



# ORP Enrollment Validation Lookup Tool User Guide

September 2022

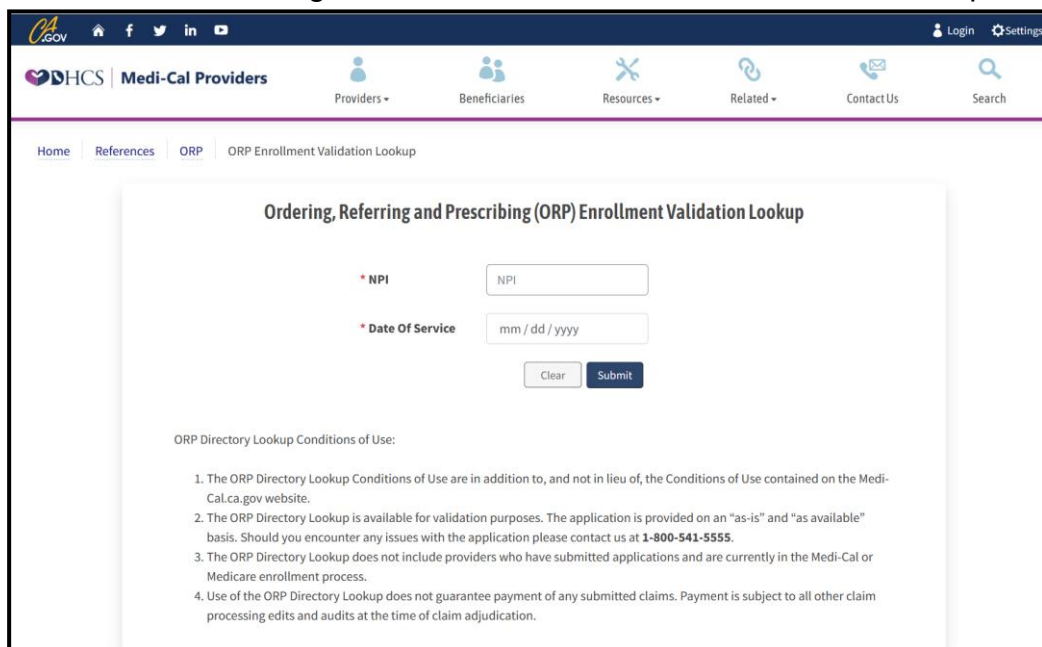
# ORP Enrollment Validation Lookup

The Ordering, Referring and Prescribing (ORP) Enrollment Validation Lookup Tool allows billing providers to validate their ORP enrollment status with a valid Type 1 (individual) National Provider Identifier (NPI) enrolled with Medi-Cal or Medicare for a particular date of service. This supports the ORP provider “pre-check” allowing the billing provider to validate the ORP provider prior to submitting a claim.

## How to Access the ORP Enrollment Validation Lookup Tool

To access the ORP Enrollment Validation Lookup Tool, complete the following steps:

1. Navigate to the Medi-Cal Provider website: [www.medi-cal.ca.gov](http://www.medi-cal.ca.gov)
2. Navigate to the ORP Landing page by selecting the ‘Resources’ tab, then ‘References’, then ‘Ordering, Referring and Prescribing’.
3. On the ORP Landing Page under ‘Resources and Downloads’ click ‘ORP Enrollment Validation Lookup’.
4. You have now navigated to the ‘ORP Enrollment Validation Lookup’ Tool.



The screenshot shows the 'Ordering, Referring and Prescribing (ORP) Enrollment Validation Lookup' page. At the top, there is a navigation bar with 'CA.GOV' and social media icons. Below that is a 'Medi-Cal Providers' header with navigation tabs: Providers, Beneficiaries, Resources, Related, Contact Us, and Search. The main content area has a breadcrumb trail: Home > References > ORP > ORP Enrollment Validation Lookup. The title is 'Ordering, Referring and Prescribing (ORP) Enrollment Validation Lookup'. The form contains two required fields: '\* NPI' with a text input box and '\* Date Of Service' with a date input box (format: mm / dd / yyyy). Below the fields are 'Clear' and 'Submit' buttons. Underneath the form, there is a section titled 'ORP Directory Lookup Conditions of Use:' followed by a numbered list of four conditions.

