Navigating the Roadblocks of Medicaid Enrollment/Licensure Updates

TMHP Ordering Referring-Only Providers

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Today's Journey

- ORP Enrollment Documentation Requirements

- ORP Enrollment

- Updating Speech Licensure

- Friendly Reminders

- Questions

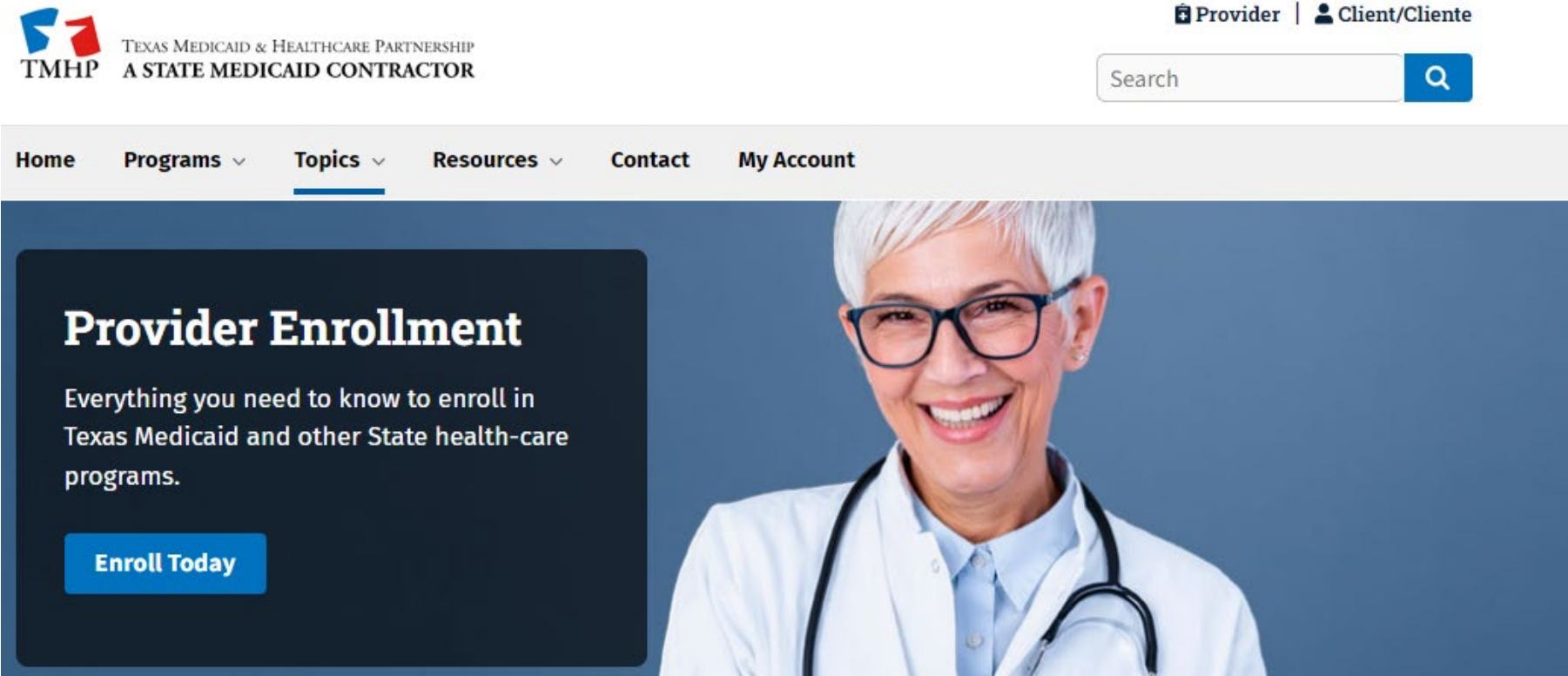# Required Documentation for Enrollment

- Social Security Number (SSN)

- Date of birth (DOB)

- Driver's license information

- Professional healthcare license information

- National Provider Identifier (NPI)

Go to TMHP Website: www.tmhp.com
Provider Enrollment, Enroll Today

Start New Enrollment

Read Information, click Continue

NPI & Enrollment Information

Welcome to the Provider Enrollment Management System (PEMS)

Basic Instructions

When you Select **Start New Enrollment**, a new record will be created using your National Provider Identifier(NPI) or Atypical Provider Identifier (API).

