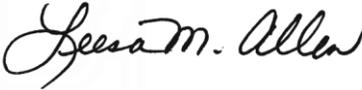




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Electronic Provider Enrollment Application	<b>BY</b>  Leesa M. Allen, Deputy Secretary Office of Medical Assistance Programs
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**IMPORTANT REMINDER:** All providers must revalidate their MA enrollment every 5 years. Providers should log into PROMISE to check their revalidation date and submit a revalidation application at least 60 days prior. Enrollment (revalidation) applications may be found at [http://www.dhs.pa.gov/provider/promise/enrollmentinformation/S\\_001994](http://www.dhs.pa.gov/provider/promise/enrollmentinformation/S_001994). Providers who enrolled on or before SEPTEMBER 25, 2011 must complete the revalidation process as soon as possible. DHS must complete the revalidation for all providers enrolled on or before September 25, 2011 by September 25, 2016.

**PURPOSE:**

The purpose of this bulletin is to provide information about the Electronic Provider Enrollment Application.

**SCOPE:**

This bulletin applies to all providers who seek to enroll, revalidate, or reactivate their enrollment in the Medical Assistance (MA) Program, including providers who provide services in the managed care delivery systems and waiver programs.

**BACKGROUND/DISCUSSION:**

The Department of Human Services (Department) developed an online Electronic Provider Enrollment Application, which is available via a secure web portal.

The benefits to using the Electronic Provider Enrollment Application include:

- the availability of an online electronic provider enrollment application from a secure internet site;
- expanded upload capabilities so providers can submit supplemental documentation electronically;

<p><b>COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:</b></p> <p>The appropriate toll free number for your provider type</p> <p>Visit the Office of Medical Assistance Programs Web site at  <a href="http://www.dhs.pa.gov/provider/healthcaremedicalassistance/index.htm">http://www.dhs.pa.gov/provider/healthcaremedicalassistance/index.htm</a></p>
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- automated federal and state database checks which will reduce application processing times; and
- the ability of providers to begin a new application, resume a previously started application, or check status of a submitted application utilizing an application tracking number (ATN).

### **PROCEDURE:**

The MA Program's On-Line Provider Application, i.e., the Electronic Provider Enrollment Application, may be selected from the 'Welcome to Pennsylvania Department of Human Services' web page by accessing the following website link:

<https://provider.enrollment.dpw.state.pa.us/>.

Providers may open webpage links to the Electronic Provider Enrollment Application, as applicable, for new enrollment (New Application), revalidation of enrollment (Revalidation) or reactivation of enrollment (Reactivation) in the MA Program. Providers starting an electronic application will need to create a user identification (ID) and password for each electronic application. Providers are to maintain their ATN and password for each application in the event they need to save the application and edit it at a later date.

**NOTE: The Electronic Provider Enrollment Application system does NOT maintain a repository of passwords or have the capability to allow providers who do not have their passwords to retrieve passwords.**

Providers are required to answer a series of questions on the Electronic Provider Enrollment Application. The specific pages and questions that are displayed are based on information that is initially collected in the electronic application.

The Department stores and makes the Electronic Provider Enrollment Application accessible for 30 calendar days from date the provider initiates the application. The MA Program will notify providers via e-mail in instances when their Electronic Provider Enrollment Application was started but not submitted and is about to expire. Once the Electronic Provider Enrollment Application expires, the provider will not be able to access the application and will need to initiate a new application.

The Department will not accept incomplete Electronic Provider Enrollment Applications. The Department will only accept an Electronic Provider Enrollment Application when all mandatory questions have been answered and the provider has uploaded the necessary documentation as prompted. Providers are to ensure that all required information and supplemental documentation is available and ready to upload when prompted by the Electronic Provider Enrollment Application.

Upon submission of the Electronic Provider Enrollment Application, providers are given the option to save and print a copy of their application for their records. Providers may also go to the 'Welcome to Pennsylvania Department of Human Services' web page to view the status of a recently submitted application by accessing the Application Status website link.

The Department may return the Electronic Provider Enrollment Application to the provider when there is incorrect or missing information in the application, such as, the provider not uploading the required documentation, or the provider entering an incorrect address or number into the application. The Department will provide notification via email to the provider that they have 30 calendar days to log back into the Electronic Provider Enrollment Application to submit the correct information or supplemental documentation with their application.

Although the Department encourages providers to use the Electronic Provider Enrollment Application, the Department will continue to accept paper enrollment applications.

Providers who currently have applications/revalidations pending with the Department should not resubmit via the Electronic Provider Enrollment Application.

**NOTE: At this time, the following providers are unable to use the Electronic Provider Enrollment Application to enroll, revalidate or reactivate as MA providers:**

- Office of Developmental Program (ODP) providers with the following Provider Eligibility Programs (PEPs) including:
  - ID Base Program,
  - Consolidated Waiver, and
  - Person/Family Directed Services Waiver.
- 01-183 – Hospital Based Medical Clinics
- 07 – Capitation (MCO)
- 10 – Mid-Level Practitioner
- 11-561 – Mental Health Provider BSC-ASD
- 11-562 – Mental Health Provider TSS (ABA)
- 55-225 – Department of Health
- 34 – Program Exception
- 35 – Public Schools
- 41 – Adult Day Care
- 48 – Service Bureau
- 65 – Lien Holder
- 70 – Energy Assistance Provider

The above provider types are to continue to complete paper enrollment applications and forward them to the Department following the instructions in the paper application.

**REFERENCES AND RESOURCES:**

Additional information regarding provider enrollment and revalidation is available at the following links:

Provider Enrollment Information

<http://www.dhs.pa.gov/provider/healthcaremedicalassistance/enrollmentinformation/index.htm>

[http://www.dhs.pa.gov/cs/groups/webcontent/documents/bulletin\\_admin/c\\_093853.pdf](http://www.dhs.pa.gov/cs/groups/webcontent/documents/bulletin_admin/c_093853.pdf)

Provider Enrollment and Screening Requirements of the Affordable Care Act (ACA)

<http://www.dhs.pa.gov/provider/providerenrollmentandscreeningrequirementsoftheaffordablecareact/index.htm>

Centers for Medicare & Medicaid Services Information

<http://www.medicare.gov/affordablecareact/affordable-care-act.html>