



TO: ALL PROVIDERS

RE: IMPORTANT REMINDER CONCERNING OWNERSHIP CHANGES

**IMPORTANT REMINDER
CONCERNING OWNERSHIP CHANGES:**

**DUE TO BOARD CHANGES, STOCK
EXCHANGE/SALE, PRACTICE SALE,
CHANGES IN LEADERSHIP AND ALL
OTHER TRANSACTIONS THAT
CHANGE THE OWNERSHIP OR
CHANGE ANY OWNERSHIP OF 5% OR
GREATER**

The Department of Social Services (DSS) would like to highlight an important enrollment requirement for all providers. **Providers are REQUIRED** to notify DSS Enrollment and Quality Assurance (QA) of all ownership changes and updates. Failure to do so **PRIOR** to the change (i.e. sale, stock purchase, change in owner %) will lead to possible claims recoupment and/or denial for the period between the date of change and notification to DSS and QA. Notification can be sent to ctproviderenrollment@gainwelltechnologies.com and to Nicole Sinisgalli at DSS QA Nicole.Sinisgalli@ct.gov.

This requirement is stated in the CT Medical Assistance Program (CMAP) Provider Agreement that all providers sign during enrollment, re-enrollment and is included in the Provider Manual (Chapter 2, Section 17b-262-526, section 9). Chapter 2 of the Provider Manual can be found on the CMAP Web site at www.ctdssmap.com, click on Information, Publications, and scroll down to Provider Manuals, click on the Chapter 2 [Provider Participation Policy](#) link.

Providers shall notify the Department in writing of all substantial changes in information which were provided on the most recent application submitted to the Department for provider enrollment or re-enrollment in the CMAP;

provider sales, board changes, stock purchases and ownership % change all qualify as substantial changes.

All enrollments must be finalized by the date of sale or stock exchange/sale and new ownership shall not be granted enrollment before the date of sale. Providers who fail to notify DSS and continue to bill under the old enrollment will be subject to having all claims submitted during that time frame recouped and possibly denied.

For all non-LTC/ICF-IID providers*, AVRS ID's (Medicaid ID's) CAN NOT BE SOLD TO OR RETAINED BY NEW OWNERSHIP.

Of note: The previous ownership could be held liable for any fraud, abuse or tax issues that may arise during the period that they failed to notify DSS of an ownership change and where the new ownership operated under the old AVRS ID and NPI.

Important Ownership Change Information:

For all providers except long-term care facilities (LTC/ICF-IID):

- All changes in ownership by sale, stock exchange/purchase or board replacement require a new provider enrollment application.
- All changes in ownership will require an enrollment that starts effective the date of the bill of sale.
- All changes in ownership require a notarized letter on company letter head from the previous ownership detailing the sale and date when their enrollment with CMAP/CT Medicaid will end.
- CT Medicaid ID'S (AVRS ID'S) **cannot** be part of the sale.

- ALL NEW ENROLLMENTS DUE TO OWNERSHIP SALES OR STOCK CHANGES MUST OBTAIN A NEW NPI.

***For long-term care facilities (LTC/ICF-IDD) Providers:**

- LTC/ICF-IDD Providers must maintain the same AVRS (Medicare ID) and must call the provider assistance center (PAC) at 1-800-842-8440 to obtain a new re-enrollment ATN.