



*West Virginia Provider Enrollment  
License/Certification Lapse Policy*

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## License/Certification Lapse Policy

The Provider License/certification Update Reminder Process is as follows:

Thirty (30) days prior to the license/certification expiration date, a reminder letter will be sent to the provider's correspondence address indicating their current license/certification expiration date. If an updated license/certification is not received before the expiration date, the provider will be placed on pay hold.

If a provider fails to submit a copy of their updated license/certification 30 days after the expiration date, Gainwell Technologies will check listings from the licensing boards. If a provider's license/certification renewal date can be verified through the board listings, the pay hold will be removed. If Gainwell Technologies cannot verify an effective license/certification renewal date via the board listing, the provider will remain on pay hold.

If after 121 days from the initial license/certification expiration date Gainwell Technologies has not received the provider's updated license/certification, the provider's claims will be voided from Accounts Payable and the provider will be terminated from West Virginia Medicaid. A letter will be sent to the provider notifying them of the termination. Instructions on how to resubmit claims for payment for services rendered by the provider prior to the expiration date will be included in the letter. All other claims will remain voided and not payable. A listing of voided claims will accompany the letter.

Providers may mail or fax a copy of any license/certification renewal information or other credential/certification updates prior to expiration of the current license/certification. This mailing address is Gainwell Technologies Provider Enrollment, P.O. Box 625, Charleston, WV 25322 and the fax number is Provider Enrollment (304) 340-2763.

All providers who have mailed or faxed their updated license/certification will continue their Medicaid enrollment without interruption.

WV License

LICENSING AGENCY	LICENSE TITLE (PROVIDER)	EXPIRATION DATES	Included in current License Lapse Process	COMMENTS
WV Board of Dental Examiners	Level of Anesthesia License (Dental Providers)	Expires June 30 annually	No	Confirmed Via Email 2/17/2014
	Current Dental License	Expires February 1 annually	Yes	Contact Person Susan Combs 304-252-8266
WV Office of Laboratory Services WVOLS	Clinical Laboratory Practitioner License  (Applies to WV Independent Labs only)	Renewed annually from issuance date	No	Will accept CLIA  Confirmed 2/14/2014 Via Phone  Contact Person: Kwanii Brown 304-558-3530
Board of Hearing Aid Dealers	Hearing Aid Fitter	Expires June 30 annually	No	Confirmed via email
WV Board of Examiners of Psychologist	School Psychologist State License	Valid for 3 years from issuance date	No	Confirmed 2/14/2014 Via Phone
	Psychologist State License	Valid for 2 years from issuance date	Yes	Contact Person: Kathy 304-558-3040
WV Board of Social Work Examiners	Licensed Clinical Social Worker	Valid for 2 years expiration date will be last day of year	No	Confirmed 2/21/2014 Via Email Contact Person: Amy Polen 304-558-8816
WV Examiners for Speech-Language Pathology	Speech Pathologist	Renewed annually; even year	Yes	Confirmed 2/14/2014 Via Email
	Audiologist	Renewed annually, even year	Yes	Contact Person: Patty Nesbitt,

LICENSING AGENCY	LICENSE TITLE (PROVIDER)	EXPIRATION DATES	Included in Current License Lapse Process	COMMENTS
and Audiology		annually. even year		Services Manager 304-473-4289
WV Board of Physical Therapist	Physical Therapist	Expires December 31 annually	Yes	Confirmed 2/14/2014 Via Email Contact Person: Summar Steele 304-558-0367
WV Board of Respiratory Care	Respiratory Therapist	Expires December 31 annually	Yes	Confirmed 2/14/2014 Via Email Contact Person: Nancy Massey, WVBORC
WV Board of Nursing	Nurse Midwife; APRNs (CRNA, CNS, CNM, NP)	Expires October 31 annually	Yes	Confirmed 2/14/2014 Via Email 304-558-3596
WV Board of Registered Nurses	APRN- Prescriptive Authority (CRNA, CNS, CNM, NP) This <b>IS</b> separate documentation from Nursing License	Expires June 30, odd years	No	Nurse Practitioner and APRNs can apply for this authority. Must have a collaborative agreement on file with WV Board of Registered Nurses 304-558-3596 Confirmed 2/19/2014
WV Board of Optometry	Optometrist	Expires June 30, annually	Yes	Confirmed 2/14/2014 Via Email Contact Person: Pam 304-558-5901
WV Board of Occupational Therapy	Occupational Therapist	Expires December 31, valid for 2 years	Yes	Confirmed 2/14/2014 Via Web Site

LICENSING AGENCY	LICENSE TITLE (PROVIDER)	EXPIRATION DATES	Included in Current License Lapse Process	COMMENTS
WV Board of Medicine	Medical Doctor	Last name A- L Expires June 30 even years Last Name M-Z Expires June 30 odd years	Yes	Confirmed 2/14/2014 Via Web Site
WV Board of Medicine	Physician Assistant	Expires March 31 odd years	Yes	
WV Board of Medicine	Podiatrist	Expires June 30, odd years	Yes	Confirmed 2/14/2014 Via Web Site
WV Board of Osteopathy	Osteopathic Physician	Valid for 2 years; based on issuance date	Yes	Confirmed 2/14/2014 Via Phone Contact Person: Tammy 304-558-6095
West Virginia Board of Pharmacy	Pharmacist License	Expires bi-annually on June 30	Yes	Confirmed 2/14/2014 Via Phone
	License for the Pharmacy	Expired June 30, annually	No	Contact Person: Michelle 304-558-0558

End of Documentation