

Guidance on How to Enroll as an Ordering/Referring/Prescribing (ORP) ONLY Provider

July 1, 2025

ORP Enrollment Guidance

The provider types listed below are required to enroll as a Healthy Connections Medicaid provider even if they **only** order, refer or prescribe services.

- Chiropractors;
- Dentists (including oral surgery, pedodontics, orthodontics);
- Optometrists;
- Nurse practitioners, midwives, certified registered nurse anesthetists, physician assistants;
- Licensed psycho-educational specialists;
- Licensed master social workers;
- Physicians (all specialties); and
- Podiatrists

Any updates to this list will be announced via a future Medicaid bulletin. ORP providers will [enroll through SCDHHS' website here](#). This link is also available on the next slide. Providers should select the "Ordering/Referring" provider type when enrolling. The following slides provide step-by-step guidance on the enrollment process.

SCDHHS Provider Enrollment

Access the SCDHHS enrollment website via [Become a Provider | SCDHHS](#). To begin enrollment, **select Providers from the top of the screen.**

SCDHHS - South Carolina Dep... x

scdhhs.gov

CLAIMS COMMUNICATIONS APPEALS FRAUD CONTACT

SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
Healthy Connections
MEDICAID

MEMBERS **PROVIDERS** PARTNERS APPLY FOR MEDICAID

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Healthy Connections is SC's Medicaid Program.

Healthy Connections Medicaid provides health coverage for eligible residents of South Carolina.

[Get Started »](#)

Not looking for Medicaid?

In South Carolina, vital and immunization records, healthcare regulations and permitting, and programs like SNAP and TANF are overseen by different agencies.

[Agency Guide](#)

Provider Enrollment Guidance

Select Become a Medicaid Provider

Providers | SCDHHS

scdhhs.gov/providers

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HOME / PROVIDERS

Providers

Become a Medicaid Provider »

Log in to Medicaid Web Portal »

Contact a Provider Representative »

What d SEARCH

Quick Links

PROVIDERS

- Manuals +
- Fee Schedules
- Provider Enrollment +
- Revalidation
- Managed Care +
- Trainings +
- Contact a Provider Representative
- Provider Appeals
- All Patient Refined Diagnosis Related Groups (APR-DRGs)
- Claims

Provider Enrollment Guidance

Select Apply Online

SCDHHS

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Enter Search Terms SEARCH

HOME / PROVIDERS / BECOME A PROVIDER


Become a Provider



Apply Online »



Call (888) 289-0709 #4 »



Email »

PROVIDERS

- Manuals +
- Fee Schedules
- Provider Enrollment** -
 - Agreements and Forms
 - FAQs
 - Revalidation
 - Managed Care +
 - Trainings +
 - Contact a Provider Representative
 - Provider Appeals
 - All Patient Refined Diagnosis Related Groups

Provider Enrollment and Screening Requirements

The enrollment process includes screening, licensure verification and site visits (if applicable), to ensure that all enrolling providers are in good standing and meet the requirements for which they are seeking enrollment.

Provider Enrollment Guidance

Select Begin A New Enrollment

Enrollment Roadmap

providerservices.scdhhs.gov/ProviderEnrollmentWeb/backPERevalidate.action

Provider Enrollment

Individuals, Organizations, Atypical Individuals, Atypical Organizations, Ordering/Referring providers as well as currently enrolled providers adding a new location can enroll into the system. A Unique Reference ID is assigned to each application. Emails containing the Reference ID will be sent to both the authorized individual completing the application and the provider. The Reference ID is required to retrieve a saved application and to correct or update enrollment information after the application is approved. If the application is not completed and submitted at the time the Reference ID is issued, the provider has thirty (30) calendar days from the issuance date of the Reference ID in which to log back into the online application and complete the submission or the record will be deleted from the system.

