

**Please read**

**Important information regarding Group/Organization/Agency Affiliations in the PNM System:**

1. Affiliations to a group/organization/agency can be made through either the individual practitioner's application/record ([Page 2](#)) or through the group/organization/agency's application/record ([Page 7](#)).
  1. An individual will need to have the Medicaid ID of the group/organization/agency to request affiliation to that entity. Entering that information DOES NOT automatically affiliate the practitioner to the group/organization/agency.
  2. The group/organization/agency needs to have the individual practitioner's first name, last name, NPI, and choose a rendering location for the provider to affiliate them under the group.
2. Affiliations made through the individual practitioner's application will remain in 'pending approval' status until the group/organization/agency confirms the affiliation of the individual practitioner ([Page 4](#)).
  - a. This must be completed by the group/organization/agency completing an update in PNM (under the group's Medicaid ID) and accessing the Group, Organization & Hospital Affiliations page.
  - b. The Administrator of the group/organization/agency's Medicaid ID (or an Agent with the Enrollment Agent action) can initiate and complete an update in PNM.
3. A Welcome Letter does not include whether a provider is affiliated with a group/organization/agency. The Welcome Letter indicates that a provider is enrolled in Ohio Medicaid.
  - a. A Welcome Letter is sent to an individual practitioner even though the group/organization/agency has not confirmed that practitioner's affiliation with them.
4. To remove a practitioner as an affiliate, an update must be completed under the group/organization/agency's Medicaid ID by entering an End Date ([Page 10](#)).

# Quick Reference Guide: Group/Organization/Agency Affiliations in PNM

## Steps: Entering an Affiliation in PNM as a new Individual Practitioner

1



When completing a new enrollment application for an individual practitioner, go through each page listed in the navigation bar to enter information for the provider.

2

Group, Facility & Hospital Affiliations (Individual)

This is not a required section. To skip this section click on Next button.

Save Cancel Previous Next

### Pending Group Affiliations

Deleting your affiliation entry in this section will not delete your confirmed group affiliation.

Group Name	NPI	Medicaid ID	Start Date	End Date	Affiliation Status	Address		
No pending affiliations found.								

Add New

### Confirmed Group Affiliations

The grid above shows Groups where you are currently confirmed as a Group member (or have in the past been confirmed as a Group member)

Group Name	NPI	Medicaid ID	Start Date	End Date	Affiliation Status	Address		
No confirmed affiliations found.								

### Hospital Affiliations

Facility Name	Staff Category	Status of Privileges	Primary Facility	Start Date	End Date		
No hospital affiliations found.							

Add New

The Group, Facility & Hospital Affiliations (Individual) page is where an affiliation that an individual practitioner has with a group/organization/agency is indicated.

3

Group, Facility & Hospital Affiliations (Individual)

This is not a required section. To skip this section click on Next button.

Save Cancel Previous Next

### Pending Group Affiliations

Deleting your affiliation entry in this section will not delete your confirmed group affiliation.

Group Name	NPI	Medicaid ID	Start Date	End Date	Affiliation Status	Address		
No pending affiliations found.								

Add New

### Confirmed Group Affiliations

The grid above shows Groups where you are currently confirmed as a Group member (or have in the past been confirmed as a Group member)

Group Name	NPI	Medicaid ID	Start Date	End Date	Affiliation Status	Address		
No confirmed affiliations found.								

### Hospital Affiliations

Facility Name	Staff Category	Status of Privileges	Primary Facility	Start Date	End Date		
No hospital affiliations found.							

Add New

Click **Add New** under 'Pending Group Affiliations' to add the group/organization/agency.

# Quick Reference Guide: Group/Organization/Agency Affiliations in PNM

## Steps:

4

- Enter the Medicaid ID for the group/organization/agency that the individual practitioner is requesting affiliation with.
- Press Tab on the keyboard or click outside of the Medicaid ID box and the NPI number of the group/organization/agency will auto-fill.
- Click **Save**.