ORP Directory Lookup Conditions of Use:

1. The ORP Directory Lookup Conditions of Use are in addition to, and not in lieu of, the Conditions of Use contained on the Medi-Cal.ca.gov website.
2. The ORP Directory Lookup is available for validation purposes. The application is provided on an "as-is" and "as available" basis. Should you encounter any issues with the application please contact us at **1-800-541-5555**.
3. The ORP Directory Lookup does not include providers who have submitted applications and are currently in the Medi-Cal or Medicare enrollment process.
4. Use of the ORP Directory Lookup does not guarantee payment of any submitted claims. Payment is subject to all other claim processing edits and audits at the time of claim adjudication.

**Figure 1:** ORP Enrollment Validation Lookup page

## How to Search by NPI to Identify ORP Providers

To search for an NPI to validate their enrollment status for ORP, complete the following steps:

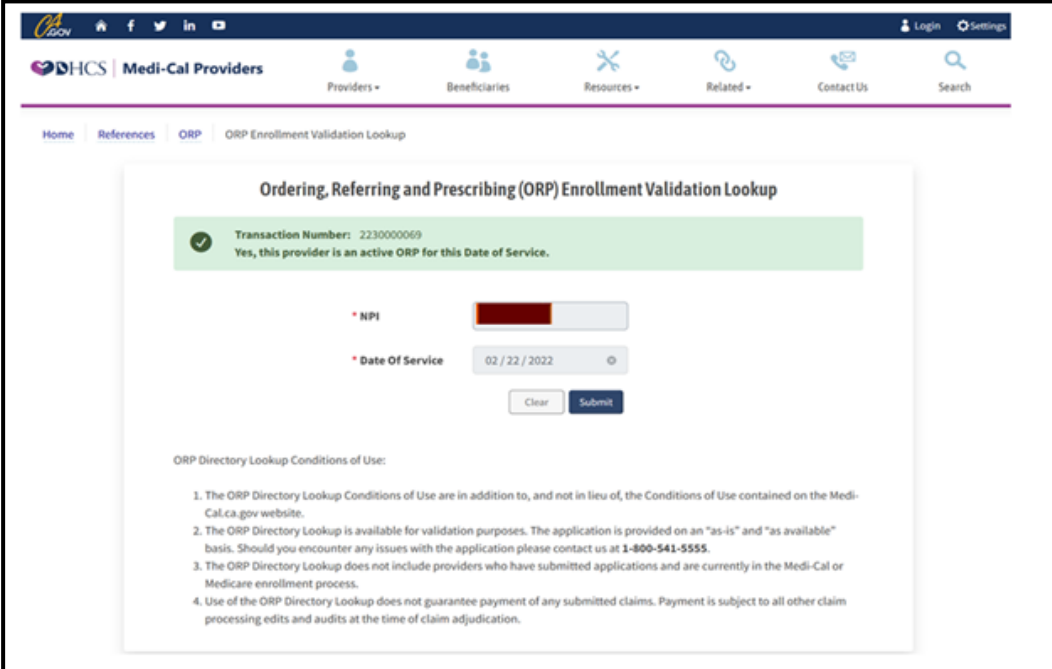
1. Enter an NPI
2. Enter a Date of Service
3. Click 'Submit'
4. The application will return a 'Transaction Number' and 'Response Message'
5. Record your transaction number as evidence of the transaction and response.

**Note:** A transaction number, NPI and date of service will be required if you contact Medi-Cal pertaining to a claim billed.

## Response Messages

Listed below are the four (4) response messages the application will return:

1. Yes, this provider is an active ORP for this Date of Service – The ORP NPI entered is a valid Type 1 (individual) NPI that is enrolled with Medi-Cal or Medicare for the date of service entered.



