

Quick Reference Guide: BH – Adding Specialties or New Provider Type

This guide explains how to change a specialty in PNM (Ex: Adding a QMHS Specialty) or changing a Provider Type in PNM (Ex. Changing from a Paraprofessional (96) to a Social Worker (37))

Steps:

1

Access the file in your dashboard, you wish to add a specialty or change provider type, by clicking on the hyperlink for Reg ID or name listed under 'Provider'

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty
<input type="text"/>	<input type="text"/>	All	<input type="text"/>	<input type="text"/>	<input type="text"/>	All
518230	Sarah Johnson	Complete	96 - Behavioral Health Para-Professionals	1881102879	0000008	CARE MANAGEMENT SPECIALIST

2

To add a specialty, click the '+' symbol to expand the Enrollment Actions and click 'Begin ODM Enrollment Profile Update'

For steps on how to 'change' the provider type (Ex. 96 to 37), which will involve disenrolling the current provider type and then creating a new application for the new provider type, go to [Step 7](#)

Manage Application

Enrollment Actions + Enrollment Action Selections:

Programs + Program Selections:


Self Service + Self Service Selections:

Enrollment Actions - Enrollment Action Selections:

- [Begin ODM Enrollment Profile Update](#)
- [Edit Key Provider Identifiers](#)
- [Request Disenrollment](#)

3

Under the list of updates, locate the 'Licenses and Classifications' section. There you will see the Specialties page listed. Click **Update** next to Specialties to add a specialty to the provider's record



Licenses and Classifications

- Specialties
- Taxonomies
- CLIA Certifications
- Medicare Number

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Steps:

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Specialties
This is a required section.

Save Cancel Previous Next

Primary Specialties are not editable by provider after application submission.

Specialty	Primary	Start Date	End Date	Enroll Status	
962 CARE MANAGEMENT SPECIALIST	Yes	01/07/2022	12/31/2299	ACTIVE	

To add a new specialty to the provider record, click the **Add New** button

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Choose a Specialty type from the drop-down menu and update dates as needed. You can repeat the process to add multiple specialties

Note: The start date will default to the date the specialty is entered, but can be edited

Specialty*

Start Date* 11/7/2022

End Date 12/31/2299

- ORC - CANS ASSESSOR
- 962 - CARE MANAGEMENT SPECIALIST
- 964 - IPS-SE
- 963 - PEER RECOVERY SUPPORTER
- 960 - QUALIFIED MH SPECIALIST
- 961 - QUALIFIED MH SPECIALIST 3

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Click **Save** at the top of the page to save the information entered on the Specialties page. Once all updates are made, click **Submit for Review**

Specialties
This is a required section.

Save Cancel

Home Office Address*

Return to Summary

Generate PDF

Submit for Review

Save Cancel

A red dot indicates that updated information has been saved on a page

You have modified the following sections in your application. Click "Ok" to complete your submission. Click "Cancel" to review your application prior to submission.

Specialties

OK Cancel

A pop-up window display confirms which page(s) received an update. Click **OK** to complete the submission

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Steps:

7

To change the provider type (going from one provider type number to another), click the '+' symbol to expand the Enrollment Actions in order to disenroll the provider's current provider type number

Click **Request Disenrollment** or contact the ODM Enrollment team at 1-800-686-1516 (option 2 and then option 2 again)

Manage Application

Enrollment Actions + Enrollment Action Selections:

Programs + Program Selections:

Self Service + Self Service Selections:

Enrollment Actions - Enrollment Action Selections:

[Begin ODM Enrollment Profile Update](#)

[Edit Key Provider Identifiers](#)

[Request Disenrollment](#)

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Enter a Disenrollment Effective Date in the box provided. Then, select the 'Other' checkbox and enter an explanation in the comments section that this disenrollment is related to a change in provider type number

Once information for the disenrollment has been entered, click **Save**

Request Disenrollment

Disenrollment Effective Date*

Indicate all that apply

Retirement

Closed Business

No Longer Interested in being a Medical Provider

Difficulty with Rules Compliance

Low Reimbursement Rates

Problem with MCPs

Closed business due to economic downturn

Other

Comments*

Save **Cancel**

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My Providers Pending Agent Requests Account Administration New Provider ?

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	Location	Effective Date	Submit Date	Revalidation Due Date
518230	Sarah Johnson	Inactive	96 - Behavioral Health Para-Professionals	1306228580	0417323	CARE MANAGEMENT SPECIALIST		08/14/20	09/15/20	08/01/22

ODM will complete the disenrollment process. Once disenrolled, the provider with the 'old' provider type number will be marked as INACTIVE. This allows the provider, with the 'new' provider type, to be entered on a new application

Note: PNM does not allow two providers with the same NPI number to be marked as ACTIVE

An Administrator can click 'New Provider' to begin the new application (*see the New Provider Application QRG for steps on entering a new provider application*)