

# Becoming a Non-VA Community Provider

## Process to Become a Non-VA Community Provider

- ✓ **Contact your local VA Non-VA Care Office** – Speak to their vendor point of contact. Let them know you are interested in providing care to Veterans and your specialty ([www.va.gov/directory](http://www.va.gov/directory))
  - **Get on the list of available Non-VA Community Providers** – When you call, request to be added to a local VAMC's list of Non-VA Community Providers, which is given to a Veteran when he receives a Non-VA care authorization. VA cannot direct a Veteran to a certain provider
  - **Provide key information** - You will need to provide information for your vendor file, including name, address, tax ID number, Medicare ID number, SSN, DEA # for individual (not facility), NPI number, type of business (e.g., small, large, Veteran-owned, woman-owned). This information will be kept at the Financial Services Center and your local VAMC Non-VA Care Office
  - **Ensure Continuity of Care** - The standard transactions that are included within HIPAA regulations consist of standard electronic formats for enrollment, eligibility, payment and remittance advice, claims, health plan premium payments, health claim status, referral certification and authorization. (For continuity of care within each episode of care)  
\*Claims can be submitted on alternative forms as well as hand written
  
- ✓ **Register in the payment system** - Register in the payment system in order for the VA to process payments for services. To register, a Standard Form 3881 and Form W-9 need to be completed. Providers should also register in the federal Central Contractor Registration Database.\*Once completed, return them to your local VA Medical Center (VAMC) via mail where they can upload your information into their computer system and forward your form to the center that processes the reimbursement. The forms are:
  - FF3881 for payment (<http://www.va.gov/hac/forms/forms/3881-FSC.pdf>)
  - W-9 to provide your taxpayer identification number and certification (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>)

Thank you for providing care to our nation's Veterans. For additional information, please visit <http://www.nonvacare.va.gov/>.

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### Benefits of becoming a Non-VA community provider:

- Opportunity to actively show support to our nation's Veterans and their families as a Non-VA community provider by providing needed medical services
- Opportunity to contribute to the well-being of Veterans and their right to receive the best possible health benefits and services
- Opportunity to reinforce our commitment as a nation to our Veterans and their families

**Exclusions apply** - VA is prohibited from contracting with, remunerating, or accepting products and services from individuals and entities excluded from participating in federally funded programs

**Payment** - Payment by VA is considered payment in full; providers may not bill Veterans for any claimed amount above the payment received from VA

**Appointments** – Either the VA or the Veteran will contact you directly to schedule appointments for Veterans