Who Can Enroll

Individual Provider

—An individual provider is a person enrolled directly who provides health services to health care members. An individual may bill independently for services or may have an affiliation with an organization. Individuals enrolling in SCDHHS Medicaid program are required to submit their Social Security Number (SSN) and National Provider Identifier (NPI).

Individual/Sole Proprietor

—An Individual/Sole proprietor is a person enrolled directly who provides health services to health care members. An individual may bill independently for services or may have an affiliation with an organization. An Individual/Sole proprietor enrolling in SCDHHS Medicaid program is required to submit their Social Security Number (SSN) and National Provider Identifier (NPI).

For SCDHHS individual Medicaid enrollment, type of ownership defaults to Individual/Sole Proprietor when an EIN is submitted on the application. As a sole proprietor, you would need to obtain an identification number if either of the following apply: (1) pay wages to one or more employees, or (2) you file pension or excise tax returns. If these conditions do not apply, your SSN is your taxpayer identification number.

Organization

—Any entity, agency, facility or institution that provides health services to health care members. An organization may bill independently for services performed or may be an affiliation of individual providers.

Atypical Providers

—CMS defines atypical providers as "providers that do not provide health care, as defined under HIPAA in Federal regulations at 45 CFR section 160.103." Providers who perform home and vehicle modification services are considered atypical providers. Even if these atypical providers submit HIPAA transactions, they still do not meet the HIPAA definition of health care and therefore cannot receive an NPI.

Atypical Individual

—An Atypical Individual provider is a person enrolled directly who provides non-health related services to health care members. An atypical individual may bill independently for services or may have an affiliation with an organization. An atypical individual may or may not be eligible for an NPI and NPI is not required.

Atypical Organization

—An Atypical Organization provider is a facility, agency, entity, institution, clinic or group of providers enrolled directly who provide non-health related services to health care members. An atypical organization may bill independently for services or may have an affiliation with an individual. Organizations enrolling in SCDHHS Medicaid program are required to submit their Employer Identification Number (EIN). The provider may or may not be eligible for an NPI and NPI is not required.

Add a Location

—Organizations (facilities, agencies, groups, etc.) enrolled with a unique combination of an Employer Identification Number (EIN) and an NPI may add a location to a previously existing enrollment. The location being added must operate under the same EIN/NPI as the previously enrolled location. When the EIN/NPI combination is not the same as a previously enrolled location, providers must complete a new enrollment for that location.

Medicare Cost-Sharing Provider

—This enrollment type is for Medicare provider types not recognized by the South Carolina Healthy Connections Medicaid program for the purpose of determining Medicare cost-sharing obligations and the adjudication of cost-sharing claims for services furnished to recipients eligible for both Medicaid and Medicare benefits.

Change Request

—Providers successfully enrolling as a SC Medicaid provider through the web application are able to submit changes to their enrollment information using the same web portal. Providers will not be able to make changes to submitted enrollment applications until after the application is approved and notification of such has been received by the provider.

Revalidation Request

—Participating providers (Individuals and Organizations) enrolled on or before December 02, 2012, must have their enrollment information revalidated. The enrolled information will be verified and screened to ensure compliance according to the patient protection and Affordable Care Act of the provider enrollment and screening regulations published by the Centers for Medicare and Medicaid services. To start OR continue the Enrollment Revalidation, click the Enrollment Revalidation button.

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Begin a New Enrollment Continue an Existing Enrollment Enrollment Revalidation Change Request

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Provider Enrollment Guidance

Select **New Enrollment**. Then, from the drop-down options select **Ordering/Referring**

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Exit Enrollment »

Provider Services Menu

Required fields are marked with an asterisk (*).

Please choose the option that best describes your intent: *

☒ **New Enrollment** ☐ Add a Location

Enrollment Type* -- Select One -- A selection is required

- Select One --
- Individual
- Organization
- Atypical Individual
- Atypical Organization
- Ordering/Referring**

Medicaid Service Area (MSA) Determination

Please choose the State of your Primary Practice Location *:

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Provider Enrollment Guidance

From the drop-down options, select an option from **State of your Primary Practice Location**

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Exit Enrollment >

Provider Services Menu

Required fields are marked with an asterisk (*).

