



Wilder Foundation African American Babies Coalition and Projects

BIRTH DOULA **IN MN**

DOULA PATHWAY TOOLKIT

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MN Birth Doula Registration and Reimbursement

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Section I: Introduction to Doula Billing in Minnesota

Minnesota was one of the first states to offer reimbursement through Medical Assistance for doula services in 2014. At the time, doula services were billed through other health professionals, such as a physician, nurse midwife, or advance practice nurses, reimbursement rates were one of the lowest in the country, and only seven Doula Certification Organizations (DCOs) were recognized by the Minnesota Department of Health to certify doulas to be added to the State Doula Registry.

With the ongoing attentiveness of community doulas, and in collaboration with Minnesota's health plans and local public health agencies, we have seen a steady growth of DCOs, a significant increase in Medical Assistance reimbursement rates and policy changes that allow birth doulas to bill Medical Assistance independently.

Even with Minnesota's work to address billing limitations, there are still hurdles and challenges for doulas to overcome to get reimbursed for their work with clients eligible for Medical Assistance. Advocates continued their call for a clear pathway for doulas to be compensated for their work with clients using Medical Assistance, and to make it easier to contract with local health plans. The development of a Birth Doula Registration and Reimbursement Guide, which offers guidance and answers to emerging questions doulas have about getting on the Minnesota Doula Registry and being reimbursed for their work with clients using Medical Assistance.

How to Use this Toolkit

This guide was developed with birth doulas, for birth doulas, to help them navigate how to

1. Register as a Birth Doula with the Minnesota Department of Health,
2. Enroll with the Department of Human Services to bill Medical Assistance,
3. Bill for Medical Assistance with the Minnesota Department of Human Services and
4. Contract with Managed Care Organizations (MCOs) to bill Medical Assistance.

Changes in the process should be anticipated, and therefore, this guide should be considered a working document. This guide will be updated periodically and will include a date with the most recent updates. Throughout this guide, there are many references to online pages and resources including helpful [hyperlinks in green](#).

Step 1–Select a DCO (Doula Certifying Organization)

Only MDH (MN Department of Health) approved doula training and certification organizations, known as DCOs, are recognized for registration with the MN Doula Registry.

Please note: The list of DCOs is growing and is updated by MDH as new doula training requests approval. For the most accurate information visit [MDH List of DCOs](#)*See DCO Table in Appendix B
If you have trained and certified with a doula training not listed below or on the MDH website then you are currently ineligible for the MN Doula Registry. In this case, we encourage you and the doula organization to submit a [Request to be DCO \(PDF\)](#). Once the organization is approved and listed you can apply to be registered as noted above

Step 2–Complete your Doula Training and Certification

As you can see from the chart in Appendix B there are different options with each DCO for example training and certification together or separate; in person or remote or self-paced; payment and fee options and a variety of organizations with different curriculum or communities served. Doula Training and Certification can take anywhere from one week to a couple of years to complete. The variety of options can help best fit your timeline.

Step 3–Submit your Application and Fees to MDH

As a trained and certified doula from a MN DCO you can now apply to join the MN Doula Registry hosted by MDH. To begin the application process go to the [Applying or Renewing: Minnesota Doula Registry](#) page at MDH. It is also available in the Appendix C With your application include your Doula Certification Certificate and \$200 fee.

Your doula registration is valid for three years in accordance with [Minnesota Statutes 148.996 subdivision 2](#). Approximately 60 days prior to your expiration, you will receive notification that it is time to renew your registration. A \$200 fee is due with each renewal.

Birth Doula Recommendation–Business Insurance

In preparation to protect yourself, business, clients and prepare to bill for Medicaid clients; we have the following recommendations regarding business insurance. Many birth doulas in MN carry Professional Liability also known as Malpractice. You do not have to have insurance in order to practice as a birth doula. Currently, having Professional Liability 1M/3M is required in order to fulfill the requirement for all but one MCO (Managed Care Organization). UCare requires General Liability also known as Slip and Fall Insurance in addition to Professional Liability.

Section III: Birth Doula Medicaid Enrollment

Please note: Before beginning this enrollment process, doulas must be on the MN Doula Registry i.e. a Registered Birth Doula.

Here is a helpful infographic with further explanation on the following pages for each step to become a provider for MN Health Care Programs (MHCP). You will enroll by completing registration in the MPSE (MN Provider and Screening Enrollment) portal and approval of your credentials to access your MN-ITS account which is the MDHS (MN Department of Human Services) billing system.

MDHS has newly created a [Doula Enrollment and Criteria Forms page](#) which is a helpful resource for this process.

Additional Helpful Links:

[Doula General Information \(MDH\)](#)

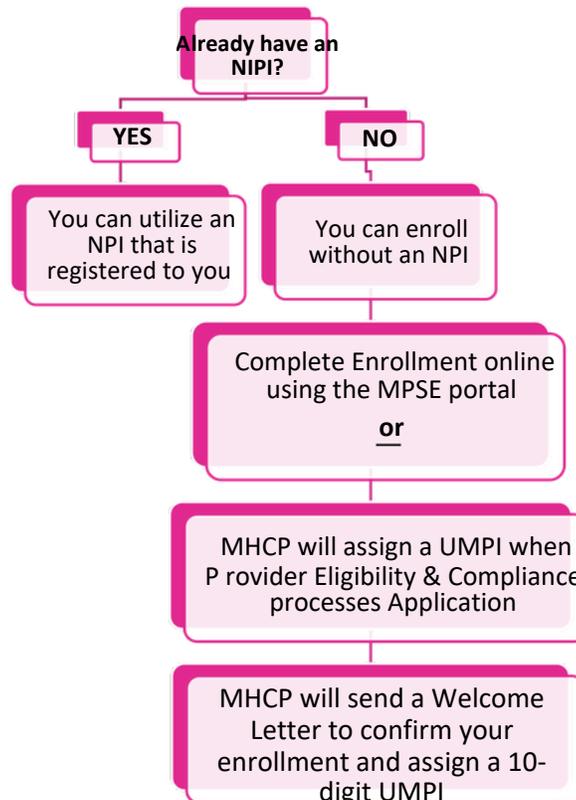
[Registered Doulas List](#)



Obtaining an Identifier

Doulas (individual and organizational providers) do not need an NPI (National Provider Identifier) but can utilize a UMPI (Unique MN Provider Identifier), some Doulas may already have a NPI if they provide other care, example: physical therapist. These individuals may use their NPI to bill for doula services. A UMPI will be assigned during enrollment when Provider Eligibility and Compliance process the application. The NPI or UMPI is required on all fee-for-service claims submitted to MHCP. This number allows MHCP to pay the billing provider for MHCP-covered services provided to eligible MHCP members.

How to Obtain an NPI or UMPI for Medicaid Billing



Submitting enrollment documents to MHCP

Doula who wish to enroll as an Individual Provider with MHCP can do so in one of the following ways:

- Online through the MPSE portal and complete their enrollment electronically using the [MPSE portal](#). This is the most efficient method of enrolling as it provides access to built-in guidance for the application process, ability to review common errors, and tracks the application status and progress. Step by step follows below.
- **OR** Complete paper forms and fax your completed documents to MHCP's Provider Eligibility and Compliance division 651-431-7462.

If an enrollment record becomes inactive, the provider will be required to re-enroll with MHCP. The provider can re-enroll with MHCP using the MPSE portal or by faxing a new application to Provider Eligibility and Compliance. Note: MHCP does not accept enrollment documents through email. All enrollment documents must be submitted using one of the two methods listed in this section.