**Group Affiliation**

Medicaid ID

NPI

5

### Group, Facility & Hospital Affiliations (Individual)

This is not a required section. To skip this section click on Next button.

**Pending Group Affiliations**  
Deleting your affiliation entry in this section will not delete your confirmed group affiliation.

Group Name	NPI	Medicaid ID	Start Date	End Date	Affiliation Status	Address	
Gahanna Urgent Care	1528056613	9999891	04/12/2022	12/31/2299	Pending Approval	8398 BLUE HERON LN COLUMBUS, OH 43230- 6434	<input type="button" value="✕"/>

**Confirmed Group Affiliations**  
The grid above shows Groups where you are currently confirmed as a Group member (or have in the past been confirmed as a Group member)

Group Name	NPI	Medicaid ID	Start Date	End Date	Affiliation Status	Address
No confirmed affiliations found.						

**Hospital Affiliations**

Facility Name	Staff Category	Status of Privileges	Primary Facility	Start Date	End Date
No hospital affiliations found.					

- The affiliation saved is listed under 'Pending Group Affiliations' and will remain there until a user from the group confirms the affiliation by accessing the group/organization/agency's record.
- The Affiliation Status will display as 'Pending Approval' until this confirmation from the group (not ODM) occurs.
- Repeat the process of 'add new' to add any other affiliations for the individual practitioner.

6

Once the group/organization/agency confirms the individual practitioner's request to affiliate, the affiliation will display under 'Confirmed Group Affiliations.'

**Note:** A Welcome Letter will be sent out to an individual practitioner once they are successfully enrolled in Medicaid. A 'pending' or 'confirmed' group affiliation does not impact the letter being sent to the practitioner.

**Group, Facility & Hospital Affiliations (Individual)**

**Pending Group Affiliations**  
Deleting your affiliation entry in this section will not delete your confirmed group affiliation.

Group Name	NPI	Medicaid ID	Start Date	End Date	Affiliation Status	Address	
No pending affiliations found.							

**Confirmed Group Affiliations**  
The grid above shows Groups where you are currently confirmed as a Group member (or have in the past been confirmed as a Group member)

Group Name	NPI	Medicaid ID	Start Date	End Date	Affiliation Status	Address	
Training Medical Group	1245585009	9999876	03/23/2022	12/31/2299	Pending Approval	2400 CORPORATE EXCHANGE DR COLUMBUS, OH 43231- 7605	<input type="button" value="✕"/>

**Hospital Affiliations**

Facility Name	Staff Category	Status of Privileges	Primary Facility	Start Date	End Date
No hospital affiliations found.					

# Quick Reference Guide: Group/Organization/Agency Affiliations in PNM

## Steps: Confirming an Individual Practitioner's Affiliation as Group

**1** An affiliation to a group/organization/agency entered by an individual practitioner must be confirmed in PNM by a member of the group/organization/agency. Otherwise, the affiliation will remain in a 'pending' status.

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
517946	<a href="#">Training Group</a>	Complete	21 - Professional Medical Group	1245585009	9999876	Professional Medical Group				02/09/22	12/16/22	02/09/27

The affiliation confirmation is completed by initiating and finalizing an update to the group/organization/agency's record. Locate the group/organization/agency's record on your dashboard and click on the Reg ID.

*This process can be completed by the Administrator for the group/organization/agency's Medicaid ID or a user with the Agent role, if that Agent has been assigned the 'Enrollment Agent' action by the Administrator.*

**2**

### Manage Application

Enrollment Actions  Enrollment Action Selections:

Programs  Program Selections:

Self Service  Self Service Selections:

On the Provider Management Home page, locate the section in the middle titled 'Managed Application.'

Under that section, click the '+' icon to expand the Enrollment Action Selections.

**3**

Click on the hyperlink which says "Begin ODM Enrollment Profile Update."

