Person, if the Provider Person does not have a current form on file.
- 5) Managing employee information is a new requirement under the Health care laws. We are defining this term as people who head up the various business functions of the Provider Entity. Therefore they will include such individuals as the heads of accounting/billing, personnel, nursing departments, outpatient services; emergency rooms, managing partners, etc.
- 6) SSN's and home address need be provided for Individuals with an Ownership or Control Interest &/or Managing employees if the entity is *incorporated*. SSN's *must be* provided whether or not the *corporation* is a for profit or not for profit entity. For non-profit entities the address for persons with a control interest can be the business address, as members of Boards of Directors or Boards of Trustees are usually volunteers and have oversight responsibilities, but not daily business or patient care responsibilities. For privately owned business the address for persons with ownership or control interests, including members of the Board of Directors, must be the home address.
- 7) On the Provider Person form, in the section I item re Provider address please list the address(s) at which the Provider Person practices. If the Provider Person does not have 1 or 2 address(s) where they primarily practice, list the main address of the provider Entity.
- 8) Civil Monetary Penalties need only be reported if they have been imposed by a court order or specifically mentioned in a settlement agreement.