Things to Consider Before Enrolling:

- There are no application fees for doulas
- A social security number can be used as (F)EIN for individuals (organizations use FEIN)
- UMPI/NPI required to bill Medicaid for services
 - Individual Providers- Type One

- All doula providers must be enrolled
- Can bill on behalf of one single doula (self)
- Organizations & LLCs-Type Two
 - Any organization billing on behalf of 2+ doulas
- Individuals (Type One) can work for multiple Organizations/LLCs (Type Two)
- If your practice address is based outside of MN review requirements with MDHS
- Allow 30 days for processing whether enrolling with MPSE portal online or via fax
- Need Assistance? Doulas can call 651.431.2700 for one-on-one assistance with enrollment

MPSE Portal Registration for New Provider Enrollers

Step 1- New Enroller Registration

The following directions can be found on the [MDHS Registration and Access Page](#)

1. Click the link for the [MPSE Registration page](#) to start the registration.
2. Type your email address and create a username.
3. Check the box indicating that you are not a robot.
4. Complete the reCAPTCHA requirement.
5. Click Continue Registration.
6. Fill in the required information marked with an asterisk.
7. Create your password.
8. Make sure your password entered in the New Password field meets the following requirements:
 - a. Minimum of 8 characters
 - b. Minimum of 1 upper case letter (A-Z) and 1 lowercase letter (a-z)
 - c. Minimum of 1 number
 - d. Minimum of 1 special character including: !@#\$% &)(, ' " . :=?+^ _ ~
 - e. All passwords MUST begin with an alphabetical letter (A-Z)
 - f. Ensure your password does not include any part of your first name, last name, or email address used to register.
 - g. Confirm your password in the Confirm New Password field.
9. Complete the three challenge phrases. Select a question by using the drop-down box. The answers to your challenge phrases do not have to follow any rules. Repeat the process for each of the three Challenge Phrase sections.
10. Click on the Terms and conditions link and read through the policies. Check the box indicating you have read and accepted the Terms and Conditions.
11. Click the Submit Registration button. DHS recommends you allow the registration process to complete before using your computer for other task

Once you have completed the registration process, you will receive an email at the address used to register with a link to access your temporary MN-ITS account.

If you do not receive an email, you can access your temporary account in the [MN-ITS Application](#).

1. Check the email you used to register for a 'Registration Complete' email notice.
2. The registration complete email notice will contain the link to access your *temporary* MN-ITS account. Find the link for the MPSE portal in the left-side navigation.

3. If you are a new fee-for-service or In-Network contracted MCO provider, use the [New Profile Request](#) manual page for steps to complete the process to enroll with MHCP. Steps are listed below as well.

- a. [New Individual Provider Enrollers](#) *if you are an individual Doula you will register as an individual provider
 - b. [New Organization Provider Enrollers](#) *if you are a business and are billing for more than one doula you will register as a new organization
4. If you are a previously enrolled in-network contracted MCO provider, continue the enrollment process on the MCO In-Network Provider Enrollment manual page.

Step 3- Continue MDHS Enrollment Process/New Profile Request

This process can take approximately 60-90 minutes. You can save your work along the way.

1. Log into MN-ITS from the link in your email. Your login credentials for MN-ITS will be the ones you chose during the registration process for MPSE. Remember this is your temporary MN-ITS account
2. When creating your new profile request, you must enter all the required information into the fields, which includes: legal name, ownership information, location addresses, services you will provide, your credentials
3. You will access the MPSE portal via the Minnesota Provider Screening and Enrollment (MPSE) portal link in the left-side navigation after you log into MN-ITS.
4. Screenshot of the MPSE portal link in MN-ITS



Once you have completed and submitted your New Profile Request to MHCP for review, you can track your request status on the *ManagePortfolio* page of the MPSE portal. It can take approximately 30 days for review.

If MHCP approves your New Profile Request, you become an Enrolled MHCP Provider. You will receive a Welcome Letter via the U.S. Postal Service. Your Welcome Letter will include login credentials for your permanent MN-ITS account. Login to update your password for your permanent account.

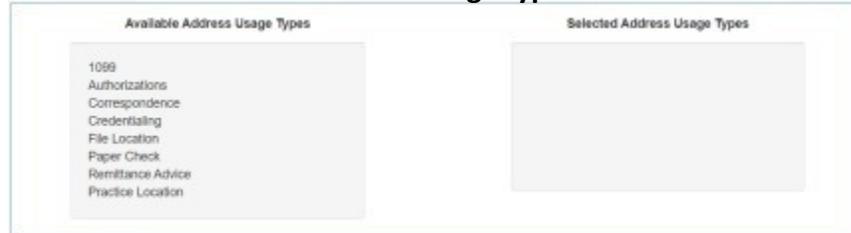
65 Steps to Enroll as an Individual Provider (up to date as of 8/30/24)

1. At the bottom of the Manage Portfolio page, which is the landing page for the MPSE portal, click Create a New Profile Request.
2. Enter in the desired Request Effective Date. This is your application date. Click Continue.
3. Complete the Profile Identifier section.
 - a. Select Individual for the Portfolio Type. (If you are an organization, use the steps for New Organization Provider Enrollers).

- b. Enter either a Social Security Number (SSN) or Federal Employer Identification Number (FEIN). A provider can enter both.
 - c. Do the following if an error message appears stating that the FEIN or SSN is already in use:
 - i. Providers enrolling their own portfolio must follow the [Retrieve Portfolio](#) steps.
 - ii. If you are enrolling an individual on that provider's behalf, review the [Organization to Individual Affiliations](#) process to verify that you followed the steps appropriately.
 - iii. Contact the [MHCP Provider Resource Center](#) with questions about this process.
 - d. Once you have added all the information you need, click the Continue button at the bottom of the page to save your information and move to the next page in the MPSE portal.
4. Complete the Individual Information section.
 - a. The First Name, Middle Name, and Last Name you enter on this page must match the records with the Internal Revenue Service (IRS).
 - b. Middle Name is required unless you do not have a middle name with the IRS. If the Middle Name is not applicable, check the box indicating this next to the field.
 - c. The Self-Managed field defaults to NO. If you are personally managing your own individual portfolio, change this to YES to stop third parties from making changes to your portfolio.
 - d. Once you have added all the information you need, click the Continue button at the bottom of the page to save your information and move to the next page in the MPSE portal.
5. On the Manage Enrollment Records page, click on Add a New Enrollment Record at the bottom, left side of the page.
6. On the Enrollment Record Information page, complete the information in the Enrollment Record Information section and the Tribal Information section.
 - a. The field options and requirements will change based on the Enrollment Record Type that you select. Note that available services and required credentials found on other pages in the portal are also based on the Enrollment Record Type you select.
 - b. NOTE: You cannot select fields that are grayed out. These fields are for MHCP use or informational purposes only. Some examples include the Medicaid Agreement Indicator field, Risk Level field, and EFT Effective Date field. Depending on the selected Enrollment Record Type there may be additional fields that are grayed out and for MHCP use only.
 - c. For more information about the EFT Vendor Number and EFT Vendor Location Code fields, refer to the [Electronic funds transfer \(EFT\) or direct deposit](#) section of the MHCP Provider Manual. Here you can enroll to receive payments for approved claims electronically.
 - d. Once you have added all the information you need, click the Continue button at the bottom of the page to save your information and move to the next page in the MPSE portal.
7. Complete the Physical Practice Address section.

- a. There are two columns in the Physical Practice Address section. Click the items in the Available Address Usage Types column that apply to the address entered on this page. This will move the items to the Selected Address Usage Types column.