Enrollment Actions  Enrollment Action Selections:

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

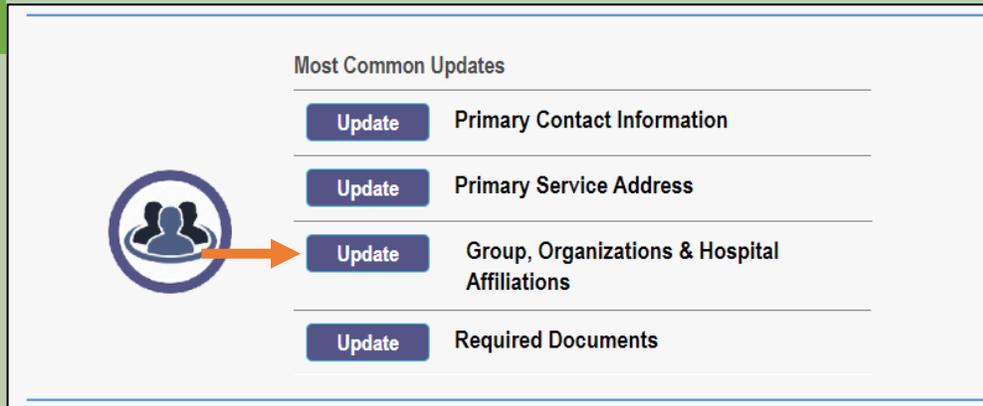
*Note: If an application/record is in an active workflow (review for an initial submission or update) there will be no links appearing under Enrollment Actions due to changes not being allowed while a review is in process.*

Enrollment Actions  Enrollment Action Selections:

# Quick Reference Guide: Group/Organization/Agency Affiliations in PNM

## Steps:

### 4



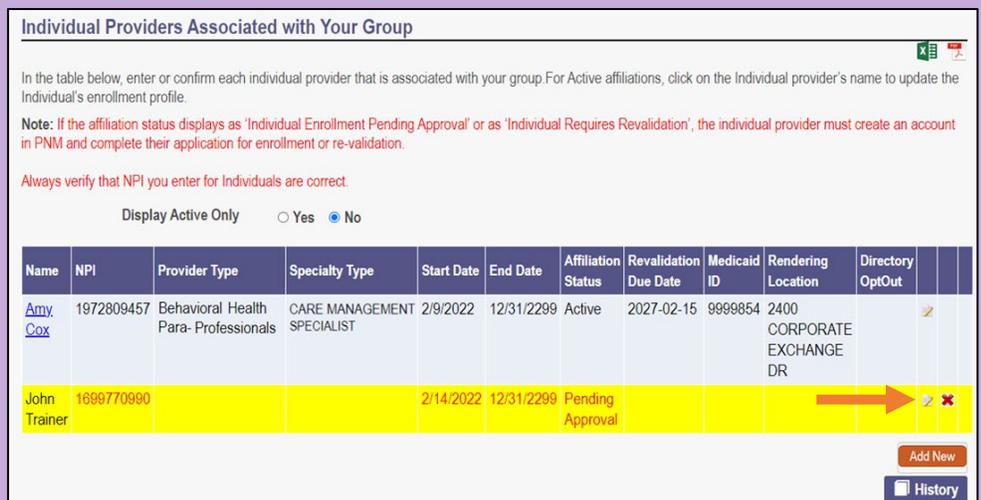
Most Common Updates

- [Update](#) Primary Contact Information
- [Update](#) Primary Service Address
- [Update](#) Group, Organizations & Hospital Affiliations
- [Update](#) Required Documents

To update the affiliation information for the group/organization/agency, click **Update** next to “Group, Organization & Hospital Affiliations” which appears on the update list

### 5

- All individual affiliations for the group/organization/agency (regardless of status) appear in the table. *If needed, sort through the page numbers listed to locate practitioners.*
- Any individual practitioners who are ‘pending approval’ will be highlighted in yellow
- To confirm an affiliation, click on the ‘pencil and paper’ icon for the practitioner who is ‘Pending Approval.’



Individual Providers Associated with Your Group

In the table below, enter or confirm each individual provider that is associated with your group. For Active affiliations, click on the Individual provider's name to update the Individual's enrollment profile.