*Note: If you accidentally **Start New Enrollment**, select 'Cancel' below, or the **back button** on your web browser to return to your dashboard view.*

PEMS bases each enrollment/registration application on the applying provider or participant's NPI or API.

Providers and Participants who would like to enroll or register in Texas health-care programs must do so under one of three categories determined by their NPI or API: **Provider, Atypical Provider, or Individual Transportation Participant.**

Some examples of providers that may have an API include, but are not limited to:

- Financial Management Service Agencies (FMSAs)
- Community Living Assistance & Support Services (CLASS) - Case Management Agencies
- Transition Assistance Services Agencies

To learn more about who might need to apply for an API, refer to 45 Code of Federal Regulations (CFR) §160.103.

NPI & Enrollment Information

NPI & Enrollment Information

To Begin, Please Choose your Enrollment/Registration

- ⦿ Enroll as a Provider with an Existing National Provider Identifier
- ⦾ Register as an Individual Transportation Participant
- ⦾ Enroll as an Atypical Provider

Next, Please Enter your issued NPI NUMBER and validate NPPES information,

NATIONAL PROVIDER IDENTIFIER (NPI)

[   ] Validate

If you are trying to update the enrollment record then go to Provider Profile Provider Management section

☐ I have read and agree to the Texas privacy statement and laws.

Begin Enrollment / Registration   Cancel

- Select Enroll as a Provider with an Existing National Provider Identifier
- Enter NPI, click Validate
- Check box next to "I have read and agree to the Texas privacy statement and laws"
- Click Begin Enrollment/Registration

This information is pulled from the Texas Medicaid and Healthcare Partnership (TMHP) website. Be sure to verify all information. If the taxonomy is not correct, click NPPES Site and update the taxonomy.

Services Provided Section is not required for Ordering, Referring Provider (ORP)

Provider Information

- Required fields are denoted with a *

- Disregard Revalidation Date

- Verify the email address by logging into your email and clicking on the link that was sent to you

- Be sure to click "Save" once all required fields have been completed

Licenses/Certifications/Accreditations

Click: Add Licenses/Certifications/Accreditations button if you are a new provider
Enter License information
Certifications/Accreditations are not required for ORP's

Disclosures

- Read and answer all questions.

- If yes is answered to any question except "Are you a citizen of the United States?", you will be required to upload additional information.

- When answering "yes" to "Are you a citizen of the United States?" a pop-up will appear, click "Ok"

ORP APPLICANTS ARE NOT REQUIRED TO COMPLETE ACCOUNTING/BILLING INFORMATION OR OWNERSHIP/CONTROLLING INTEREST SECTIONS

Programs – answer "Yes" for Acute Care-Fee-For-Service, and "No" for all others and Save

Practice Location Information

Click Add Practice Location and a box will open with two questions. You will answer "No" to these questions.

Basic Information – Complete all * areas and click "Save" (Practice location is typically school district address)

Programs and Services Participation – answer Demographic and Program Specific Questions