MPSE section to select address usage types



- b. You are required to move Practice Location to the Selected Address Usage Types column. Select all other applicable items in the available address. Usage Types that can be used for the address on this page. If the enrollment record requires separate addresses to be added for any of the other items in the available address. Usage Types column, leave the applicable item(s) in the available address Usage Types A column.
 - c. Once you have added all the information you need, click the Continue button at the bottom of the page to save your information and move to the next page in the MPSE portal.
8. Skip to Step 14 if you did not leave items in the Available Address Usage Types in Step 7. If there were items left in the Available Address Usage Types in Step 7, continue to Step 9.
 9. On the Manage Mailing Addresses page, click Add a Mailing Address.
 - a. There are two columns in the Mailing Address section. Click the name of the items in the Available Address Usage Types column that applies to the address entered on this page. This will move the items to the Selected Address Usage Types column.
 - b. Select all the applicable items in the Available Address Usage Types that can be used for the address on this page. If the enrollment record requires separate addresses to be added for any of the other items in the Available Address Usage Types column, leave the applicable item(s) in the Available Address Usage Types column. You will be able to add up to two mailing addresses. If you do not add File Location to the Selected Address Usage Types field in the Mailing Address section, you will be required to enter that address on a separate page in Step 13.
 - c. Once you have added all the information you need, click the Continue button at the bottom of the page to save your information and return to the Manage Mailing Addresses page.
 10. Repeat Step 9 if you need to add additional mailing addresses or continue to Step 11.
 11. Once you have added all the Mailing Addresses you need, click the Continue button at the bottom of the page to save your information and move to the next page in the MPSE portal.
 12. Skip to Step 14 if the Manage File Location Address page does not appear for you. The Manage File Location Address page only appears if File Location was not added to the Selected Address Usage Types column in either Step 7 or Step 9.
 13. On the Manage File Location Address page, complete the fields in the File Location Address section, and click Continue to go to the next page in the MPSE portal.

14. At the bottom of the Provider Identifiers section, click Add a Provider Identifier.
 - a. If you have a National Provider Identifier (NPI) from the National Plan and Provider Enumeration System (NPPES), enter your NPI in the NPI/UMPI field. If you do not have an NPI number, click Yes next to the Use UMPI field.
 - b. The Effective Date is either the date your NPI was effective or is the date you are requesting your unique Minnesota provider identifier (UMPI) to be made effective.
 - c. The Active field is for MHCP staff use only and you will not be able to select it.
 - d. You can learn more about getting a provider identification number in the [Enroll with MHCP](#) section in the Provider Manual.
 - e. Once you have added or updated all the information you need, click the Continue button at the bottom of the page to save your information and move back to the Provider Identifiers page in the MPSE portal.
15. From the Provider Identifiers page, click the Continue button at the bottom of the page to save your information and move to the next page in the MPSE portal.
16. On the Manage Services page, review the Enrollment Record Type Default Service Categories section to see a list of services that are automatically applied based on the Enrollment Record Type selected in Step 6. If there are no additional services to add for this provider, skip to Step 19.
17. If there are other services you provide that are not listed on the Manage Services page for this enrollment record, add additional services by clicking the Add a Service button at the bottom of the page. This is where you should be able to add the Telehealth Form as a drop down. Fill this form out separately then upload here. It may give the option to fill it out in the drop down.
 - a. Select the Service Name from the list provided and select a Service Begin Date. Note that Service End Date should not be entered at this time as that indicates that the service is no longer being provided.
 - b. Once you have added the information you need, click the Continue button at the bottom of the page to save your information and move back to the Manage Services page in the MPSE portal.
18. Repeat Step 17 until all services you provide have been added. Note that the services you added appear in the Provider Specialty and Packaged Services section of the Manage Services page of the MPSE portal.
19. Click the Continue button at the bottom of the Manage Services page to save your information and move to the next page in the MPSE portal.

question “Are you, or is this facility enrolled with Medicare?” in Step 6. If you answered No in Step 6, Skip to Step 24.
20. The Manage Medicare Enrollment Information page only appears if you answered Yes to the
21. At the bottom of the Manage Medicare Enrollment Information, click the Add Medicare Enrollment Information button.
22. In the Medicare Enrollment Information section, answer the required questions.
 - a. The Medicare ID Number you enter must already be enrolled with Medicare. Do not enter a number here if you have not completed the process to enroll in Medicare.
 - b. Once you have added the information you need, click the Continue button at the bottom of the page to save your information and move back to the Manage Medicare Enrollment Information page in the MPSE portal.

23. Click the Continue button at the bottom of the Manage Medicare Enrollment Information page to save your information and move to the next page in the MPSE portal.
24. The Manage Tribes page only appears if you answered Yes to at least one of the questions in the Tribal Information section in Step 6. If you selected No to both questions in the Tribal Information section of the Enrollment Record Information page in Step 6, Skip to Step 27.
25. At the bottom of the Manage Tribes page, click Add a Tribe.
 - a. Complete the required information in the Manage Tribes section.
 - b. Once you have added the information you need, click the Continue button at the bottom of the page to save your information and move back to the Manage Tribes page in the MPSE portal.
26. Click the Continue button at the bottom of the Manage Tribes page to save your information and move to the next page in the MPSE portal.
27. Answer the questions in the Additional Enrollment Questions section.
 - a. If you answer Yes to any of these questions in this section, you must include an Exclusion Reason for that question.
 - b. Click the Continue button at the bottom of the page to save your information and move to the next page in the MPSE portal.
28. On the Manage Credentials page, carefully review the required credentials, if any exist. Review the following information on how to know if there are required credentials for your enrollment.
 - a. The Credentials section in the MPSE portal has a built-in guidance system that appears as a yellow box in the middle of the Manage Credentials page.
 - b. If there is no yellow text box, the yellow text box is empty, or the only items in the yellow text box are marked as optional, skip to Step 32.
 - c. This guidance system uses the Enrollment Record Type selected in Step 6 and the selections made on the Services page in Steps 14 through 17 to determine the credentials you are required to have. If you do not have the required credentials, review those previous steps to ensure your selections are accurate before continuing with your enrollment application.
 - d. Some credentials that you are required to add in this section will be MHCP electronic forms. You can access these forms at [E-Docs Searchable Document Library](#).
 - e. You can learn more about the credentials required in the [Enroll with MHCP](#) section of the Provider Manual and reviewing the appropriate enrollment page for your provider type.
 - f. The MPSE credentials guidance is laid out as a list of options available for you to meet enrollment requirements. In the following example, the box labeled Requirement Criteria lists the enrollment record type and service that determine the options available for meeting the credential requirements. The box labeled Option 1 indicates that all the items that follow it are required. The box labeled Option 2 indicates that only one of the items that follow it are required for verification. It is important to review these sections carefully as each credentialing requirement has its own specifications for being met.

