

SCDDSN Provider Qualifications Workflow:

Submit the Provider Qualifications Application to DDSN, including Attachment 1 and Attachment 2.

If the application is approved, DDSN will send contract(s) to the applicant via DocuSign.

If the application is not approved, the applicant may re-apply with additional information to complete the application and/or corrections.

The applicant must electronically sign and return the contract(s) to DDSN.

The applicant must apply for Medicaid Provider ID(s) with DHHS. This ID will have a prefix of "WQ."

Upon receipt of the "WQ" provider ID from DHHS, the applicant will submit a copy of approval notice(s) to DDSN at providerapplications@ddsn.sc.gov.

DDSN will send a Welcome Letter and Provider Enrollment form to the applicant.

The applicant must complete the Provider Enrollment Form and return it to DDSN via providerapplications@ddsn.sc.gov.

Upon set-up of all internal data systems, DDSN will grant access to the DDSN "Applications Portal."

The applicant must complete the New Provider Orientation video and review the Provider Orientation Manual.

The applicant must receive Therap training from Therap representative.

DDSN will add the applicant to the qualified provider list (QPL).

The applicant must obtain a DDSN/DHEC license(s) (if applicable) prior to service delivery.

The applicant must receive service-specific training (as applicable).

The applicant must receive an Authorization for service delivery to each participant from his/her Case Manager.

Upon completion of all the steps above, services may be delivered according to the defined scope and as authorized.