



**COUNTY DEPARTMENT OF SOCIAL SERVICE  
NEMT ENROLLMENT, PAYMENT AUTHORIZATION SUBMISSION, AND  
PRIOR APPROVAL INQUIRY TRAINING**

**EFFECTIVE September 1, 2016**, County Departments of Social Services **MUST** enroll in Medicaid in order to:

- Submit a Billing Agent Enrollment application,
- Update your existing provider enrollment record via an Abbreviated Manage Change Request to update the “Method of Claims Submission” to allow Billing Agent capabilities,
- Submit batch Payment Authorizations, and
- Search the NCTracks Operations portal for Non-Emergency Medical Transportation (NEMT) authorizations.

The following training sessions are being provided:

**Webex Training Dates:**

August 8, 2016 9:00am – 12:00pm  
August 23, 2016 9:00am - 12:00pm  
September 6, 2016 1:00pm-4:00pm

**Instructions for NEMT Webex Training:**

For all classes offered as WEBEX, log into the WebEx and call into a conference call by following these instructions on the dates and times of the class. **\*\*\*Callers are limited to 115 learners per class\*\*\***

- Follow this link or copy and paste into your computer browser:  
<https://www.teleconference.att.com/servlet/AWMlogin>
- Enter Meeting Number: 8885674484
- Enter Access Code: 6819035
- Enter your email address
- Enter your first and last name
- Click “Submit”
- Join the meeting as a “Participant”
- To hear the call, dial 1-888-567-4484 using a telephone
- Enter Access Code 6819035#
- Follow the prompts to join the call as a “Participant”



★ If you have any questions regarding the training dates, you may contact the NCTracks Call Center at 800-688-6696. For more information about NCTracks, see the NCTracks provider portal at <https://www.nctracks.nc.gov/content/public/providers.html>