Example of MPSE requirements yellow box:

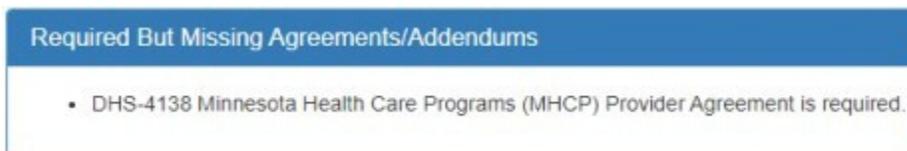
Enrollment record **PT 18-NR 1** with enrollment record type **HCBS Support Services** and service **Chore Services (Waiver/AC/ECS)** requires that all criteria for one of the following groups are met: **Requirement Criteria**

- Lead Agency Assurance Statement **Option 1**
 - Requires all of the following credentials:
 - Lead Agency Assurance Statement: HCBS Provider Review and Approval (DHS-6383)
- Chore Services Provider Assurance Statement **Option 2**
 - Requires all of the following credentials:
 - Chore Services Provider Assurance Statement (DHS-6189F)
 - Requires at least one of the following credentials:
 - Lead Agency (County, MCO In Network or Tribal Human Service)
 - DHS Approved (compliance with MHCP waiver provider enrollment)
 - Pest Control Applicator meeting the standards in Minn. Stat., Chapter 18B

29. If there are required credentials, or you need to add any optional credentials, click Add a Credential at the bottom of the Manage Credentials page. Take careful note of the credential you are going to add in this step because the credential selection screen mirrors the content in the yellow box, but you will not have access to the yellow box when selecting the credential.
 - a. Select the appropriate credential listed in the yellow box from the previous page. Note that you can only select one credential at a time. If needed, there is a search bar above the available credentials that you can use to filter through the credential options.
 - b. Click Continue at the bottom of the page to be taken to the Manage Credential page to enter in additional details about this credential.
30. On the Manage Credential page, complete the required fields.
 - a. Required fields have an asterisk (*) next to the field name. It is important to only complete the required fields as these pages impact the credentials guidance system.
 - b. Once you have added all the information you need, click the Continue button at the bottom of the page to save your information. This will take you back to the Manage Credentials page.
31. Repeat Steps 29 through 31 until all required credentials and optional credentials you wish to add are in the Credentials section of the Manage Credentials page.
32. On the Manage Credentials page, click the Continue button at the bottom of the page to save your information and move to the next page in the MPSE portal.
33. On the Manage Fees page, click Continue to move to the next page in the MPSE portal. Individual providers are not required to pay an application fee.
34. Skip to Step 35 if you did not choose Physical Therapist for the Enrollment Record Type in Step 6.

- a. Click Add a Site Visit at the bottom of the Manage Site Visits page if you are enrolling as a Physical Therapist.
 - b. Complete the Site Visit Information section of this page.
 - c. Click Continue at the bottom of the page to save your information and be taken to the Manage Site Visits page.
35. On the Manage Site Visits page, click Continue to move to the next page in the MPSE portal.
36. The Manage Facility/Agency Identifiers page is for MHCP staff use only. Click Continue at the bottom of the page to move to the next page in the MPSE portal.
37. On the Manage Agreements/Addendums page, review the Required but Missing Agreements/Addendums section. This section indicates any agreements or addendums that MHCP may require as part of your enrollment but have not yet been uploaded to the enrollment record. Once you upload the required agreement(s) or addendum(s), the Required but Missing Agreements/Addendums section will automatically be updated.

Example of MPSE message that appears if documents are required:



38. At the bottom of the Manage Agreements/Addendums page, click Add Agreement/Addendum.
- a. Complete the fields with an asterisk (*) next to the field name. Note that the Digital Signature and Signers Title should be signed by the person with the authority to sign agreements or addendums, and the Signature Date should be the date the agreement or addendum was uploaded in MPSE. The person uploading the document in MPSE may or may not be the same as the person signing the actual agreement or addendum.
 - b. Once you have added all the information you need, click the Continue button at the bottom of the MPSE page to save your information and return to the Manage Agreements/Addendums page
39. Repeat Step 38 until the Required but Missing Agreements/Addendums section has disappeared from the Manage Agreements/Addendums page.
40. At the bottom of the Manage Agreements/Addendums page, click Continue to move to the next page in the MPSE portal.
41. On the Manage Limiting Caseload page, you can submit forms to limit your acceptance of new MHCP members to your practice while remaining in compliance with [Rule 101](#). If this applies to you, complete the information on this page. If this does not apply to you, click Continue at the bottom of the page to move to the next page in the MPSE portal.
42. You can use the Manage Notes page to communicate information to MHCP that you cannot communicate in other areas of the enrollment application. It is optional to add a note. If you choose to not to add a note, skip to Step 44.
43. Click Add a Note at the bottom of the Manage Notes page.
- a. Enter your Note Text.
 - b. Click Continue at the bottom of this page to go back to the Manage Notes page.

44. At the bottom of the Manage Notes page, click Continue to move to the next page in the MPSE portal.
45. The Manage Enrollment Status page is for MHCP staff use only. Click Continue at the bottom of the page to move to the next page in the MPSE portal.
46. You will not use the Manage Revalidations page during the initial enrollment. Click Continue at the bottom of the page to move to the next page in the MPSE portal.
47. The Manage Individual to Organization Provider Affiliations page is optional. Providers who choose to affiliate themselves to an organization must add the organization they are being affiliated to. If you choose to not affiliate your enrollment record to an organization, skip to Step 49.
48. At the bottom of the Manage Individual to Organization Provider Affiliations page, click Create New Affiliation.
 - a. Enter the NPI or UMPI of the organization you are affiliating to and click Search at the bottom of the page.
 - b. If an organization matching the entered NPI or UMPI is enrolled with MHCP, their enrollment record will appear in the Search Results section of this page.
 - c. Click Select in the User Actions column of the Search Results section. Note that, depending on the size of your browser window, you may need to scroll the search bar on the right side to see this column.
 - d. Enter the Start Date for the affiliation. Note that you should not enter the End Date at this time.
 - e. Click Continue to go back to the Manage Individual to Organization Provider Affiliations page of the MPSE portal.Repeat Step 48 to add affiliations to additional organizations as needed.
49. At the bottom of the Manage Individual to Organization Affiliations page, click Continue to move to the next page in the MPSE portal.
50. The Managed Service Provider to Trading Partner Affiliations page is optional. If you choose to affiliate to a trading partner, you must add the trading partner you are affiliated with. If you choose not to affiliate to a trading partner, skip to Step 52.
51. At the bottom of the Managed Service Provider to Trading Partner Affiliations page, click Create New Affiliation.
 - a. Enter the NPI or UMPI of the trading partner you are affiliating with and click Search at the bottom of the page.
 - b. If a trading partner matching the NPI or UMPI you entered is enrolled with MHCP with an active enrollment status, their enrollment record will appear in the Search Results section of this page.
 - c. Click Select in the User Actions column of the Search Results section. Note that, depending on the size of your browser window, you may need to scroll the search bar on the right side to see this column.
 - d. Complete the Affiliation Information section of this page.
 - e. Once you have added the information you need, click the Continue button at the bottom of the page to save your information and move back to the Manage Service Provider to Trading Partner Affiliations page in the MPSE portal.

52. At the bottom of the Manage Service Provider to Trading Partner Affiliations page, click Continue to move to the next page in the MPSE portal.
53. On the Manage Enrollment Records page, you have two options:
 - a. If you have more than one business location that provides a service, you must enroll in each business location. To add additional enrollment records to your profile request, follow Steps 5 through 50 of this individual provider enrollment guide.
 - b. If you are finished adding all your enrollment locations, click Continue at the bottom of the Manage Enrollment Records page.
54. On the Manage Owners/Authorized Persons page, you have two options:
 - a. To add a person that MHCP can contact if we have questions about your enrollment, called a “credentialing contact,” follow Steps 53 through 57. Note that this step is optional.
 - b. To submit your application without a credentialing contact, continue to skip to Step 60.
55. At the bottom of the Manage Owners/Authorized Persons page, click Add a Person.
 - a. The First Name, Middle Name, and Last Name entered on this page must match the individual’s records with the Internal Revenue Service (IRS).
 - b. Middle Name is required unless the individual does not have a middle name with the IRS. If the Middle Name is not applicable, check the box indicating this next to the field.
 - c. Once you have added all the information you need, click the Continue button at the bottom of the page to save your information and move to the next page in the MPSE portal.
56. On the Manage Role Types page, select Credentialing Contact in the Role Types field and click Continue.
57. Complete the Owner/Authorized Person Role Information section.
 - a. Enter the desired Start Date for the role type. Note that you would only add an End Date when the credentialing contact is ending and you should not add it at this time.
 - b. Select the Enrollment Record that this authorized role type applies to. If you have multiple enrollment records, you can select Apply this role to all Enrollment Records in the Enrollment Record field to apply the authorized role of credentialing contact for this person to all the enrollment records in the portfolio.
 - c. Once you have added all the information you need, click the Continue button at the bottom of the page to save your information and move to the next page in the MPSE portal.
58. At the bottom of the Manage Owners/Authorized Persons Roles page, click Continue.
59. On the Manage Owner/Authorized Person Detail page, the fields are all optional.
 - a. We recommend you complete at least one field in the Owner/Authorized Person Detail section so MHCP has someone to contact with questions. It does not matter which field you complete.
 - b. The Relationship Information section is only needed in the circumstances detailed in the blue box under the title of this section.

