

Other Payer Code Information

To: Interested Parties of the Board of Occupational Therapy Practice
Re: Registration for 'Other Payer Codes'
Date: August 12, 2010

The Florida Department of Health, Division of Medical Quality Assurance (MQA), is pleased to offer employers, recruiters and schools of Occupational Therapist and/or Occupational Therapist Assistant applicants an option to pay for the applicant's licensure fees.

Beginning in August 2010, Occupational Therapists and Occupational Therapy Assistants may complete and submit an application for licensure online. Instead of providing their own credit card for payment, applicants will have the option to enter the 'Other Payer Code' to complete the application process. The application will be uploaded for processing and will stay in pending status until the other payer makes payment.

Interested parties will need to register with the Florida Board of Occupational Therapy Practice by providing, in letter format, the following information: **1) Business Name, 2) Mailing Address, 3) Phone Number and 4) Federal ID Number**. In addition, we will need a contact person and email address. Please indicate if you require more than one payment code, or a code expiration, date and sign the letter indicating that all of the provided information is true and correct. Please mail this letter to:

Florida Board of Occupational Therapy
4052 Bald Cypress Way, Bin # C-05
Tallahassee, Florida 32399-3254

Once the third party payer is registered, the Florida Board of Occupational Therapy Practice will mail a notification letter including the payment code and instructions on how to submit payment for applicants who applied for an Occupational Therapist or Occupational Therapy Assistant license. The third party payer will need to provide their "Other Payer Code" to applicants prior to them applying.

Third party payers who elect to use the Other Payer Code will be required to log-on to MQA's secure on-line services website to approve and submit payment. The payer will be able to deselect applicants who are not eligible to use their 'Other Payer Code'. Then the payer will be prompted to a Credit Card payment screen where they can pay by using Visa, MasterCard, Discover, or American Express.

Third party payers wishing to pay by check will need to send a cashiers check or money order along with a list of applicants and their file number. Applicants are issued a file number as a part of their application confirmation e-mail. The applicant's file number is required when submitting payments by this method:

Department of Health
Post Office Box 6330
Tallahassee, FL 32314

Please contact the Florida Board of Occupational Therapy Practice at (850) 245-4373 or by email MQA_OccupationalTherapy@doh.state.fl.us if you have any questions.