

## Billing agents

You may choose to contract with a billing agent rather than to submit your own claims. As a provider, you are responsible for the accuracy and completeness of all claims, including those submitted by a billing agent. You are also responsible for safeguarding individually identifiable health information as defined by the Health Insurance Portability and Accountability Act [HIPAA] of 1996. This would include information such as your client's name, Medicaid number, and Social Security Number, that your billing agent may have access to as your agent of employ. You are required to have a signed Business Associate Agreement that explains your billing agent's obligations for confidentiality. An example of this agreement can be found on the U.S. Department of Health and Human Services website.

<http://www.hhs.gov/SampleBusinessAssociateContract>

Billing agents are employed by providers, and are not employees of the Ohio Department of Developmental Disabilities, the Ohio Department of Medicaid, or any other state or local agency, and DODD does not monitor or guarantee the performance of any billing agent, nor do we recommend or endorse billing agents. DODD shall not be responsible or liable directly or indirectly for any loss or dispute related to the use of a billing agent.

To become associated with a billing agent, you will need to fill out a Provider request for association with a billing agent, available on our website. This outlines the responsibility of the provider and of the billing agent. You will use the same form to become disassociated with a billing agent.

If you wish to become a billing agent, you will need to fill out a security affidavit. The account type is 'Independent or Agency Provider', the request type is 'New Account', and the provider type is 'Billing Agency'. You can use 9999999 as the contract number where indicated. Indicate on the form that you are requesting a billing agent number. Print out and sign the affidavit.

**Submit the completed form to the Ohio Dept. of Developmental Disabilities Information Technology Services Call Center at [itscallcenter@dodd.ohio.gov](mailto:itscallcenter@dodd.ohio.gov).**

After you receive your billing agent number from Security, you will need to contact [dodd.support@dodd.ohio.gov](mailto:dodd.support@dodd.ohio.gov) if you wish to be added to our list of billing agents. Please include your name or agency name, address, contact person, phone number and email address.