- c. Once you have added all the information you need, click the Continue button at the bottom of the page to save your information and move to the next page in the MPSE portal.
60. At the bottom of the Manage Owners/Authorized Persons page, click Continue.
61. You can use the Manage Notes page to communicate information to MHCP that you cannot communicate in other areas of the enrollment application. It is optional to add a note. If you choose to not add a note, skip to Step 63.
62. Click Add a Note at the bottom of the Manage Notes page.
 - a. Enter your Note Text.
 - b. Click Continue at the bottom of this page to go back to the Manage Notes page.
63. At the bottom of the Manage Notes page, click Continue to move to the next page in the MPSE portal.
64. On the Submit Request page, review for any Request Errors that may appear.
 - a. You will need to resolve any errors that appear before you submit your request. If there are errors listed, click the Go To link that appears next to the error to go to the MPSE page where the error can be resolved. Once the error is resolved, click Submit Request in the right-side navigation to return to the Submit Request page.
 - b. If there are no errors listed on this page, complete the Attestation by reading the statement and then click the checkbox if you agree.
 - c. At the bottom of the Submit Request page, click Submit for Approval.
65. On the Submission Approval page, there are a few features available to you:
 - a. An optional survey where you can report your experience using the MPSE portal. We encourage you to take this survey as we continue to make updates and improvements to the MPSE portal.
 - b. Contact the [MHCP Provider Resource Center](#) with any questions you may have.
 - c. A Download All Documents button at the bottom of the page that you can use to download a zip file containing all documents that you uploaded as part of this enrollment application as well as the Summary Report, which is a detailed PDF containing all the information you submitted for your enrollment application.
 - d. Click Continue at the bottom of this page to go to your Manage Portfolio page. Note, if you are enrolling a provider on their behalf through the Organization to Individual Affiliations process, you will be taken to the Manage Organization to Individual Affiliations page of your organization's portfolio.

Enrollment Application Follow Up

After submitting the initial enrollment application using the MPSE portal, MHCP recommends logging into the MPSE portal at least once or twice per week to review the Status/Outcome of your request.

Example of a Submitted Request in the MPSE portal:

Profile Requests				
Submit Date	Status/Outcome	Request Information	Request Details	Request Actions
06/12/2023	Status Pending Review	Type Profile request Indicators Requestor ATSTNPE0046 Request Id 246230	Portfolio Type • Individual Legal Name Enrollment Records • 1 Owner / Authorized Persons • 1	View Request Revert To Draft Summary Report View Differences Report

- The *Submit Date* column on the left has the date you submitted your request. MHCP has 30 calendar days from the *Submit Date* of your request to process your application.
- The *Request Actions* column has several actions you can take on your request.
- The *View Request* link allows you to review the submitted items. Note that users will not be able to make changes to a request using this function.
- The *Revert To Draft* link allows you to change the *Status/Outcome* to *Draft* which will then display an **Edit** link in the *Request Actions* column. Note that the *Submit Date* will change if a request is reverted to draft and resubmitted on a different day.
- The *Summary Report* link allows you to download a PDF version of your submitted request.
- The *View Differences Report* link is not useful in this scenario and you should not use this link.

Step 4- Wait–Processing Timeline

The *Status/Outcome* column on the *Manage Portfolio* page of the MPSE portal indicates where your application is in the [Processing Timeline](#).

- If it has been more than 30 calendar days since your *Submit Date*, and the *Status/Outcome* column still reads *Pending Review*, please contact the [MHCP Provider Resource Center](#) to request a ticket to be opened for *Provider Enrollment*.
- If the *Status/Outcome* column changes to *Draft - Returned*, that means that you need to take action on the request in some way.
- You should watch for a *Request for More Information* letter that MHCP sends through the U.S. Post Office when the *Status/Outcome* column changes to *Draft – Returned* status. The *Request for More Information* letter will detail missing items or items that need correction on your initial application.

- If the *Status/Outcome* column reads *Completed – Approved*, that means that MHCP has process and approved your application.
- Look for a *Welcome Letter* from MHCP detailing next steps you need to take. On the *Manage Portfolio* page, you can review your request at the bottom of the page to ensure that it was submitted properly. You will find other options for the request you submitted to delete, return it to draft status or print a summary report.

Section IV:

Billing Medicaid for Doula Clients

Medicaid Billing for Straight Medicaid

MN Medicaid clients can have Medicaid without an MCO component which is referred to as Straight MA. Claims for Straight MA clients are filed through MN-ITS along with verification of benefits and payment schedule. MHCP-enrolled doulas may submit their own claims or have a billing organization bill for their services.

Telehealth policy covers labor and delivery visits

- You may bill a telehealth labor and delivery doula visit if the MHCP member's needs were met by the doula during the labor and delivery process; and the doula was available to the member with no other commitments throughout the entirety of the labor and delivery process by telephone or video conference.
- You may bill for a non-labor and delivery visit for time spent with the member if the doula was unavailable during the entirety of the labor and delivery process but provided key support during some of the labor and delivery.
- Submit the [Telehealth Provider Assurance Statement Form](#) to bill telehealth visits (see p. 32/sec IV)
- Review [Telehealth Services in the MHCP Provider Manual](#) for information on billing and how to be an approved provider.

Billing Information and Tips for MN-ITS:

- [Basic Instruction User Guide](#)
- Do Not use the back button. Always click on the MN-ITS Home located at the top middle of the page
- Application progress is the yellow bar on the right to let you know what page you are on
- Bill using the 837P
- Enter NPI
 - Enter the rendering doula's NPI in the Rendering Provider box in MN-ITS
 - Enter the NPI for the billing provider (this can be either the doula's NPI if they are billing individually, or the billing provider's NPI if they are the pay-to provider for the doula) in the Pay-To Provider box in MN-ITS
 - Either way, the rendering provider on the claim must be the provider number of doulas who provided the service.
- Doulas can provide up to 18 visits without prior authorization. Visits should encompass pregnancy, labor and delivery, and postpartum.
- Billing Codes and Dates of Service
 - Bill all non-labor and non-delivery sessions with T1033 (no modifier)
 - Bill all labor and delivery sessions with T1033 with U4 modifier
 - If the labor progresses over multiple days, bill for the date the doula was present providing services. Or, if the doula was present throughout the labor and delivery, bill the doula services for the date of the birth.

