Pharmacy providers that want to participate in the Vendor Drug Program (VDP) and in managed care networks must enroll as new applicants in accordance with the Affordable Care Act. To be considered enrolled with VDP all currently-contracted pharmacy providers must complete and submit the revised **VDP Pharmacy Provider Enrollment Application** ("application") and then have received an executed **VDP Pharmacy Provider Agreement** ("agreement"). Completed application packets may be mailed to HHSC. Questions about the new application or the pharmacy enrollment process may be submitted via email to MCD_Phrarmacy_Re-Enrollment@hhsc.state.tx.us.

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**General**

**Q1. Where can I find the application?**

The VDP Pharmacy Provider Enrollment Application is available on the VDP website at TxVendorDrug.com/providers/enrollment-forms.shtml.

**Q2. Where are instructions on completing the application located?**

VDP has developed the Pharmacy Provider Enrollment Application Instructions to assist pharmacy staff with the completion of the application. The instructions are available online at TxVendorDrug.com/downloads/pharmacy-provider-application-instructions.pdf.
Q3. Will the pharmacies receive notification when they need to re-enroll, or do all pharmacies need to re-enroll by December 31, 2015?

VDP notified pharmacies on June 19, 2015, and September 1, 2015, of the upcoming re-enrollment requirements. All pharmacies that enrolled prior to December 1, 2015, and did not use the revised application form are required to reenroll using the new VDP Pharmacy Provider Enrollment Application in order to comply with the regulations set by the Affordable Care Act (ACA).

The Centers for Medicare and Medicaid Services (CMS) recently announced that the previous March 24, 2016, deadline for Medicaid provider re-enrollment would be extended to September 24, 2016, to allow states additional time to process applications.

To avoid potential disruption in payment, a complete re-enrollment application must be received on or before June 17, 2016, in order to be revalidated by September 24, 2016. Complete applications that are received on or before June 17, 2016, will most likely complete the re-enrollment process by September 24, 2016. Providers are encouraged to submit their applications today.

Q4. What happens if a currently enrolled pharmacy provider submitted their enrollment application by the June 17, 2016, but the enrollment process is not completed by September 24, 2016?

In the event that the pharmacy provider's application was received on or before the June 17, 2016, deadline but the re-enrollment process is not completed by September 24, 2016, and the provider is still working toward addressing identified deficiencies at that time, the provider will continue to remain enrolled in Texas Medicaid as long as the provider responds to the deficiency notifications within the defined time frame for response. Enrollment is contingent upon continuing to meet deficiency correction timelines and receiving final application approval.

Q5. What happens if a currently enrolled pharmacy provider does not submit their re-enrollment application by June 17, 2016 and the enrollment process is not completed by Sept. 24, 2016?

If final approval on an application received after June 17, 2016, is not completed by September 24, 2016, the provider will be dis-enrolled from Texas Medicaid and will not receive reimbursement again until the application is fully processed and approved.

Q6. Do currently-enrolled pharmacy providers need to complete all other forms in addition to the application?

As stated in the instructions of the application document, all forms must be completed and submitted.

- VDP Pharmacy Provider Agreement
- Direct Deposit Authorization
  - If an Applicant elects to not participate in direct deposit or there are no changes, please indicate that on the top of the form.
- Application for Payee Identification Number
- Child Support Certification Form
  - The “Vendor Number” field is to be left blank on submitted form. HHSC staff will populate this field with the new vendor number upon successful enrollment.

- Debarment Certification Form
  - The “Vendor ID number” field and the “HHSC Contracts Number” are to be left blank on the submitted form. HHSC staff will populate these fields with the new Vendor ID number and the new HHSC Contracts number upon successful enrollment.

- Lobbying Certification Form
  - The “Vendor ID number” field and the “HHSC Contracts Number” are to be left blank on the submitted form. HHSC staff will populate these fields with the new Vendor ID number and the new HHSC Contracts number upon successful enrollment.

- VDP Eligibility Verification Portal Access Form
  - If an Applicant elects to not request access to the port or there are no changes, please indicate that on the top of the form.

- VDP Electronic Remittance Advice Authorization Agreement Form
  - If an Applicant elects to not receive remittance advices electronically or there are no changes, please indicate that on the top of the form.

- Ownership Transfer Affidavit (if applicable)

Q7. Our pharmacy currently uses direct deposit to receive payment. Do I need to fill out the Direct Deposit Authorization form and include it with my new application?

Yes.

Q8. Where can I direct questions about retrieving the Certificate of Incorporation and the Certificate of Account Status documents from the Comptroller's Office?