Answer "No" to Healthy Texas Women

After clicking "Save" click on Programs and Services Participation section and click on the ellipses, select open, scroll down to Licensures/Certifications/Accreditations. Select License information and click "Save."
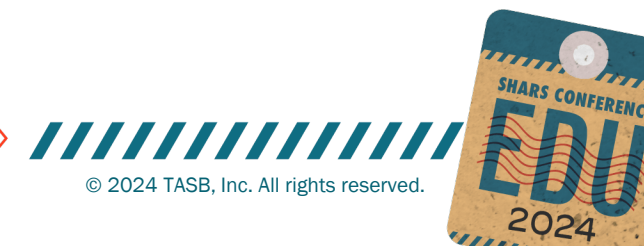
Demographics for Practice Location section
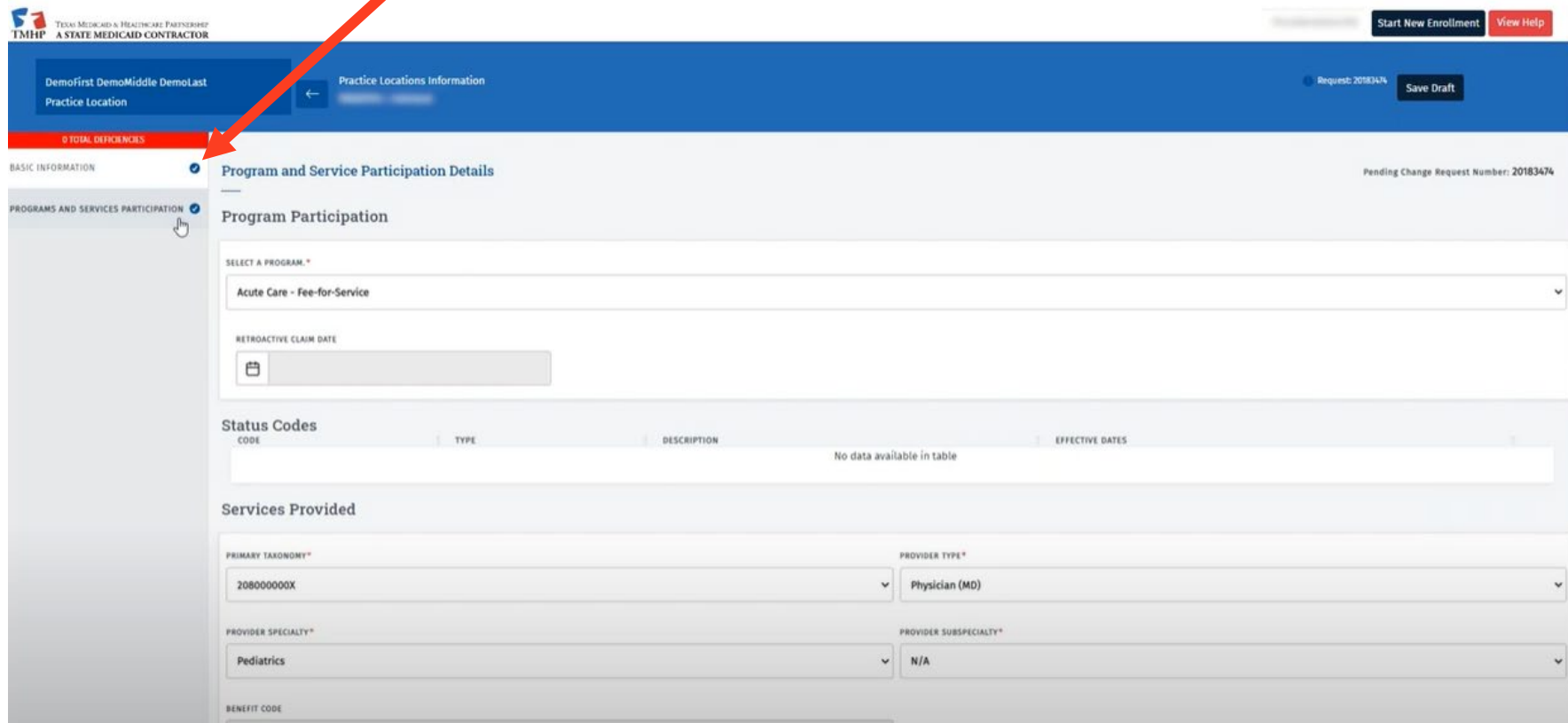
Be sure that both Basic Information and Programs and Services Participation have blue check marks which indicates both have been completed.
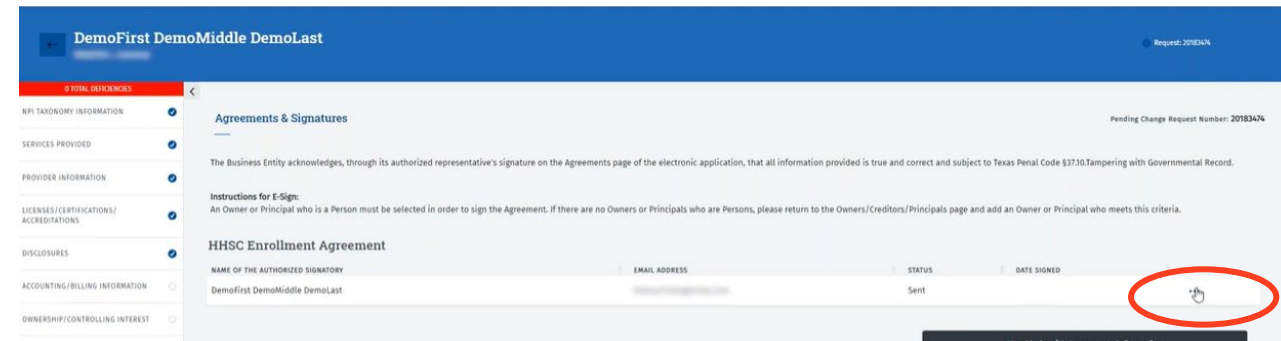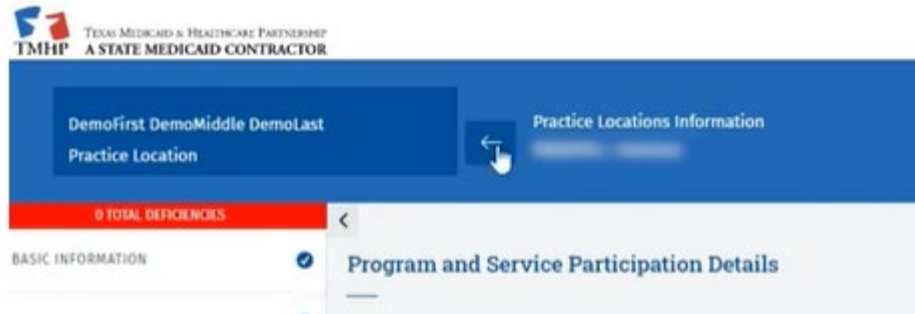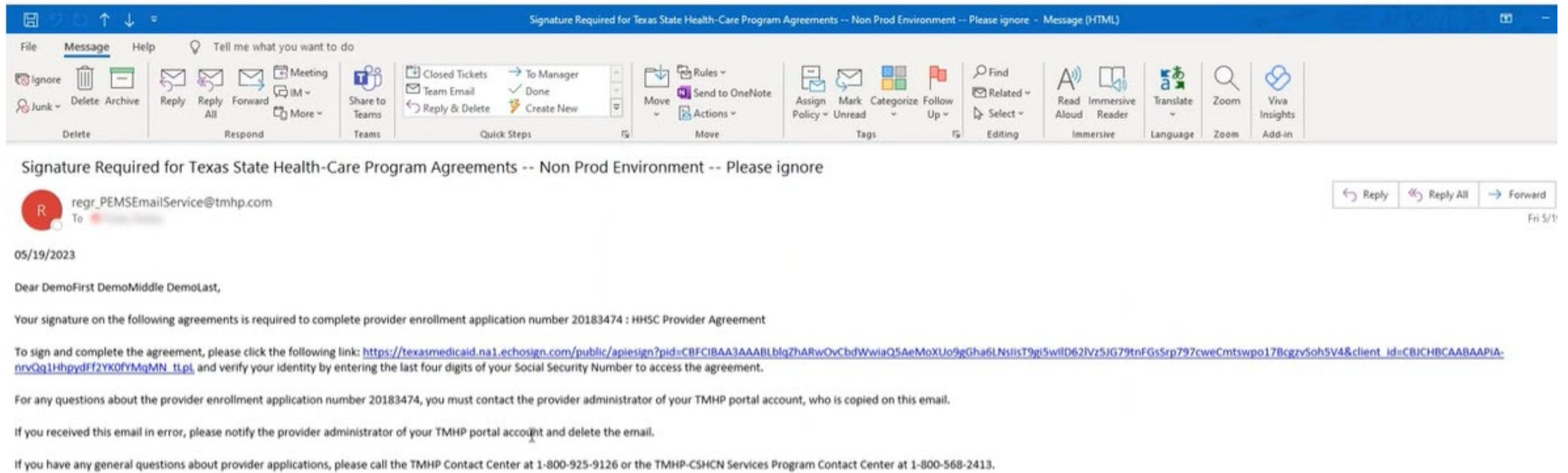
Click the back arrow to electronically sign the agreement