Straight MA Billing in MN-ITS

1. Submit DDE Claims
2. Professional
 - a. Your information should be listed here (your business name)
3. Subscriber Screen
 - a. If you enter your recipient/client's information incorrectly, it will give an error code
 - i. From your MN-ITS Home Page. On the left side click to open the drop down menu
4. Claim information
 - a. Top of screen
 - i. Biller/Doula info
 - ii. Client/Subscriber info
 - iii. Type of claim- Original
 - b. If one asterisk * you need to fill it in
 - c. If there are two asterisks, you may not need to fill it out
 - d. Header level, the whole claim....
 - e. The blue accordion links at the bottom, may not need to be completed
 - i. Prior Authorization because you were approved for more than 18 visits
 - ii. Don't use the ambulance section
 - f. Claim Frequency is original
 - g. Place of service- select the correct place of service for the visit
 - h. Patient Control Number
 - i. You can create a system for assigning unique numbers to each client
 - i. Assignment- default to assigned
 - j. Benefits- default to Yes
 - k. Release of Info-default yes
 - l. Provider Indicator- default to signature on file
 - m. Diagnosis type code- ICD 10
 - n. Diagnosis code then push Add-
 - i. Z33.1 prenatal
 - ii. Z39.2 postpartum
 - iii. S9445 – individual education visit
 - iv. 99199 - doula attended birth
 - o. CMS 1500 Directions-
 - i. [Medicaid Claims Processing Manual](#) which is 77 pages long
 - p. Ambulance- Do not need to do this. Doulas are not paid for transportation
 - q. Situational Claim information - Do not need this
 - i. Rendering Provider
 1. Enter UMPI or NPI
 2. Your info should pop up after adding
 - r. Pay to Provider

- i. Doula organization, use the organization's NPI or UMPI
 - ii. If an individual doula, use your NPI or UMPI
- 5. Services Page
 - a. Date of Services
 - i. Each visit and birth is a different claim
 - 1. Ex. 6 visits and a birth is 7 different claims
 - b. Place of Service
 - c. Procedure Code
 - i. T1033 visits
 - ii. T1033 U4 Modifier for birth
 - d. Diagnosis pointer is the code from the other page
 - e. Line Item Change Amount
 - i. Put your actual fee
 - f. Service Unit Count
 - i. 1 unit per session
 - g. Other Providers
 - i. Click the circle to turn blue next to your information
- 6. Service Line Page
 - a. Shows an overview of what you submitted
 - b. Should be 1 Line
 - c. ALWAYS CLICK VALIDATE
 - i. This will show if there are any errors
- 7. Validate Page
 - a. Gives all of the details of the claim to make sure all is correct
 - b. No reimbursement should be listed
 - c. Claim status
 - i. You can go to external code list to see what the status means
 - ii. [External Codes List](#)
 - iii. Claim Information
 - 1. Looking for
 - a. A1 - Claim Status Category
 - 2. 0- Claim Status Code
 - iv. Service Line Information
 - 1. Looking for
 - a. A1 - Claim Status Category
 - b. 20- Processing
- 8. Submit
 - a. If ready to submit another claim, click COPY in bottom left corner to not have to retype everything
 - b. To Check Claim Status
 - c. MNITS Home

- d. MN ITS on left side
- e. Submit DDE
- f. Claim Status
- g. Enter information
- h. Submit

Billing Codes



Bill all non-labor and non-delivery sessions with T1033 (no modifier)



Bill all labor and delivery sessions with T1033 with U4 modifier

*If the labor progresses over multiple days, bill for the date the doula was present providing services. Or, if the doula was present throughout the labor and delivery, bill the doula services for the date of the birth.

Billing MCO

Maternal Health Billing Diagnosis Codes List

Z34.0	• Encounter for supervision of normal first pregnancy
Z34.00	• Encounter for supervision of normal first pregnancy, unspecified trimester
Z34.01	• Encounter for supervision of normal first pregnancy, first trimester
Z34.02	• Encounter for supervision of normal first pregnancy, second trimester
Z34.03	• Encounter for supervision of normal first pregnancy, third trimester
Z34.8	• Encounter for supervision of other normal pregnancy
Z34.80	• Encounter for supervision of other normal pregnancy, unspecified
Z34.81	• Encounter for supervision of other normal pregnancy, first trimester
Z34.82	• Encounter for supervision of other normal pregnancy, second trimester
Z34.83	• Encounter for supervision of other normal pregnancy, third trimester

- Additional information: Service date spans should only be written within the same calendar month. Claims submitted within the dates of service in multiple months will be rejected.

Managed Care Organization (MCOs)

Before beginning this process with MCOs you must be Completed-Approved in the MPSE enrollment process and an Active MHCP Provider. Each MCO has its own process for contracting and billing. The MCOs have stated they do not allow retroactive payment so you need to be contracted with or approved by an MCO before planning to bill for any doula client visits or birth. There is a separate and unique process to contract and file claims for reimbursement with *each* Managed Care Organization (MCOs):

- Blue Cross
- Health Partners
- Hennepin Health
- Medica
- United Healthcare (being discontinued 2025)

Blue Cross Blue Shield

Insurance Requirement: Professional Liability \$1M/\$3M

Preferred Clearinghouse: Availity

Payer ID 00726

To start the process, complete the application online.

<https://bit.ly/applybluecross> or QR Code

- Forms 837P/1500
- Codes T1033 and T1033 U4



After Application

- If your contract is denied you will receive an emailed letter within 45 days from contract.request.response@bluecrossmn.com, Please note that these emails may end up in your spam email.
- If after 45 calendar days, you haven't had any response to your contract request, please send an email to provider.data.operations@bluecrossmn.com and include the following in the subject line of the email: "Status Check – over 45 days". This area will not read or open emails that don't have this statement in the subject line. In the body of your email, include the following information:
 - Name of clinic and/or practitioner (required)
 - Tax ID for the location (required)
 - NPI for the location (required)
 - NPI of any practitioners for which you sent a Minnesota Practitioner Change Form (or equivalent spreadsheet) (required)
 - Which form you sent (required)
 - The date the completed request was sent to us (helpful)
 - The email address that was used to send the form(s) to us (helpful)

- Please note that the 45 calendar days start once we have received a complete (nothing missing) contract request form along with any other applicable forms or documentation. If a contract request is approved, the process will take up to 90 calendar days from the date of approval.

Contracting

- 18 pages sign 'as is'

HealthPartners Insurance Requirement: 1M/3M

Professional Liability

Preferred Clearinghouse: MN E-Connect

Payer ID 94267

To start the process, complete the application online

<https://bit.ly/applyHealthPartners> or QR Code

- Select Medical/Behavioral Health



Forms to Complete after Application

- You will receive an email from HP: The online behavioral health contract application submitted to HealthPartners for *your name* has been reviewed and approved. HealthPartners would like to offer a contract to *your name*. To move forward with the contract, please follow the below steps:
 - Provider Information Document
 - W9
 - New Inpatient-Outpatient Behavioral Health Services Form
 - Disclosure of Ownership Form.
 - Minnesota Uniform Practitioner Change Form (may be sent in a separate email)
- Review of documents once submitted takes approximately 30 days
- [Helpful Health Partners document](#) on the process.