The screenshot displays the 'Ordering, Referring and Prescribing (ORP) Enrollment Validation Lookup' interface. At the top, there is a navigation bar with the CA logo, social media icons, and links for Login and Settings. Below this is a menu with 'DHCS | Medi-Cal Providers' and several icons for Providers, Beneficiaries, Resources, Related, Contact Us, and Search. The main content area shows a breadcrumb trail: Home > References > ORP > ORP Enrollment Validation Lookup. The central panel is titled 'Ordering, Referring and Prescribing (ORP) Enrollment Validation Lookup' and features a green success message: 'Transaction Number: 2230000069. Yes, this provider is an active ORP for this Date of Service.' Below the message are input fields for 'NPI' (with a redacted value) and 'Date Of Service' (set to 02 / 22 / 2022), along with 'Clear' and 'Submit' buttons. At the bottom, there is a section for 'ORP Directory Lookup Conditions of Use' with four numbered terms.

**Figure 2:** Example of a valid response

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2. No, this provider is not an active ORP for this Date of Service – The ORP NPI entered is a valid Type 1 (individual) NPI, but the provider does not have an active enrollment status with Medi-Cal or Medicare for the date of service entered.

The screenshot shows the 'Ordering, Referring and Prescribing (ORP) Enrollment Validation Lookup' page. At the top, there is a navigation bar with 'CA.GOV', 'HCS | Medi-Cal Providers', and various utility icons. Below the navigation bar, the page title is 'Ordering, Referring and Prescribing (ORP) Enrollment Validation Lookup'. A red error message box states: 'Transaction Number: 2230000374. No, this provider is not an active ORP for this Date of Service.' Below the message, there are input fields for '\* NPI' (with a redacted value) and '\* Date Of Service' (10 / 05 / 2009). There are 'Clear' and 'Submit' buttons. At the bottom, there is a section titled 'ORP Directory Lookup Conditions of Use:' with four numbered points.

**Figure 3:** Example of invalid response due to ORP provider

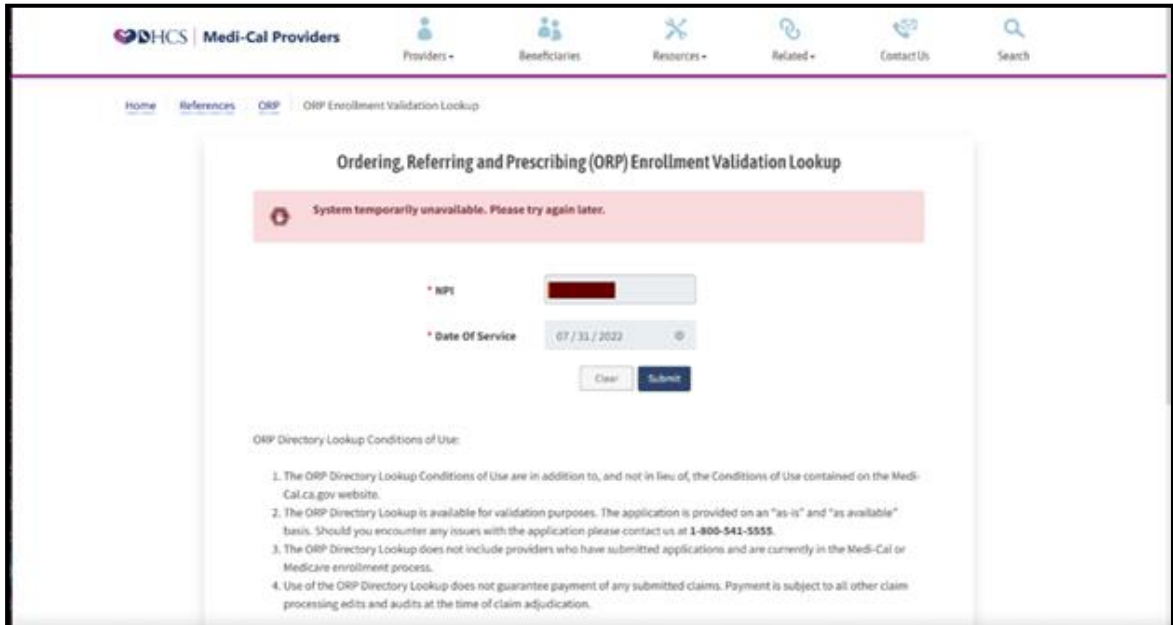
3. The NPI provided is not an active Type 1 (individual) NPI registered within the National Plan & Provider Enumeration System (NPPES). – The ORP NPI entered is either not a valid NPI, deactivated or is registered as a Type 2 (organizational) NPI. Verify the number.

