

Ownership and Disclosure Addendum

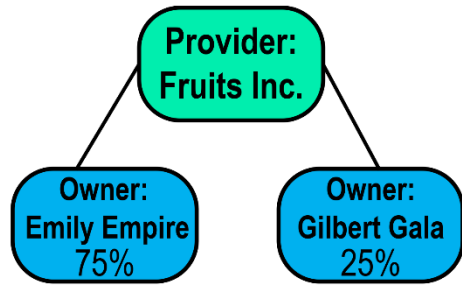
Completion of the Ownership and Disclosure Section of the enrollment application is a condition of participation in the Nevada Medicaid Program. All group enrollment applications are required to enter owners (individuals or parent corporations) with five (5) percent or more direct or indirect interest, Board Members, Managing Employees and/or Agents into the entity information.

This addendum clarifies the distinction between direct vs. indirect ownership. There are a few important definitions you will need to be familiar with when completing this portion of the application as they will all be noted for you to enter:

Ownership	All individuals and corporations having direct or indirect ownership interest, or controlling interest in the disclosing entity (including relatives) and for any subcontracting company in which the disclosing entity has direct or indirect ownership of five (5) percent or more
Direct Owner	Individual or entity who has direct ownership interest in the enrolling provider
Indirect Owner	An ownership interest in an entity that has direct ownership of the enrolling provider
Agent	Any person who has been delegated the authority to obligate or act on behalf of a provider
Managing Employee	A general manager, business manager, administrator, officer, director, or other individual who exercises operational or managerial control over, or who directly or indirectly conducts the day-to-day operations of an institution, organization, entity, or agency
Board Member	Anyone who sits on a board of directors for any entity
Authorized User	Person who is authorized to make changes and receive information on the provider's behalf, including information on enrollment, claims, payments, etc. (Owners, managing employees, board members, and trustees are automatically assigned as authorized users – no separate record is needed.)

You may reference the example below to help guide you through the enrollment process while you are completing the Ownership and Disclosure section of the application.

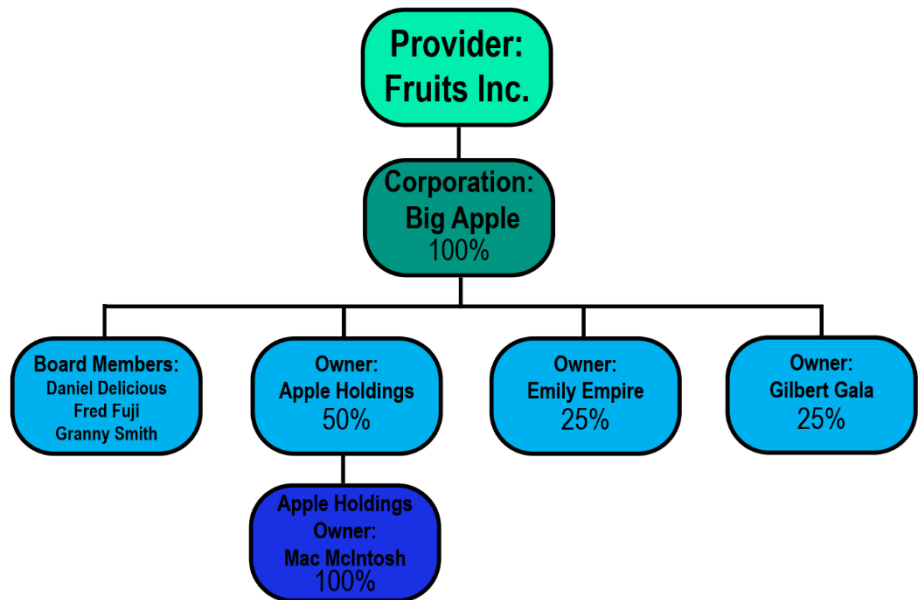
Direct owners are the people or company that are the beneficial owner for the person/company completing the application, without any intermediaries. Direct owners show individual ownership flowing straight to the provider.



In this example, Fruits Inc., the provider completing enrollment, is shown to have two direct owners (Emily Empire and Gilbert Gala). Both direct owners (Emily and Gilbert) and their % of ownership will need to be recorded in the application. This example shows what it might look like to input information for a provider owned by individuals.

Indirect owners have an ownership interest in another organization, which in turn has an ownership interest in the person/company completing the application. Indirect owners may show a corporate chain to show interest in the provider.

In this example, Fruits Inc. is shown to be owned by a corporation named Big Apple. Big Apple is owned by Apple Holdings, Emily Empire, and Gilbert Gala. They also have a set of three board members: Daniel Delicious, Fred Fuji, and Granny Smith. Apple Holdings is owned by Mac McIntosh.



When completing enrollment, the provider must input information as such:

- Big Apple owns 100% of Fruits Inc. and is considered a direct owner
- Daniel, Fred, and Granny are board members for Big Apple, but do not own shares and are considered indirect owners
- Apple Holdings, Emily Empire, and Gilbert Gala all own a portion of Big Apple, but do not directly own Fruits Inc. and are considered indirect owners
- Mac McIntosh owns 100% of Apple Holdings and is an indirect owner

Additional Resources

[Part 7b: Ownership for Group Applications](#): YouTube Video

[Nevada Medicaid Services Manual](#): Chapter 100

[Medicaid Provider Enrollment Compendium \(MPEC\)](#)

[Provider Flex User Guide](#)