Other Requirements: Consent and Release of Information Form for Doula Clients to Sign to meet HealthPartners' Privacy Practices, Quality Measurements and reimbursement policies

Contracting

- The contract is a 57-page, standard contract for all providers and most of the contract does not apply to the non-medical role of a doula or doula work.
- HP has said that providers sign the contract as-is without striking out areas that do not apply.
- Contracts are private and it states in the contract that you cannot share the contract with others but you can have a lawyer review it
- The reimbursement rate will accompany the contract. This information is also confidential.
- There is a Yearly Renewal
- Email sent from HP to Update Disclosure of Ownership Form annually

Hennepin Health Insurance Requirement: 1M/3M Professional Liability

Preferred Clearinghouse: MN E-Connect

Payer ID 60028

To start the process, go to <https://bit.ly/applyhennepinhealth> or QR Code



- Complete Non-Network Provider Information Form
 - Select 837P (not 837I)
- Complete W-9
- Doulas will not be listed as providers directory

Medica Insurance Requirement: 1M/3M Professional Liability

Preferred Clearinghouse: MN E-Connect

Payer ID 94265

To start the process, complete the online application, <https://bit.ly/applymedica> or QR Code



Forms to Complete online after Application

- You will receive an email to complete paperwork in your online portal including:
 - W9
 - Upload Insurance Verification
 - Business Letterhead
 - CMS 1500 Form
 - Disclosure of Ownership Form
 - Facility and Ancillary Accreditation Form (upload your letterhead again for this request)
- Review of documents once submitted takes approximately 30 days

Contracting

- The contract is 20 pages
- Sign the contract as-is

Clearinghouse and MCO Billing

- Each MCO has a participating (free) or non-participating (fees) relationship with each clearinghouse.
- Each MCO has a Payer ID to use for billing purposes.

MN E-Connect aka HealthEC

MN MCO List and each Payer ID

- Participating=Free
 - Hennepin Health 60058
 - HealthPartners 94267
 - Medica 94265
- Non-Participating=One-time \$1000 fee per MCO
 - Blue Cross 00726
 - United 87726

How to Add an MCO to your MN E-Connect Account

1. Click into Admin
2. Account
3. Login arrow at bottom
4. Click the section EDI Transactions
5. Payer Reg
6. Accounts
7. Payer ID
8. 1500 For professional
9. Admin
10. Provider
11. Edit (by my name)

Availity

MN MCO List and each Payer ID

- Participating=Free
 - Blue Cross 00726
 - HealthPartners 94267
- Non-Participating Fees Apply
 - United 87726 (\$25 monthly fee)

CMS 1500 Form

1. Box #1 Leave as Other
 - a. #1a member or subscriber ID# with their MCO
2. Box #2 Check Box New Can't fill in the name unless you check this!
 - a. Enter name in order as requested
 - b. If no middle name, leave empty

3. Box #3 DOB and Sex
4. Box #5 enter address
 - a. Phone can be left blank
 - b. If they reside at a facility, enter the facility address (ex-shelter)
5. Box #6
 - a. Self the patient and insured are the same person
 - i. Box 4 and 7 will populate
 - b. Spouse the insurance is not in the patient's name
 - i. Box 4 and 7 need to be filled in
6. Box #11c click the magnifying glass
 - a. Select the payer
7. Box #21 (ex. br68.89)
 - a. Ask MCOs
 - b. If one code, enter in A
 - c. If two codes, enter in A and B, and so on
 - d. Doesn't matter what number is entered first
8. Box #23 UCare might have an authorization number (ask MCOs)
9. Box #24
 - a. A. Dates of service
 - i. No future dates
 - ii. Different claims for each month
 1. No multiple months on each claim
 - b. B. click the magnifying glass
 - c. D. CPT code T1003 T1003 UA
 - d. E. Depends on the number of codes listed in 21a. If only a code in box A, then put A.
If multiple boxes are filled, put each letter
 - e. F. Your rate for this charge (ex. prenatal visit is \$150)
 - f. G. 1 unit or 90 minutes (you decide how you will always do it)
 - g. J. If doing this one, only click on the magnifying glass. Do not check the box
10. Box #31 Click on the magnifying glass to select your name as provider (I had to call MN econnect for them to add this even though it looked like I was all set. This is the box that wouldn't populate for me and then he fixed it)

Section V: Appendix A - Important Links

Section II: Become a Registered Doula

[Flow Chart \(Community Aware Birthworker\)](#)

[List of DCOs \(MDH\)](#)

[Request to be designated as a DCO \(MDH\)](#)

[Applying or Renewing: Minnesota Doula Registry](#)

[Registered Doulas](#)

[Minnesota Statutes 148.996 subdivision 2](#)

Additional Helpful Links:

[Doula General Information \(MDH\)](#)

Section III: Birth Doula Medicaid Enrollment

[MPSE Registration Page/MDHS Provider Enrollment](#)

[Doula Resources and MN-ITS Training](#)

[MHCP Provider Resource Center](#)

[Provider Requirements MDHS](#)

[MN Billing Policy Overview:](#)

[New Profile Request MDHS](#)

[New Individual Provider Enroller:](#)

[New Organization Enroller](#)

[MCO In-Network Provider Enrollment](#)

Section IV: Medicaid Billing for Doula Clients

Medicaid Billing

[Telehealth Provider Assurance Statement Form](#)

[Telehealth Services in the MHCP Manual](#)

[Basic Instruction User Guide](#)

[Medicaid Claims Processing Manual](#)

[External Codes List](#)

MCOs (Managed Care Organizations)

[Blue Cross Blue Shield Application](#)

Blue Cross Blue Shield Contract Request:

contract.request.response@bluecrossmn.com

[Health Partners Application](#)

[Helpful Health Partners Document](#)

[Hennepin Health Application](#)

[Medica Application](#)

Appendix B

Organization	Length Of Training	Type of Training	Location	Cost	Website
Allo Tribe Training dba Doula Academy	200+ hour, 15-week	Full Spectrum	Virtual and work outside of class	\$5500	alلودoulaacademy.org
Birthing from Within International	18 months of access self-paced	Birth	Online	\$1500	birthingfromwithin.com
Birth Revolution	18 weeks	?	Hybrid, online and in person	Tier 1 \$1500.00 Tier 2 \$2200.00 Tier 3 \$3000.00 Pay What You Can Black & Native LGBTQ2+	thebirthrevolution.org
Birthworks	4 Day Live	Birth	Hybrid In person and online	\$550	birthworks.org
Birthing Advocacy Doula Trainings BADT	12 weeks	Full Spectrum	Live online	\$1200	badoulatrainings.org
CAPPA	3 Day	Birth	Hybrid in person and virtual	\$775	cappa.net
Childbirth International	At your own pace	Birth	Online	\$835	childbirthinternational.com
Commonsense Childbirth	Live and at your own pace	Birth	Online	\$900	cci.training
Commonsense Childbirth- COPE	3 days	Birth	In Person	\$1200	cci.training
Community Aware Birthworker	3 days	Birth	Live in person or virtual	Tier 1 \$500 Tier 2 \$700 Tier 3 \$900	communityawarebirthworker.com/
DONA International	3 days	Birth	Live in person or virtual	Varies by instructor	dona.org
International Childbirth Education Association	260 Day At Your Own Pace or 2 Days Live	Birth	In person	\$750 Enrollment & Workshop	icea.org

International Doula Institute	At your own pace 60 hours	Birth	Online	\$790	internationaldoulainstitute.com
Madriella Doula Network	At your own pace	Birth	Online	\$300	madriella.org
Modern Doula Education	5 nights	Postpartum	In Person	\$750	moderndoulaeducation.com
New Beginnings Doula Training	At your own pace 9-12 months 150-200 hours	Birth	Online	\$30/month until finished	trainingdoulas.com
Shafia Monroe Consulting	4 days in person or 4 week online	Birth and Postpartum	In person OR online	\$1623	smcdoulas.com
To Labor	3 days	Birth Full	In person	\$825	tolabor.com
Zaggi'idiwin Full Spectrum Indigenous Doula Training	3-4 days	Spectrum	In person	Varies by instructor	zaaggiidiwin.com

Appendix C - MN Doula Registry Online Application

Applying and Renewing: Minnesota Doula Registry

Applying for your registration

Go to the [Minnesota Department of Health Licensing System](#):

- Log-in to your account
- Complete the application and make payment

An application fee of \$200 is required for all initial and renewal doula applications. Your application is not considered complete until payment has been received and applied to your record. Your payment should be made electronically through the Minnesota Department of Health Licensing System.

