

Provider Enrollment Checklist

Read the ENTIRE contents of this package to familiarize yourself with this program and its requirements.

To successfully complete your enrollment in the Family PACT Program you must be a Medi-Cal provider with an NPI number and:

Attend a Family PACT Orientation

The Orientation Session includes a comprehensive overview of the Family PACT Program, the scope of benefits, integration of the Program into your practice, client eligibility requirements, and provider support systems. Individual and group providers wishing to enroll in Family PACT must send a physician-owner to an Orientation. Licensed community clinics (e.g., FQHCs, RHCs, IHCs) and government providers wishing to enroll must send the medical director, physician, or nurse practitioner responsible for oversight of family planning services rendered at the site. Upon completion of the session, a *Certificate of Attendance* will be distributed at the end of the session or mailed to the provider after the Evaluation Form has been completed, signed, and submitted. For a list of scheduled Orientation Session dates, call the **Provider Resource Line at 1-877-FAMPACT** or go to our website at www.familypact.org.

Complete the following forms (available at www.familypact.org):

1. Application to Participate in the Family PACT Program (CDPH 4468)
 - Provide current copy of driver's license
 - Provide proof of Federal Tax ID number or Social Security Number (SSN)
 - Provide a current copy of fictitious name permit, if applicable
 - Complete Health Access Programs (HAP) Card Request Form (last page of CDPH 4468)
2. Family PACT Program Provider Agreement (CDPH 4469)
3. Family PACT Program Practitioner Agreement (CDPH 4470)
 - Provide individual practitioner's NPI number
 - Provide a current copy of practitioner's driver's license, medical license, and SSN card
 - This form is not required to be completed by nonprofit community clinics, FQHCs, RHCs, IHCs, and government providers
4. Family PACT Program Disclosure Statement (CDPH 4471)
 - Read instructions carefully as there are different instructions depending on type of provider (i.e. nonprofit, government, solo proprietorship, corporation, etc.)
 - Corporations (other than nonprofits) must provide a copy of Articles of Incorporation and Statement of Officers from Secretary of State's Office; be sure all owners are listed and that each owner completes "Attachment A"

Submit all forms and the *Certificate of Attendance* to:

California Department of Public Health
Office of Family Planning
Family PACT Provider Enrollment
1615 Capitol Avenue, Suite 73.430 - MS-8400
P.O. Box 997420
Sacramento, CA 95899-7420

If your application forms are appropriately completed, you will receive your letter of enrollment in Family PACT, a Starter Kit, and your initial HAP Card order in separate shipments. All shipments should be received within eight to ten days.