



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): \_\_\_\_\_ Billing 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 32 CFR 199.9.”

\_\_\_\_\_  
 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 (LAST, FIRST, MID)	SSN AND NPI NUMBERS	LICENSE NUMBER	PRIMARY SPECIALTY	DATE MD/DO JOINED GRP
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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 G

YOUR EMPLOYING PHYSICIAN MUST BE AN AUTHORIZED TRICARE PROVIDER AND A COMPLETED GROUP APPLICATION MUST BE ON FILE WITH PGBA, LLC.

Name of Employing Physician or Group: \_\_\_\_\_ EIN: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Date you joined group: \_\_\_\_/\_\_\_\_/\_\_\_\_

YOU MUST ALSO COMPLETE A REASSIGNMENT OF BENEFITS FORM IN ORDER FOR THE PRACTICE TO DO YOUR BILLING.

IF STATE LICENSURE IS AVAILABLE IN YOUR STATE OF PRACTICE, IT IS REQUIRED EVEN IF THE STATE OFFERS LICENSURE ON A VOLUNTARY BASIS.

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

Original License Date: \_\_\_\_\_ Current License Dates: From \_\_\_\_\_ To \_\_\_\_\_

ATTACH A PHOTOCOPY OF YOUR LICENSE.

I certify that I meet the applicable state requirements governing qualifications for physician assistants and at least one of the following:

\_\_\_\_\_ I am currently certified by the National Commission on Certification of Physician Assistants to assist primary care physicians, OR  
 ATTACH COPY OF CERTIFICATION EFFECTIVE DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ I have satisfactorily completed a program for preparing physician assistants that:

- A. Was at least one academic year in length; and
- B. Consisted of supervised clinical proactice and at least four months (in the aggregate) of classroom instruction directed toward preparing students to deliver health care; and
- C. Was accredited by the American Medical Association's Committee on Allied Health Education and Accrediation; OR  
 ATTACH PROOF OF COMPLETION EFFECTIVE DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ I have satisfactorily completed a formal educational program for preparing physician assistants that does not meet the requirements of paragraph 2 of this section and had been assisting primary care physicians for a minimum of twelve months during the 18-month period immediately preceding January 1, 1987.  
 ATTACH COPY OF CERTIFICATION EFFECTIVE DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_





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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)

\_\_\_\_\_  
 (Office Address)

\_\_\_\_\_  
 Signature-Authorized individual for Clinic

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

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

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

\_\_\_\_\_  
 NPI # for Employer Identification Number

\_\_\_\_\_  
 NPI# for Social Security Number

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

Date individual joined group practice: \_\_\_\_\_

Please return to the address indicated at the top of this letter.





## 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.**