All fees are non-refundable, regardless of your status as a doula.

Criminal Background Check

The Commissioner will conduct a criminal background check by reviewing the website of the Minnesota Bureau of Criminal Apprehension. If the review indicates that an applicant has a criminal conviction, then pursuant to [Minnesota Statutes, section 148.996, subdivision 3](#), the Commissioner will indicate this on the registry and provide a link to the web site of the Minnesota Bureau of Criminal Apprehension.

MDH Notification

Once MDH receives your application, a verification and criminal background check will be conducted. You will receive an email notification that a letter was issued approving you to the registry.

Renewing your registration

Inclusion on the registry maintained by the Commissioner is valid for three years. Approximately 60 days prior to the expiration of your three-year registration period, you will receive an email notification that it is time to renew your registration. If you wish to remain on the registry, fill out all parts of the application and follow the instructions for submitting your application and fee.

If you receive a certificate from your certifying organization, please upload a copy with your application and fee. MDH will then conduct another verification and criminal background check. You will receive an email notification that a letter was issued approving you to the registry.

Verification

Verification

The Commissioner of the Minnesota Department of Health will use the information provided in this application to verify that you meet the statutory definition of a certified doula. A certified doula means an individual who has received a certification to perform doula services from the International Childbirth Education Association, the Doulas of North American (DONA), the Association of Labor Assistants and Childbirth Educators (ALACE), Birthworks, the Childbirth and Postpartum Professional Association (CAPPA), Childbirth International, the International Center for Traditional Childbearing, or Commonsense Childbirth, Inc. ([Minnesota Statutes, section 148.995, subdivision 2](#)).

Criminal Background Check

The Commissioner will conduct a criminal background check by reviewing the website of the Minnesota Bureau of Criminal Apprehension. If the review indicates that an applicant has a criminal conviction, then pursuant to [Minnesota Statutes, section 148.996, subdivision 3](#), the Commissioner will indicate this on the registry and provide a link to the web site of the Minnesota Bureau of Criminal Apprehension.

Minnesota Government Data Practices Act Notice

This notice is given pursuant to [Minnesota Statutes, 13.01, Subdivision 3](#). The data you provide on this application is considered public data under the Minnesota Government Data Practices Act. You are not legally obligated to complete this application; however, if you do not complete the application, you cannot be listed on the Doula Registry. The information you provide will be subject to verification and a criminal background check.

The screenshot shows a web browser window with the URL mn-mdh.portal.opengov.com. The page header includes the Minnesota Department of Health Licensing System logo and navigation menu. The main content area is titled "Doula Individual Registry" and contains the text: "If you do not have an electronic version of your doula certifying organization certification of completion, you will be required to upload a [Doula Verification](#) form to complete your registration." Below this text is a blue button labeled "Apply Online".

<https://www.health.state.mn.us/facilities/providers/doula/applyrenew.html>

Appendix D- Community Resources

African American Babies Coalition and Projects

aabcprojects.org

- Moving Beyond Crisis Training, education that focuses on essential care components to enhance early childhood development of young children from Black, Indigenous, Asian American/ Pacific Islander, Somali and Latino (e) communities.
 - Orientation
 - Session 1: Getting Ready: Using the “It’s All About Me” Curriculum
 - Session 2: ACE Awareness
 - Session 3: Sensitive and Appropriate Home Visiting and the Importance of Cultural Identity
 - Session 4: Maternal Child Health
 - Session 5: Culturally Specific Essentials: What We want You to Know
- Birthing Fruition: Five Prong Learning Cohort Training education that focuses on developing skills in perinatal care and education to support Black and Brown communities.
 - Orientation
 - Session 1: Community Outreach Perinatal Educator Training (COPE)
 - Session 2: ACE Awareness and Historical Trauma
 - Session 3: Culturally Responsive Home Visiting
 - Session 4: Breastfeeding and Lactation
 - Session 5: It’s All About Me: Training Resources
 - Session 6: Adult Child and Baby First Aid/ CPR/AED
- Doula Business Support
 - Support navigating the steps to becoming a MN certified Doula
 - Stipends to help with the cost of certification

Community Aware Birthworker

- Education for Expectant Families
 - Evidence Based Birth Childbirth Education Series
 - Evidence Based Birth® Childbirth Class to skillfully mentor parents in evidence based care, comfort measures, and advocacy, so they can embrace their birth and parenting experiences with courage and confidence.
- Birthworker Training and Mentoring
 - CAB Birth Doula Training
 - Birth Doula Training Weekend
 - Emphasis on Bias in Healthcare/Medical Care (Racism and LGBTQIA Focus)
 - Lactation for Birthworkers
 - Training for birth workers to learn the foundation of lactation, how to educate & support clients, and when to refer to a different provider
 - Childbirth Education for Birthworkers

Minnesota Indian Women's Resource Center

- Life Skills Parenting
 - Life Skills Parenting provides parenting support, life skills training, referrals and education in child development and cultural values.
- Family Spirit
 - Peer educator provides early childhood home visiting education for parents of children 3 and under.
- Traditional Birthwork

2300 15th Ave S, Minneapolis MN 55404

Phone: 612-278-2000

<https://www.miwrc.org>

Native American Community Clinic

- Medical Care and Dental Care
- Behavioral Health
- Individual and Group therapy
- Assessments
- Social Services
 - Medical Insurance Assistance
 - Medical Transportation
 - Referrals to needs (Housing, Food shelf, Chemical Dependency, and other)
 - Community Health
 - Breastfeeding Support and Education
 - Nutrition Counseling
 - Diabetes education, including class and support groups
 - Wiinodewe IOP- rooted in indigenous spiritual practices, culturally-centered approach to treating substance use disorders

1213 E. Franklin Ave

Minneapolis, MN 55404

Phone: 612-872-8086

<https://nacc-healthcare.org/>

Liberty Community Church/Northside Healing Space

- Designed to be a “safe and culturally celebratory space” for the North Minneapolis community to heal from trauma and enhance resiliency skills.
- A safe place for our community to gather
- Individual healing sessions and Resiliency practice groups
- Drop-in space for victims of sexual exploitation and support groups
- Healing Touch, Meditation, Yoga and Essential Oil Healing
- Self-Care and Positive Body Workshops

- Music Healing Sessions

Church:

3700 Bryant Ave N

Minneapolis, MN 55412

Phone: 612-287-8152

<https://libertychurchmpls.org>

Healing Space:

2100 Emerson Ave N,

Minneapolis, MN 55411

American Indian Family Center

- Family Spirit Home Visiting
 - Peer Educator provides education to pregnant women and parents with children 3 and under.
- Ombi' Ayaa Anishinaabe-Ininiwug (Rise Up Original Men)
 - Join other men to participate in your culture and explore your identity as an American Indian man.
 - Weekly Father, men's, and drum groups
- Traditional ceremonies, including sweat lodge
- Cultural events, including sugar bush and ricing and Food Sovereignty education
- Wakanyeja Kin Wakan Pi (Our Children Are Sacred)
 - Women who are pregnant or parenting children 13 months and younger, parenting support that is based on traditional culture and wellness including parent education, nutrition, home visits and connection to resources
- Mother's Circle support group

579 Wells St, St Paul, MN 55130

651-793-3803

<https://aifcmn.org/>

Help Me Connect

Please use the link below to sign up for Help Me Connect, Minnesota's premiere for expecting families and families with young children, there is now a searchable list for doulas and birth workers

Home - Help Me Connect

<https://helpmeconnect.web.health.state.mn.us/HelpMeConnect>