

## SIGNING UP FOR INSURANCE PANELS

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The following information represents information gathered by this psychologist and does not imply endorsement by the Hawaii Psychological Association. The information is up-to-date as of April, 2009.

### STEP 1: SELECT A BUSINESS STRUCTURE

When beginning a business, you must decide what form of business entity to establish. Your form of business determines taxes, liability, ownership succession and others.

Go to U.S. Small Business Administration at [www.sba.gov/smallbusinessplanner](http://www.sba.gov/smallbusinessplanner)  
<Choose a Structure>

Or Internal Revenue Service [www.irs.gov](http://www.irs.gov) <Business>, <Starting a Business>, <Selecting a Business Structure>

### STEP 2: GET AN EMPLOYER IDENTIFICATION NUMBER (EIN)

An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is used to identify the tax accounts of businesses. The IRS uses the number to identify taxpayers that are required to file various business tax returns.

Apply online at [www.irs.gov](http://www.irs.gov) , <Businesses>, <Employer ID Numbers>

### STEP 3: GET A NATIONAL PROVIDER IDENTIFICATION NUMBER (NPI)

The National Provider Identifier (NPI) is used to uniquely identify a health care provider in standard transactions, such as health care claims.

Apply online at [www.cms.hhs.gov](http://www.cms.hhs.gov), <National Provider Standard>, <Apply Now – National Plan and Provider Enumerator System (NPPES)>

### STEP 4: GET ON INSURANCE PANELS

Decide which ‘panels you want to belong to’, which is the terminology used to say ‘what insurance do I want to accept’. Here is a partial listing of panels and how to sign up for them:

#### **HMSA (Hawaii Medical Service Association)**

Go to [www.hmsa.com/portal/provider](http://www.hmsa.com/portal/provider) , click on “Join HMSA’s Network”, then “Register with HMSA”, than “HMSA Provider Application Documents”

### **HMAA (Hawaii Medical Assurance Association)**

Go to [www.hmaa.com](http://www.hmaa.com), <Provider Info>, <Network Participation Request Form>

### **Tricare (TriWest Healthcare Alliance)**

Triwest administers the Tricare program for military service members and their families in the 21-state West Region which includes Hawaii.

Go to [www.triwest.com](http://www.triwest.com). <...more>, <Provider Home>, <Certification”>, <Clinical Psychologist Certification>

### **Medicare**

Go to [www.cms.hhs.gov/medicarepovidersupenroll/](http://www.cms.hhs.gov/medicarepovidersupenroll/), <Enrollment Applications>

Fill out :

1. Form CMS-855i -- Medicare Enrollment Application – Physicians and Non-Physician Practitioners
2. Form 460 – Medicare Participating Physician or Supplier Agreement
3. Form 588 – Electronic Funds (EFT) Authorization Agreement