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Select the ellipses (…) and select Authorized Signatory from the dropdown and enter email address to send HHSC Agreement

You will receive an email with a link to sign and complete the agreement

Signature Required for Texas State Health-Care Program Agreements -- Non Prod Environment -- Please ignore

R regr_PEMSEmailService@tmhp.com
To

05/19/2023

Dear DemoFirst DemoMiddle DemoLast,

Your signature on the following agreements is required to complete provider enrollment application number 20183474 : HHSC Provider Agreement

To sign and complete the agreement, please click the following link: https://texasmedicaid.na1.echosign.com/public/apiesign?pid=CBFCIBAA3AAABLblqZhARwOvCbdWwiaQ5AeMoXUo9gGha6LNsIisT9gi5wIID62IVz5JG79tnFGsSrp797cweCmtswpo17BcgzvSoh5V4&client_id=CBJCHBCAABAAPiA-nrvQq1HhpydFf2YK0fYMqMN_ttpL and verify your identity by entering the last four digits of your Social Security Number to access the agreement.

For any questions about the provider enrollment application number 20183474, you must contact the provider administrator of your TMHP portal account, who is copied on this email.

If you received this email in error, please notify the provider administrator of your TMHP portal account and delete the email.

If you have any general questions about provider applications, please call the TMHP Contact Center at 1-800-925-9126 or the TMHP-CSHCN Services Program Contact Center at 1-800-568-2413.

You will be required to enter a password which is the last 4-digits of the enrolling provider's Social Security Number (SSN)

Once the password has been entered, follow the prompts to begin the e-signature process. Name must be exactly how it was entered on the application. No nicknames, no initials, no titles

This document is password protected

You need a password to access this document. If you do not have the password, you will need to contact The Provider Enrollment Program Administrator.

Enter password..   Continue

Type Signature

DemoFirst DemoMiddle DemoLast

Clear

Close   Apply

When completed, you will receive a message that confirms the HHSC Provider agreement was successfully signed

✓ **You're all set**

You finished signing "Enrollment Agreements".

You can also download a copy of what you just signed.

Don't have an Adobe account?

✓ Access future agreements anywhere on the web

✓ Fill, sign, share, or comment on any PDF

✓ Send 2 free agreements for e-signature on a monthly basis

Create account

**Be sure to submit the request to complete the application process

How to check the status of your application – Select Requests. You can search by entering the request number or NPI number. Application status will show as "PE Review" until approved.

Updating License Dates (SLP)

Speech Licensure Updates

From Provider Management Screen in TMHP, search for NPI number

Select the ellipses (...) and then view to open enrollment record associated with that NPI

Edit Enrollment

Select Edit Enrollment Record
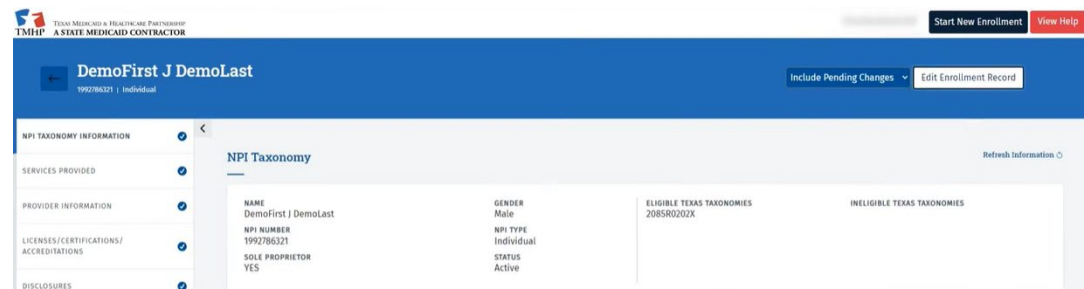
Create Request for Maintenance-Licenses
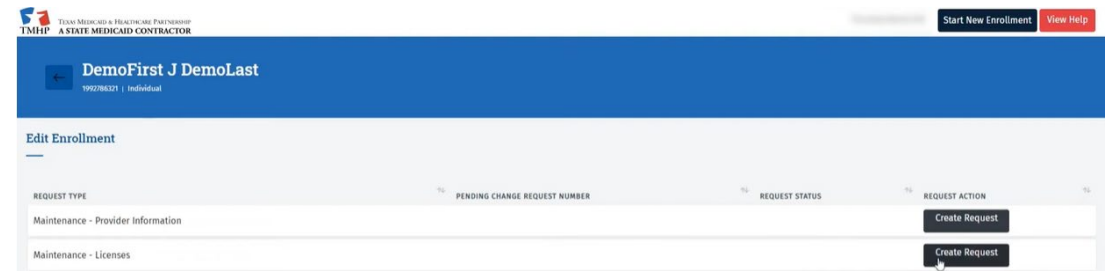
Select the ellipses (...) and then open