Please contact the Texas Comptroller of Public Accounts office regarding questions related to your business structure for the required forms at http://comptroller.texas.gov/contact.php.

Q9. Where do I send my questions about the revised pharmacy enrollment process and application?

Questions regarding the new application and/or the pharmacy enrollment process may be submitted via email to the Medicaid and CHIP Division Contract Compliance and Support unit:

MCD_Pharmacy_Re-Enrollment@hhsc.state.tx.us

Q10. What is the enrollment application fee for 2016?

The enrollment application fee for calendar year 2016 is $554.00. This fee is applicable to all pharmacy enrollment applications submitted on or after January 1, 2016, and on or before December 31, 2016.
Q11. Do chain pharmacies have to pay an application fee for each store location?

Yes, the ACA requires each store location to provide the application fee.

Q12. If I paid an enrollment fee to Medicare or another state, do I have to pay an enrollment fee with this application?

To avoid the cost of the Texas Medicaid VDP enrollment application fee, a pharmacy location participating in Medicare or Medicaid in another state can submit proof of payment of the application fee if the fee paid was for enrollment with Medicare or in another's state Medicaid program.

Q13. Is a Texas Surety Bond required for pharmacy enrollment, similar to enrollment through TMHP?

No.

Q14. Does a pharmacy need to be enrolled with VDP prior to enrolling with TMHP as a DME provider?

No, enrollment with VDP as a pharmacy provider is separate from the enrollment with TMHP as a DME provider.

Q15. If a pharmacy or DME provider enrolls as a DME provider in Medicare, in Texas Medicaid, or another state's Medicaid program and enrolls as a pharmacy in Texas Medicaid, is the entity subject to an application fee as a Medicaid pharmacy?

No. CMS informed HHSC on December 30, 2015, of new CMS guidance that says that any pharmacy location that is enrolled with Medicare does not have to pay the application fee to the state. Therefore, a DME pharmacy provider that paid the fee to participate in Medicare that enrolls with HHSC as a pharmacy does not have to pay the fee to HHSC.

Q16. What process does a pharmacy that is eligible to participate in the 340B Drug Pricing Program follow to re-enroll?

Pharmacies that are eligible to participate in the Health Resources Services Administration (HRSA) 340B Drug Pricing Program follow the same process as all other pharmacies.

Q17. Should the VDP Pharmacy Provider Enrollment Agreement be submitted at the same time as the VDP Pharmacy Provider Enrollment Application?

Yes, the Agreement is to be completed and submitted along with the Application.
Q18. I am an independent pharmacy provider and I’ve submitted my application. How will I know if it has been received?

The VDP Received Application Report includes the list of pharmacy applications received from independent pharmacies. The report is posted on the VDP website and will be updated regularly.

Q19. How will a pharmacy provider know if their application is has been approved?

HHSC will send the enrollment approval confirmation to the email address provided for Contact 1 in Section 3 of the Application. You may also check the Pharmacy Lookup (http://txvendordrug.com/providers/) by searching for your pharmacy using the name or NPI. If you see a new Vendor ID# with your pharmacy profile, your pharmacy enrollment for ACA compliance has been completed.

Note: Due to the large volume of applications, allow at least two months for HHSC staff to begin the review of your application.

Q20. How will a pharmacy provider know if there are any issues/deficiencies with the application?

Once the application is submitted, it will enter the queue. Due to the large volume of applications, allow at least two months for HHSC staff to begin the review of the application once it's received. When the review begins, if there are issues or deficiencies, HHSC staff will contact the person identified in Section 3 (Applicant Enrollment Contact) of the application with questions or to request additional information. Please look for and respond within three business days to e-mail messages regarding your application from HHSC staff sent to the e-mail address provided on the application. If HHSC staff does not receive a response from you after three business days, staff will reach out a second and final time. The pharmacy must then respond within two business days. If the pharmacy does not respond within that timeframe, the application will be closed and the pharmacy must restart the re-enrollment process.

Specific Fields on Application

Section 1 - Application

Q21. Is the Vendor ID number required on the application? Where can I find my Vendor ID number if I do not know it?

Yes, the six-digit Vendor ID number is required if the pharmacy is re-enrolling or submitting a change in ownership. The number may be obtained by using the pharmacy lookup function available at TxVendorDrug.com/providers/.
Section 2 - Applicant

Q22. What is a taxonomy code and which one should be used on the application?

