



## Methods For Paying The Nursing Home Provider Fee

In order to process the payments of nursing home provider fees in an accurately and timely manner, the Department of Community Health has established a method by which payments can be made by Velocity Payment System. Operated on behalf of the Department by the Bank of America, the payment procedures include appropriate measures to assure that a facility's funds as well as any required financial information will be handled in a secure manner.

Payment of a nursing home provider fee will require that the banking information form, presented below, be submitted to the Department. Within 1 – 2 weeks after the provider information is received, GA Department of Community Health will provide the contact person identified for your facility with detailed instructions about how payments can be made thru the Velocity Payment System.

Please note that only your facility controls when the payment via the Velocity System is processed and your facility specifies the amount of payment to be made. The information being provided for your facility does not allow the Department or the Bank of America to withdraw funds from your designated bank account unless your facility initiates such a transaction.

Facilities enrolled in the Medicaid program that have a common home office may elect to submit their quarterly provider fee reports in a "multi-facility" report format. To assure an accurate matching of provider fee obligations with funds received, a single electronic transfer should be made for all facilities included in the same "multi-facility" report via the Velocity Payment System.

To sign up for this online payment system, submit the following contact information for each nursing home (if you have multiple facilities provide the information for each facility separately). Send complete form below either by secured email or fax to

Georgia Dept. of Community Health  
Division of Financial Management  
Attn: Camille Aldana  
2 Peachtree St., NW – 34<sup>th</sup> Floor  
Atlanta, GA 30303  
404 656-0430 (Phone)  
770.344.4207 (Fax)  
[caldana@dch.ga.gov](mailto:caldana@dch.ga.gov)



**Nathan Deal, Governor**

**Clyde L. Reese III, Esq., Commissioner**

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2 Peachtree Street, NW | Atlanta, GA 30303-3159 | 404-656-4507 | [www.dch.georgia.gov](http://www.dch.georgia.gov)

Please have this information typewritten or legibly written.

Nursing Home Medicaid Provider ID (if your nursing home does not have a medical id then please provide your Federal Tax ID):

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Nursing Home Name:

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Nursing Home address:

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Nursing Home City:

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Nursing Home 5 digit Zip code:

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Contact Person name:

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Contact Person Title:

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Contact Person Email Address:

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Contact Person Telephone Number:

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If your facility's payment via Velocity is not activated in time to make the next nursing home provider fee payment, the fee can be made via a check payable to the Georgia Department of Community Health.

The check and the Nursing Home Fee Calculation form or your Provider No. and month for which the fee is being paid can be directed to:

Department of Community Health  
Office of Financial Services  
Attn: Franchesca Brown  
2 Peachtree Street, N.W.  
34th Floor - Room 34  
Atlanta, Georgia 30303-3159

Any questions regarding making payments by check should be directed to at [fbrown@dch.ga.gov](mailto:fbrown@dch.ga.gov).

The Department strongly recommends the use of Velocity as the preferred method of payment to speed up application of the payment.

Any questions regarding outstanding provider fee payments should be directed to Antoinette Thigpen at [athigpen@dch.ga.gov](mailto:athigpen@dch.ga.gov) or (404) 651-5456