



TRICARE South Region  
 Provider Data Management  
 P.O. Box 7039  
 Camden, SC 29020-7039  
 Fax 803-462-3986

Toll-Free: 1-800-403-3950

TRICARE PROVIDER FILE APPLICATION  
 CLINIC OR GROUP PRACTICE  
 PROFESSIONAL ASSOCIATION, CORPORATION, PARTNERSHIP, CLINIC, ETC

GROUP NAME: \_\_\_\_\_ NPI# \_\_\_\_\_

FEDERAL TAX NUMBER: \_\_\_\_\_ TELEPHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Office Location (Street Address): \_\_\_\_\_ Mailing Address (If different): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

NOTE: If you use a billing agency, please designate telephone number for billing inquiries: \_\_\_\_\_

Date legal entity established \_\_\_\_/\_\_\_\_/\_\_\_\_

Are group members all the same specialty? \_\_\_ YES \_\_\_ NO

If YES, name specialty: \_\_\_\_\_

Will each Physician sign their own claim form \_\_\_ YES \_\_\_ NO  
 IF NO, EACH PHYSICIAN MUST COMPLETE THE ATTACHED SIGNATURE  
 AUTHORIZATION FORMS AND HAVE THEM NOTARIZED.

Do you use a Patient Account Number? \_\_\_ YES \_\_\_ NO

Do you currently file claims electronically to PGBA, LLC? \_\_\_ YES \_\_\_ NO If YES,  
 Terminal Number \_\_\_\_\_

**IMPORTANT:** ALL GROUP MEMBERS MUST COMPLETE AN INDIVIDUAL  
 APPLICATION AND A REASSIGNMENT OF BENEFITS FORM.

PLEASE complete one application for EACH location.





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**ATTACH A PHOTOCOPY OF YOUR LICENSE OR CERTIFICATION**

License No: \_\_\_\_\_ Issuing State: \_\_\_\_\_

Original License Date: \_\_\_\_\_

Current License Effective Dates: From \_\_\_\_\_ To \_\_\_\_\_

**CONFLICT OF INTEREST STATEMENT**

“Federal Law (5 U.S.C. 5536) prohibits medical personnel who are active duty members or civilian employees of government from receiving additional government compensation above their normal pay and allowance for medical care rendered. This prohibition applies to TRICARE benefits whether the claim for reimbursement is filed by the individual who provided the care, the facility in which the care was rendered, or by the sponsor/beneficiary. Claims for TRICARE benefits will be denied where either a uniformed member or civilian employee of the uniformed services has the opportunity to exert, directly or indirectly, any influence on the referral of TRICARE beneficiaries to one or more providers on a selective basis.”

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Signature Date

“I, the undersigned provider, in submitting this application for certification as an authorized provider under the TRICARE program, do affirm and attest that the information which I have provided in response to and support of this application is true and correct. I understand that any misrepresentation of my credentials which bear upon my qualification for authorized TRICARE provider status may be subject to the Administrative Remedies for Fraud, Abuse and Conflict of Interest as defined in Chapter 9 of the TRICARE Regulation, DoD 6010.8-R.”

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Signature Date

Please notify Provider Certification of any changes related to your provider file information (name, address, specialty, tax number, group affiliations, etc.).





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**GROUP MEMBER LISTING**

Please list all of the MEDICAL DOCTORS (MD'S) and OSTEOPATHS (DO'S) affiliated with your group.

PLEASE COMPLETE ALL REQUIRED INFORMATION AND RETURN WITH COPY OF PROFESSIONAL LICENSES, COVER LETTER AND APPLICATION.

| PHYSICIAN NAME<br>(LAST, FIRST, MID) | SSN AND NPI<br>NUMBERS | LICENSE<br>NUMBER | PRIMARY<br>SPECIALTY | DATE MD/DO<br>JOINED GRP |
|--------------------------------------|------------------------|-------------------|----------------------|--------------------------|
|--------------------------------------|------------------------|-------------------|----------------------|--------------------------|

