



SAN MATEO COUNTY HEALTH

**BEHAVIORAL HEALTH  
& RECOVERY SERVICES**

Quality Management  
1950 Alameda de las Pulgas  
Suite 157  
San Mateo, CA 94403  
650-573-3431 T  
650-525-1762 F  
[smhealth.org](http://smhealth.org)

## Medicare Application FAQ

1. How often will I need to enroll in Medicare?

Approved Medicare applications are valid for 5 years and then will require submitting another application for revalidation. However, within the 5 years if the applicant/staff does not have any service to bill Medicare billing for 12 consecutive months their account and application will be deactivated, and the applicant/staff will need to resubmit their application. In the event this where to occur, staff will be notified by MIS of the requirement to resubmit their application.

2. If I don't have a copy of my diploma, can I submit a copy of my license?

No, it must be your graduate school diploma.

3. What if I can't obtain a copy of my diploma?

You will need to get a verification of degree from the National Student Clearinghouse. Here is the direct link: <https://www.studentclearinghouse.org/verify/>. Choose "Verify Now" and follow the steps to create an account and proceed with obtaining the verification.

4. Is the Medicare enrollment mandatory?

Yes. This has gone into effect as of January 1<sup>st</sup>, 2024. All staff are expected to complete the Medicare application as this affect's our BHRS billing and revenue.

5. Do I need to fill out the entire application?

No, please complete the following sections: **Section 2A, 2B & 2D** (page 5-6) and **Section 15B** (page 24).

### Section 2: Personal Identifying Information

Part A: Individual Information

Part B: License/Certification/Registration Information

1. Active License Information

3. DEA Registration Information

Part D: Correspondence Mailing Address (your practice location or clinic's address)

### Section 15: Certification Statement and Signature

Part B: Signature and Date (sign in blue ink)





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6. Can I submit my application by via email?

No, we cannot accept the application by email, it must be mailed so BHRS's MIS/Billing department can submit and track the original. Mail to: Muriel Espera, 2000 Alameda De Las Pulgas, Suite 280, San Mateo, CA 94403.

7. Who is required to enroll? \**Unless you have previously been enrolled and billed to Medicare*  
The following disciplines: LMFT, LCSW, NP, CNS, LPCC, Psychologist, and Psychiatrist.

8. I work with youth clients only do I still need to enroll?

Yes, in rare cases some youth clients may have Medicare insurance.

9. What if I don't see Medicare clients? Medicare is for 65 and older, I don't work with that population.

BHRS standard protocol is that any practitioner that has a Medicare reimbursable discipline needs to enroll in Medicare regardless of where or not they are seeing a Medicare client. That way if they do see a Medicare client in the future, BHRS will be able to bill. Also, in rare cases some youth and adults may have Medicare insurance.

10. Does the application need to be filled out by hand?

The application is a fillable PDF; however, the application requires a wet signature on Page 24 and does not allow for an electronic signature.