The screenshot shows the 'Ordering, Referring and Prescribing (ORP) Enrollment Validation Lookup' page. At the top, there is a navigation bar with 'CA.GOV', 'HCS | Medi-Cal Providers', and various utility icons. Below the navigation bar, the page title is 'Ordering, Referring and Prescribing (ORP) Enrollment Validation Lookup'. A red error message box states: 'Transaction Number: 2230000374. The NPI provided is not an active Type 1 (Individual) NPI registered with In the National Plan & Provider Enumeration System (NPPES).' Below the message, there are input fields for '\* NPI' (with a redacted value) and '\* Date Of Service' (01 / 01 / 2020). There are 'Clear' and 'Submit' buttons. At the bottom, there is a section titled 'ORP Directory Lookup Conditions of Use:' with four numbered points.

**Figure 4:** Example of an invalid response due to NPI

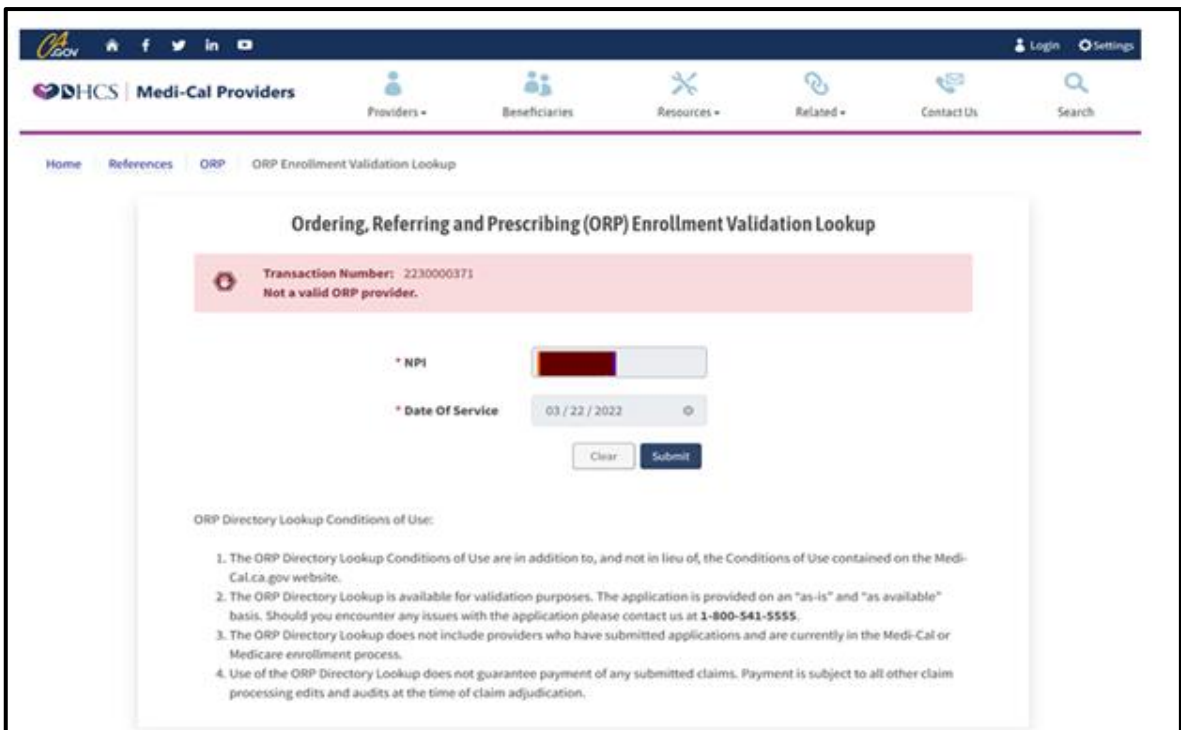
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4. System temporarily unavailable. Please try again later – If you receive this message the system is currently unavailable. Try again later.



**Figure 5:** System temporarily unavailable screen

5. Not a valid ORP provider – The ORP NPI entered is a valid Type 1 (individual) NPI but not enrolled as a valid Medi-Cal/Medicare Ordering, Referring, or Prescribing (ORP) individual for the given date of service.



**Figure 6:** Example of invalid response due to ORP provider