

PROVIDER RATE AGREEMENT PROCEDURE

Registered Home and Licensed Center Provider Rate Agreements:

1. When the PRA is received by CDD it is date stamped and given to Lauren Fisk for entry.
2. Lauren must make sure that the provider has a VISION Vendor ID before she can enter the PRA.
 - If the Provider DOES have a VISION Vendor ID the PRA can be entered immediately.
 - If the Provider DOES NOT have a VISION Vendor ID, then Lauren must request one from VISION and cannot enter the PRA until she has obtained the Vendor Number. (This process usually takes about a week, but can take up to 2 weeks.)
3. When Lauren has obtained the VISION Vendor ID, she then enters that and the PRA into BFIS.

Legally Exempt Provider Rate Agreements:

1. When the LECC Application is received by CDD it is date stamped and given to the proper Licensing Technician.
2. The Licensing Technician then either approves or denies the application.
3. The Licensing Technician then gives the ENTIRE LECC file to Lauren.

****Licensing Technician's entire process can take up to 3 weeks to process a LECC application, but usually gets completed within 1 week unless there is a record check issue.**

4. Lauren must make sure the provider has a VISION Vendor ID.
 - If the Provider DOES have a VISION Vendor ID the PRA can be entered immediately.
 - If the Provider DOES NOT have a VISION Vendor ID, then Lauren must request one from VISION and cannot enter the PRA until she has obtained the Vendor Number. (This process usually takes about a week, but can take up to 2 weeks.)



5. When Lauren has obtained the VISION Vendor ID, she then enters that and the PRA and notifies the Eligibility Specialist via email.

****Lauren's PRA and VISION process takes up to 2 weeks.**

All Provider Rate Agreements should be faxed to (802) 241-4676 or mailed to:

103 So. Main Street - 3 North, Waterbury, VT 05671-5500 to the attention of Lauren Fiske. When faxing a PRA, please email Lauren letting her know that you are faxing it so that she can acknowledge having received it.