1. \_\_\_\_\_ / \_\_\_\_\_  
 (SSN / NPI)  
 ORIGINAL LICENSE DATE: \_\_/\_\_/\_\_ CURRENT LICENSE DATES: \_\_/\_\_/\_\_ TO \_\_/\_\_/\_\_
2. \_\_\_\_\_ / \_\_\_\_\_  
 (SSN / NPI)  
 ORIGINAL LICENSE DATE: \_\_/\_\_/\_\_ CURRENT LICENSE DATES: \_\_/\_\_/\_\_ TO \_\_/\_\_/\_\_
3. \_\_\_\_\_ / \_\_\_\_\_  
 (SSN / NPI)  
 ORIGINAL LICENSE DATE: \_\_/\_\_/\_\_ CURRENT LICENSE DATES: \_\_/\_\_/\_\_ TO \_\_/\_\_/\_\_
4. \_\_\_\_\_ / \_\_\_\_\_  
 (SSN / NPI)  
 ORIGINAL LICENSE DATE: \_\_/\_\_/\_\_ CURRENT LICENSE DATES: \_\_/\_\_/\_\_ TO \_\_/\_\_/\_\_
5. \_\_\_\_\_ / \_\_\_\_\_  
 (SSN / NPI)  
 ORIGINAL LICENSE DATE: \_\_/\_\_/\_\_ CURRENT LICENSE DATES: \_\_/\_\_/\_\_ TO \_\_/\_\_/\_\_
6. \_\_\_\_\_ / \_\_\_\_\_  
 (SSN / NPI)  
 ORIGINAL LICENSE DATE: \_\_/\_\_/\_\_ CURRENT LICENSE DATES: \_\_/\_\_/\_\_ TO \_\_/\_\_/\_\_
7. \_\_\_\_\_ / \_\_\_\_\_  
 (SSN / NPI)  
 ORIGINAL LICENSE DATE: \_\_/\_\_/\_\_ CURRENT LICENSE DATES: \_\_/\_\_/\_\_ TO \_\_/\_\_/\_\_
8. \_\_\_\_\_ / \_\_\_\_\_  
 (SSN / NPI)  
 ORIGINAL LICENSE DATE: \_\_/\_\_/\_\_ CURRENT LICENSE DATES: \_\_/\_\_/\_\_ TO \_\_/\_\_/\_\_

PLEASE PHOTOCOPY THIS FORM IF YOU HAVE MORE THAN EIGHT PHYSICIANS IN YOUR GROUP.



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## SECTION D

Failure to complete all applicable parts of this section will result in delay and or denial of certification.

Provider Name: \_\_\_\_\_

\_\_\_\_\_ A) I have a master's degree in a mental health counseling or allied mental health field from a regionally accredited educational institution (Attach copy of degree and college transcript):

Name of School: \_\_\_\_\_

Degree: \_\_\_\_\_ Discipline: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

If you have a Master's of Education, please attach a copy of your school transcript. Without verification of course study, you may not qualify for TRICARE certification.

\_\_\_\_\_ B) I have had two (2) years post-master's experience including three thousand (3,000) hours of clinical work and have received the required one hundred (100) hours of face-to-face supervision.

Name and address of the individual or organization that provided the clinical experience and supervision for the two years \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ C) I am licensed in the state in which I practice. (Attach copy of license.)

Original License Date: \_\_\_\_\_

Current License Effective Dates: From \_\_\_\_\_ To \_\_\_\_\_

If the state in which you practice does not offer licensing or certification for mental health counseling or psychotherapy, then you must certify that:

\_\_\_\_\_ I am certified by the National Board for Certified Counselors, Inc. (NBCC).  
ATTACH PROOF OF MEMBERSHIP.

\_\_\_\_\_ I am eligible for membership in the National Board for Certified Counselors, Inc. (NBCC). ATTACH PROOF OF ELIGIBILITY. (Membership information for the NBCC can be obtained by contacting them at 336-547-0607.)



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PROVIDER'S NOTARIZED SIGNATURE AUTHORIZATION

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Know all persons by these presents:

That I, \_\_\_\_\_ have made, constituted and appointed and by these presents do make, constitute and appoint \_\_\_\_\_ (Please attach a list of any other authorized representatives) my true and lawful attorney-in-fact for me and in my name, place and stead to sign my name on claims, for payment for services provided by me submitted to TRICARE. My signature by my said attorney-in-fact includes my agreement to abide by the TRICARE payment system concept and the remainder of the certification appearing on all TRICARE claim forms. I hereby ratify and confirm all that my said attorney-in-fact shall lawfully do or cause to be done by virtue of the power granted herein.

In witness whereof I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
 SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
 NOTARY PUBLIC IN AND FOR

COUNTY OF \_\_\_\_\_ STATE OF \_\_\_\_\_

(SEAL) MY COMMISSION EXPIRES \_\_\_\_/\_\_\_\_/\_\_\_\_

Per TRICARE Management Activity (TMA) guidelines, we may accept, in lieu of a provider's actual signature on a TRICARE claim form, a facsimiles signature or signature of a representative if the FI has on file a notarized authorization from the provider for use of a facsimile signature or a notarized authorization of power of attorney for another person to sign on his or her behalf.

The authorized representative may sign using the provider's name followed by the representative's initials or using the representative's own signature followed by "POA" (Power of Attorney), or similar indication of the type of authorization granted by the provider.





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PROVIDER'S NOTARIZED FACSIMILE OR STAMP SIGNATURE AUTHORIZATION

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being first duly sworn, deposes and says: I hereby authorize the TRICARE Management Activity to accept my facsimile or stamp signature shown below as my true signature for all purposes under TRICARE in the same manner as if it were my actual signature, including my agreeing to abide by the full-payment concept and the remainder of the certification normally signed by the source of care as it appears on all TRICARE claim forms.

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 FACSIMILE OR STAMP SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
 NOTARY PUBLIC IN AND FOR

COUNTY OF \_\_\_\_\_ STATE OF \_\_\_\_\_

(SEAL) MY COMMISSION EXPIRES \_\_\_\_/\_\_\_\_/\_\_\_\_

Per TMA guidelines, we may accept, in lieu of a provider's actual signature on a TRICARE claim form, a facsimile signature or a signature of a representative if the FI has on file a notarized authorization from the provider for use of a facsimile signature or a notarized authorization of power of attorney for another person to sign on his or her behalf.