Taxonomy codes are designed to categorize the type, classification, and/or specialization of health care providers. For a list of allowed taxonomy codes, refer to Section C of the VDP Pharmacy Enrollment Application Instructions document, available online at TxVendorDrug.com/downloads/pharmacy-provider-application-instructions.pdf.

Q23. Question 2 on the application asks for my National Provider Identifier (NPI) number. What do I write if I don't have an NPI?

The applicant should include the NPI for the pharmacy, not the pharmacist. An NPI is required for enrollment in VDP.

Section 6 - Applicant's Legal Entity and Ownership Information

Q24. Does Section 6.5 of the application apply to all pharmacies or just those pharmacies that are part of a corporate entity?

Section 6.5 is required from all applicants regardless of their entity type (such as a corporation).

Section 7 - Sanctions and exclusions

Q25. Does 7.11 apply to all pharmacist that work at the location being enrolled?

Yes. This applies to all pharmacists who consider that location to be their home store. Floating pharmacists can be included in the home store's location only.

Q26. Question 7.11 requests a copy of the TSBP Board Order for any pharmacist sanction. Can that information be provided from a copy of the pharmacist database search within on the Board website? What if that information is deemed confidential to the TSBP Board website?

Yes, a copy of the TSBP Board Order from the pharmacist database search TSBP website may be provided. If the Board Order is confidential, and within the past 10 years, the applicant is required to obtain and submit it with the application.

Section 8 - List of Pharmacists Responsible for Providing Pharmaceutical Services

Q27. What pharmacist should be included in the list?

HHSC asks applicants to include all pharmacist(s) that consider that location to be their home store. Specifically include the Pharmacist in Charge (PICs) and any pharmacist that considers that location to be their home store that has or has had a Prior Disciplinary Order (PDO).
Q28. This section is asking for the pharmacist(s) National Provider Identification (NPI) number. What if a pharmacist in this section does not have a NPI number?

If a pharmacist does not have a NPI, respond "N/A".

Section 10 - Type of Pharmacy

Q29. Question 10.11 Asks to choose only one option; either A, B or C. What if my pharmacy meets more than one definition?

For Question 10.11, the applicant is to choose only one definition, either A, B, or C. Read the definitions carefully, and choose the definition that best describes the pharmacy. To choose A or B, the pharmacy must meet all the criteria for the respective choice.

Section 11 - Delivery Incentive

Q30. Please advise what type of sign is the “VDP-approved delivery sign”?

The VDP Delivery Sign measures 8.5” x 5.5" that includes the HHSC logo. The sign is written in both English and Spanish.

Q31. My pharmacy elected to participate as a delivery pharmacy. How do I obtain the VDP approved delivery sign?

The VDP Delivery Sign will be provided to you as part of your pharmacy’s welcome packet via email.

Section 12 - Other Medicaid Opportunities

Q32. The application asks if I would like more information about participating in the Medicaid Comprehensive Care Program (CCP). Where can I get this information?

More information about CCP is available at http://www.tmhp.com/pages/medicaid/medicaid_thsteps_program_info.aspx. You may also contact the Texas Medicaid & Healthcare Partnership (TMHP) at 1-800-925-9126.

Q33. The application asks if I would like more information about participating as a Medicaid Durable Medical Equipment (DME) provider. Where can I get more information?

Section 14 - Board of Directors Resolution

Q34. Section 14 states that this is for Corporations only. I'm not a Corporation and do not have a governing board. Do I need to submit this page?

The Board of Directors Resolution must be submitted by any entity with a governing board. If the pharmacy is not part of a Corporation or does not have a governing board, mark "N/A" on the form and return with the application.

Appendix A - Principal/Subcontractor Information

Q35. What does “physical address” mean in Appendix A, is it the location of the business or the individuals address?

Appendix A requests the “physical address” for the individual or entity filling out the form. If the entity is filling out the form, the “physical address” is the location of the entity. If an individual is filling out the form, the "physical address" is the personal address of the individual. For example, a Pharmacist in Charge would provide their home address.

Specific Fields on Provider Agreement

Q36. What number do I populate in the Vendor ID number field?

Pharmacy staff is to leave the “Vendor ID Number” field blank when submitting the agreement. HHSC staff will populate this field with the pharmacy’s new six-digit Vendor ID number upon successful enrollment.

Submission

Q37. Where should I send the completed application packet?

Please return the completed application and supporting documents by mail to:

Texas Health and Human Services Commission
Attn: Medicaid/CHIP Contract Compliance and Support (H-330)
4900 North Lamar Blvd.
Austin, TX 78751