

Steps for individual doulas to enroll in FFS NJ FamilyCare (Medicaid)

Last updated: 8/25/21

Any questions? Email mahs.doulaguide@dhs.nj.gov

- Apply for an individual Type 1 National Provider Identifier (NPI) (free)
 - <https://nppes.cms.hhs.gov>
 - Doula Taxonomy code is 374J00000X
- Secure active individual professional liability insurance
 - Minimum coverage of \$1,000,000 per incident/\$3,000,000 aggregate
- Fill out your Individual Doula FFS application on <https://www.njmmis.com/> . *All NJ FamilyCare doulas must enroll as a FFS provider.*
 - *Doula Qualifications Form* (include a copy of training certification(s))
 - *Signature Authorization Form*
 - *Authorization Agreement for Automatic Deposits of State Payments* for if you plan on billing independently/on your own (include a voided check)
 - *Individual Provider Application*
 - *Provider Certification*
 - *Provider Agreement between NJ DMAHS and you*
 - *Notice to Enrollees* (include a copy of social security card)
 - *Request for Paper Updates*
 - *Disclosure of Ownership and Control Interest Statement*
 - *W-9*
 - *Affirmative Action Survey*
 - *Agreement of Understanding*
- Email the Individual Doula FFS application to Gainwell at njmmisproviderenrollment@dxc.com. If possible, also email FFS Doula Guides at mahs.doulaguide@dhs.nj.gov. Electronic submission of applications using the “Form Fillable” PDF is strongly encouraged (Note: Typing your full name is currently accepted in lieu of a “e-signature”.)
If you are planning to affiliate with and bill through a doula-only agency or another group provider, you can submit your Individual application along with your organization’s application, but both must be completed if you are billing through a group provider.
- Complete fingerprint background check with DHS/OPIA’s Central Fingerprint Unit.
 - Use Fingerprint Service Code Form information (provided to you by Gainwell after you submit your application) to make an appointment
 - Complete your fingerprinting appointment (bring one valid form of identification)
 - Email receipt of your appointment to Gainwell at njmmisproviderenrollment@dxc.com. If possible, also email FFS Doula Guides at mahs.doulaguide@dhs.nj.gov
- As needed, respond to any additional questions on your application.
- When enrolled, Gainwell will contact you with a Medicaid ID number. Once you are enrolled:
 - You may begin to provide doula services, submit claims, and receive reimbursements in FFS.
 - You may complete provider contracting with MCOs. For doula staff contacts for MCO contracting, please email mahs.doulaguide@dhs.nj.gov for current list.

Doula Guides are staff members dedicated to helping doula providers enroll and participate in NJ FamilyCare. Doula providers should not hesitate to reach out to them with any questions and for support. Doula Guides also have the up-to-date contact information for doula points of contact at each of NJ FamilyCare’s MCOs.

Any enrollment questions? Contact us!

**Fee-for-service NJ FamilyCare
“Doula Guides”**

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Useful information for individual doulas enrolling in FFS NJ FamilyCare

Last updated: 8/25/21

Where do I go for more information about and support with enrolling as a NJ FamilyCare doula?

Please visit our doula page on [our DMAHS website for providers](#) for up-to-date documents and recorded enrollment trainings related to doula provider enrollment.

Please reach out to our Doula Guides, our designated contact persons for doulas wanting to enroll. They can help at any step in the process—if you are just thinking about applying, for help with the application, and for updates on your application after submission. Email: mahs.doulaguide@dhs.nj.gov Phone: (609) 610-9511

Medicaid MCO specific information: Each of our [NJ FamilyCare managed care plans](#) have designated contact persons for doulas contracting with their MCOs. Ask our Doula Guides to get the up-to-date MCO contacts' information.

Is any practicing doula eligible to become a NJ FamilyCare doula?

No. Doula must pass NJ FamilyCare's provider requirements. One of these requirements is that you must have completed your doula training from an approved program. There are two types of approved doula training programs:

- 1) Programs that are approved as is
- 2) Programs that are approved with additional trainings (approved supplemental community competency training, HIPAA training, and infant/adult CPT training).

For more information, please see the document *Approved doula trainings for NJ FamilyCare (NJ Medicaid) enrollment*.

How many applications will I need to complete to be a NJ FamilyCare provider?

You will first submit [the FFS application](#) to become a FFS "enrolled" doula who can serve our FFS members. We encourage you to join all five MCO networks so that you can serve any pregnant member with NJ FamilyCare.

Medicaid MCO specific information: To serve a specific MCO's members, you must complete that MCO's paperwork to become a "contracted" provider with that MCO. Contracting with each of our five MCOs involves five additional applications. Alternatively, you can become affiliated with a group provider with that MCO (e.g., a doula-only agency that has contracted with that MCO).

Note: A National Provider Identifier (NPI) is required as part of your FFS application. If you do not have this already, getting an NPI involves an additional application process that is run independently from NJ FamilyCare and our state.

Will any of the information that I provide on my application be public?

We encourage doulas to use their doula agency's contact information if they are affiliated with one.

Once enrolled in our FFS program, you will be listed on our [FFS Provider Directory](#), a public directory specific to NJ FamilyCare. The contact information you provide on your FFS application will be listed so that members can contact you for services. For all doula providers, we will remove the street addresses but city, state, zip will remain.

Medicaid MCO specific information: When you become a contracted provider, you are listed in the MCO's NJ FamilyCare Provider Directory for all of that MCO's members. The contact information you provide on your MCO-specific paperwork will be listed. MCOs will remove the street addresses for all doula providers.

Note: A NPI is required as part of your FFS application and involves a separate application process. It is run independently from NJ FamilyCare and our state. Once you get an NPI, you will be listed on the [NPPES NPI Registry](#), a public directory that lists all health providers within the U.S. that have received an NPI. The contact information you provide for your NPI application, and your NPI information (number, taxonomy) will be listed. **Important!** If you use your home address professionally for this applications, then it will be available to the public. Some doulas have opened professional PO Boxes to use in lieu of their home address, or have used their doula agency's contact information if they are affiliated with one.