Please choose the option that best describes your intent: *

☒ New Enrollment ☐ Add a Location

Enrollment Type*

Ordering/Referring

Medicaid Service Area (MSA) Determination:

Please choose the State of your Primary Practice Location *:

-- Select One --

 A selection is required

-- Select One --

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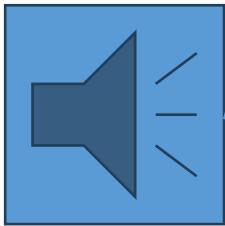
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Enroll Now

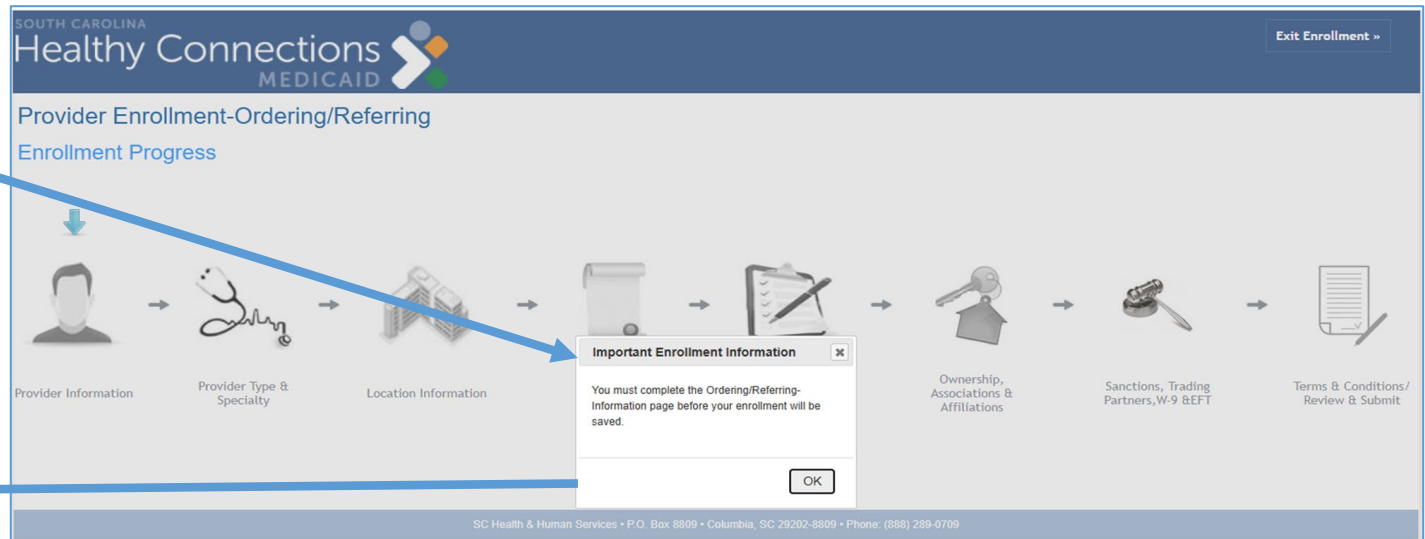
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Provider Enrollment Guidance



You must complete the **Ordering/Referring** information page before your enrollment will be saved.

Start the Enrollment Process by **Selecting Provider Information**



Resource Information

Providers should direct any enrollment questions to the Provider Service Center (PSC). PSC representatives can be reached at (888) 289-0709 from 7:30 a.m.-5 p.m. Monday-Thursday and 8:30 a.m.- 5 p.m. Friday and selection option 4 from the menu.

Providers can also submit an online inquiry at <https://www.scdhhs.gov/providers/contact-provider-representative>.

For additional information, please access the ORP Resource page – **ADD LINK**

Thank you for your continued support of the South Carolina Healthy Connections Medicaid program.

