Quick Reference Guide: Revalidation/Reenrollment

Revalidation is required every three (3) years for Credentialed Providers and every five (5) years for Non-Credentialed Providers.

Note: *For Non-Credentialed Providers, the Revalidation date is recalculated when DODD is added, or DODD is renewed. Providers will not have to complete the Revalidation process in PNM if DODD is added or renewed.*

Steps:

1

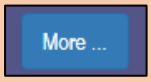
Access your provider file from your dashboard by clicking on the Reg ID or Provider Name hyperlink

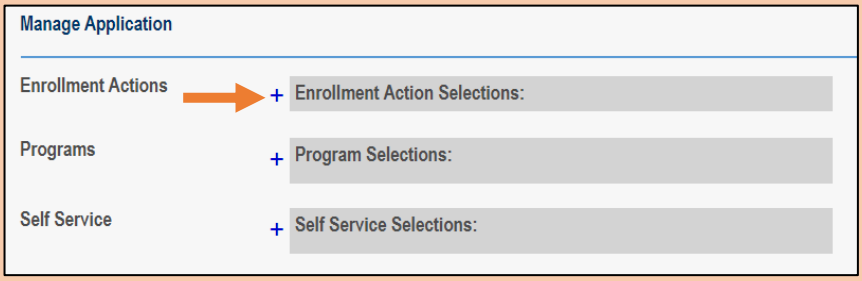
For table heading definitions, See Page 3 of this guide

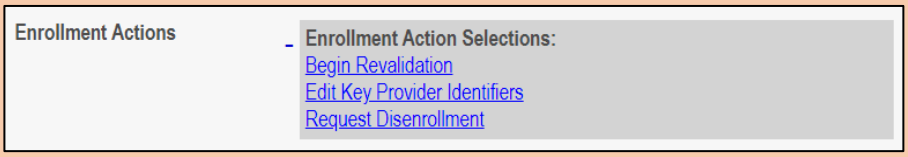
2

Click the '+' symbol to expand the Enrollment Actions and click 'Begin Revalidation' to access the file

Note: You can confirm the application is for Revalidation by clicking the 'More' button at the top of the page (on the right-side of the dark purple section) to expand the header







3

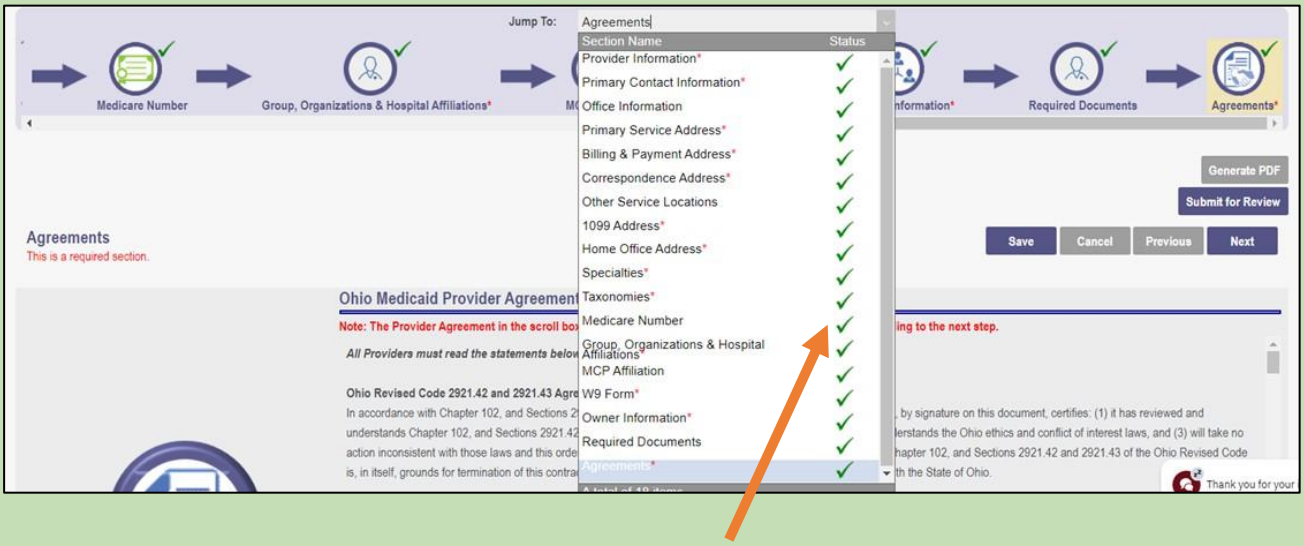
Complete each page of the application. Click 'Next' to save and proceed to the next page

Note: Regardless of whether changes are made, each page needs to be reviewed and saved

Quick Reference Guide: Revalidation/Reenrollment

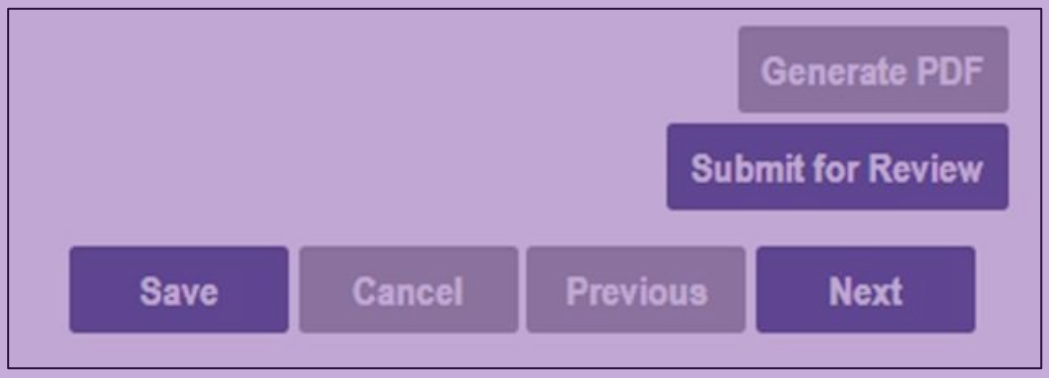
Steps:

4



Confirm that each page has been reviewed, making sure a green checkmark appears for each page

5



Once all pages have been completed, click ‘Submit for Review’ to submit your application for Revalidation

Disclaimer: It is the Provider’s responsibility to keep information up to date in PNM. This includes specialties, contact information, addresses, etc.

Quick Reference Guide: Revalidation/Reenrollment

Reg ID: A registration ID assigned to the provider file when a new application is created in PNM *(this is a clickable hyperlink to access more Provider options)*

Provider: Lists the name of the Provider *(this is a clickable hyperlink to access more Provider options)*

Status: Displays the current Status of the Provider file within PNM

Provider Type: Lists the specific Provider Type and Number

NPI: Lists the Provider's National Provider Identifier (NPI)

Medicaid ID: Lists the Medicaid ID number assigned to the Provider *(for new Providers this assignment occurs after full review and completion)*

Specialty: Lists the primary specialty indicated by the Provider

DD Contract Number: Displays the DODD Contract Number(s) associated to the registration

DD Facility Number: Displays the DODD Facility Number(s) associated to the registration

Location: Displays the location of the Provider

Effective Date: Lists the Effective Date of the Provider

Submit Date: Displays the date the new application, update, or revalidation/reenrollment was submitted

Revalidation Due Date: Displays the date that the Provider will need to complete the revalidation/reenrollment