The facsimile signature may be produced by a signature stamp or a block letter stamp, or it may be computer-generated, if the claim form is computer-generated.





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PHYSICIAN AUTHORIZATION FOR REASSIGNMENT OF BENEFITS TO CLINIC

TRICARE  
PGBA, LLC

It is agreed that \_\_\_\_\_  
(Name of Clinic, Group or Professional Association)

will bill for and receive any charges or fees for the services of

\_\_\_\_\_  
(Name of Provider)

\_\_\_\_\_  
Authorized Signature for Clinic

\_\_\_\_\_  
Signature of Provider

\_\_\_\_\_  
Employer Identification Number

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
National Provider Identifier (NPI)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## TERMS AND CONDITIONS FOR ELECTRONIC FUNDS TRANSFER

By Signing below your company agrees to accept payment by PGBA, LLC (PGBA) through electronic funds transfer (EFT). Additionally, you acknowledge and agree that all payments shall be made in accordance with the information that you supply on the Electronic Funds Transfer Authorization Form and that PGBA shall be entitled to rely exclusively upon such information. This agreement applies to and amends all existing agreements with PGBA by incorporating the following terms and conditions for electronic payment. PGBA will initiate payment to you based on the following:

1. PGBA will transfer funds electronically to the financial institution and account number you register on the attached EFT/ERA Enrollment Form.
2. PGBA will make payments in accordance with and be governed by the National Automated Clearinghouse Association's Corporation Trade Payment Rules. Our process is governed by and in accordance with the laws, other than choice of law provision of any particular contract, of South Carolina, including Article 4A of the Uniform Commercial Code as enacted by South Carolina and amended from time to time.
3. The information you provide on the EFT/ERA Enrollment Form is very important. PGBA shall not be liable for any loss which may arise solely by reason of error, mistake, or fraud regarding this information. **You understand that you must communicate any change in this information to PGBA. This communication must be in the form of a new EFT ERA Enrollment Form faxed to this number:**

PGBA, LLC EFT  
Fax: 803-462-3995

4. Payment is initiated within the normal terms of our agreement with you and/or applicable TRICARE procedures. Our EFT terms and conditions neither enlarge nor diminish the parties' respective rights and obligations within any applicable agreement. The payment due date is not affected. We will consider payment made when your financial institution has received or has control of the payment transaction. This will generally occur within three (3) calendar days following initiation by PGBA. If payment is initiated on a nonbanking day at PGBA's originating bank, the funds transfer will occur the following banking day. In all cases, "Banking Day" is defined as the day on which both trading partners' banks are available to transmit and receive these fund transfers.
5. With respect to the EFT reimbursement process, PGBA is responsible up to the point where your financial institution receives or has control of the transaction. Any loss of data at that point will be borne by you unless the loss is due solely to the negligence of PGBA or its originating bank.

You hereby represent that you are authorized to enter into this agreement, disburse funds, sign checks, and modify account information for the provider locations listed below.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(Print)  
TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_



## TRICARE ERA/EFT ENROLLMENT FORM

**Transaction Type:**

**EFT (Electronic Funds Transfer)**

**ERA (Electronic Remittance Advice)**

| General Provider Information |                |     |
|------------------------------|----------------|-----|
| Provider's Name              |                |     |
| Address                      |                |     |
| City                         | State          | ZIP |
| Phone                        | E-mail Address |     |
| Federal Tax ID               | NPI            |     |

| Electronic Remittance Advice (ERA) Information |
|--|
|--|

I hereby authorize \_\_\_\_\_ to receive  
*Billing Service/Clearinghouse/Trading Partner*

Electronic Remittance Advices (ERA's) on my behalf. I understand that ERA's contain payment information concerning my processed TRICARE claims. I acknowledge that it is my responsibility to notify PGBA, LLC in writing if I wish to revoke this authorization.

|                                      |  |
|--------------------------------------|--|
| EDIG Trading Partner ID/Submitter ID |  |
|--------------------------------------|--|

| Electronic Funds Transfer (EFT) Information |                |          |
|---|----------------|----------|
| Bank Name                                   |                |          |
| Address                                     |                |          |
| City  | State          | ZIP      |
| Bank Contact Name                           | Phone          |          |
| Bank Transit/Routing Number                 | Account Number |          |
| Type of Account                             | Saving         | Checking |

I hereby authorize PGBA, LLC to initiate credit entries and, if necessary, debit entries and adjust and credit entries in error. I also authorize the bank named above to credit and/or debit the same to this account.

| Signature(s)   |       |
|--|-------|
| Name/Title ( <i>Please Print</i> )   | Date  |
| Signature ( <i>I am authorized to endorse this enrollment on behalf of my company.</i> ) | Phone |

**This authorization is to remain in full force and effect until PGBA, LLC has received faxed notification of its termination.**