Update the expiration date of your license information, save, and submit all changes
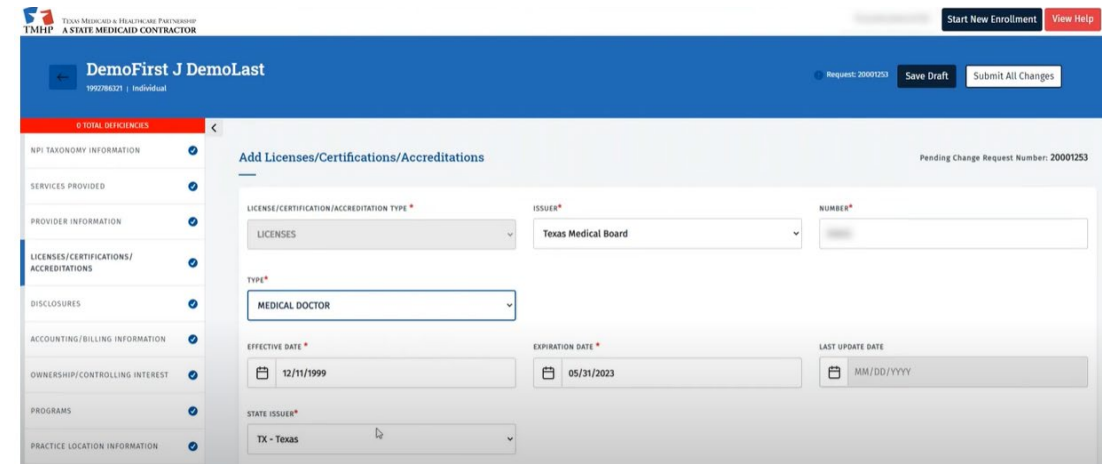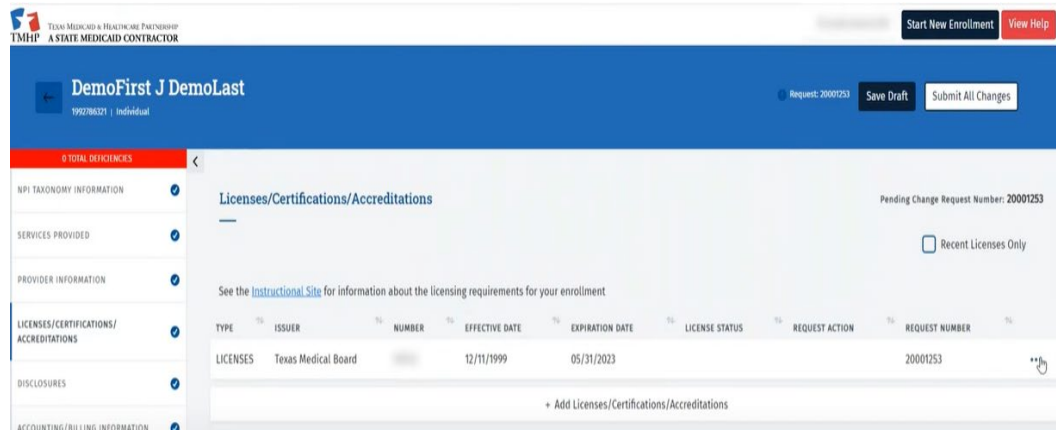
- Save the request number and click "OK"
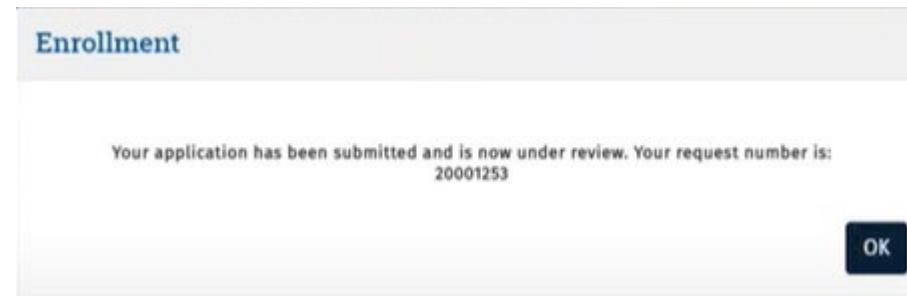
How to check the status of your license update – Select Requests. You can search by entering the request number or NPI number. Application status will show as "PE Review" until approved.

Friendly Reminders

- Speech referring providers should update their licensure expiration date in TMHP Provider enrollment each time their license renews

- Referrals are good for three years unless the referring speech provider leaves the district, then a new speech referral is needed

- Referrals should have a National Provider Identifier, printed name of provider, signature of provider, date signed by provider, address, phone number, and district name

Helpful YouTube video links to assist with initial enrollment and updating license dates

ORP Enrollment video link

- https://www.youtube.com/watch?v=2_2SCVXivKk

Updating license information video link

- https://www.youtube.com/watch?v=WWkSRotN9Ic

Questions ?

Thank you!