

Initial doula paperwork checklist

UnitedHealthcare Community Plan of New Jersey



Please complete the initial doula paperwork which consists of the disclosure form(s) and W-9. Once these forms have been completed and are accepted, our contracting team will present you with a contract to sign and send back. Once it is signed and sent back to us, our contracting team will counter-sign it, and you will be assigned a participation effective date as a network doula with UnitedHealthcare Community Plan of New Jersey.

Document	Disclosure form (individual and/or entity)
Description	UnitedHealthcare Community Plan (UnitedHealthcare) is required to collect disclosure of ownership, controlling interest and management information from providers that are credentialed or otherwise enrolled to participate in the Medicaid and/or the Children's Health Insurance Program (CHIP) managed care program by UnitedHealthcare or by a delegate of UnitedHealthcare, pursuant to a Medicaid and/or CHIP state contract with the state agency and the federal regulations set forth in 42 CFR Part §455.
Instructions	Please note the following when filling out the form(s): 1 An individual doula who operates as an independent entity and sole proprietor should complete the Individual Disclosure of Ownership and Control Interest Form. Please note the following when completing the individual disclosure form as a sole proprietor: • Section I: Provider to complete as owner • Section VI, question 1: Provider to complete as managing employee 2 Doulas who operate a doula group or organization with 1 or more doulas under their tax ID number (TIN) should complete the Entity Disclosure of Ownership and Control Interest Form. 3 Doulas who are part of a doula entity (group or organization) and who don't own their National Provider Identifier (NPI) number or TIN won't need to complete the Individual Disclosure of Ownership and Control Interest Form if the doula will operate under the same TIN as the group. 4 If you don't have a business practice location, you can use your residential address. There must be a physical location listed. 5 If you have a P.O. Box, you can add it by following the directions listed under the section Additional addresses. Note: We do not publish any doula physical/residential addresses in our Community Doula List.

For more information on disclosure forms, please see our [frequently asked questions](#).

Document	W-9
Description	Request for tax ID number and certification
Instructions	1 Complete all applicable fillable fields on the W-9 form. 2 Download the W-9 (Rev. March 2024) from irs.gov. 3 When finished, print the completed form to PDF and email the PDF to us. Don't send the original fillable form.



If you have questions, please reply to the email that included this checklist or email uhccpnj@uhc.com.