**Note:** If the affiliation status displays as 'Individual Enrollment Pending Approval' or as 'Individual Requires Revalidation', the individual provider must create an account in PNM and complete their application for enrollment or re-validation.

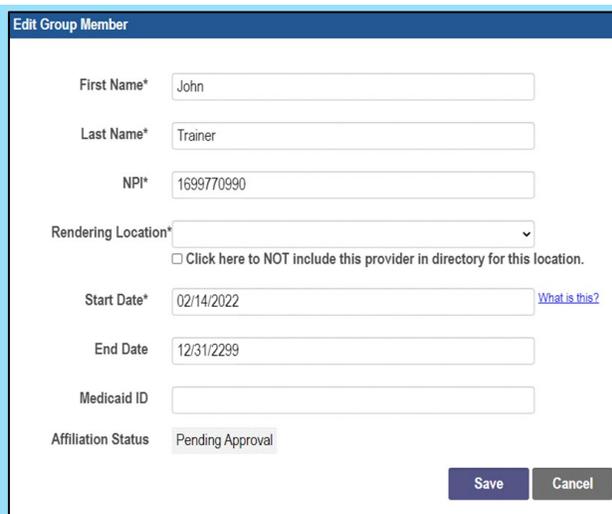
Always verify that NPI you enter for Individuals are correct.

Display Active Only  Yes  No

Name	NPI	Provider Type	Specialty Type	Start Date	End Date	Affiliation Status	Revalidation Due Date	Medicaid ID	Rendering Location	Directory OptOut	
<a href="#">Amy Cox</a>	1972809457	Behavioral Health Para- Professionals	CARE MANAGEMENT SPECIALIST	2/9/2022	12/31/2299	Active	2027-02-15	9999854	2400 CORPORATE EXCHANGE DR		
John Trainer	1699770990			2/14/2022	12/31/2299	Pending Approval					

[Add New](#) [History](#)

### 6



Edit Group Member

First Name\*

Last Name\*

NPI\*

Rendering Location\*

Click here to NOT include this provider in directory for this location.

Start Date\*  [What is this?](#)

End Date

Medicaid ID

Affiliation Status

[Save](#) [Cancel](#)

- The individual practitioner’s information appears in a pop-up window, including First Name, Last Name, and NPI.
- Select a ‘Rendering Location’ for the practitioner from the drop-down. *The options listed in the drop-down are the primary service location or any other service locations listed for the group/organization/agency.*
- Update the Start Date for the provider, if needed. *(this cannot be prior to the provider’s effective date with Ohio Medicaid)*
- Click **Save**.

# Quick Reference Guide: Group/Organization/Agency Affiliations in PNM

## Steps:

### 7

- The newly affiliated provider appears on the table without the yellow highlight.
- The Affiliation Status shows 'Confirmed' meaning you have confirmed the individual practitioner is an affiliate of the group/organization/agency.
- If there are more practitioners to confirm, repeat Steps 5-7.

**Individual Providers Associated with Your Group**

In the table below, enter or confirm each individual provider that is associated with your group. For Active affiliations, click on the Individual provider's name to update the Individual's enrollment profile.

**Note:** If the affiliation status displays as 'Individual Enrollment Pending Approval' or as 'Individual Requires Revalidation', the individual provider must create an account in PNM and complete their application for enrollment or re-validation.

Always verify that NPI you enter for Individuals are correct.

Display Active Only  Yes  No

[Add New](#) [History](#)

Name	NPI	Provider Type	Specialty Type	Start Date	End Date	Affiliation Status	Revalidation Due Date	Medicaid ID	Rendering Location	Directory OptOut
<a href="#">Amy Cox</a>	1972809457	Behavioral Health Para- Professionals	CARE MANAGEMENT SPECIALIST	2/9/2022	12/31/2299	Active	2027-02-15	9999854	2400 CORPORATE EXCHANGE DR	<input type="checkbox"/>
<a href="#">John Trainer</a>	1952726093	SOCIAL WORK	LICENSED INDEPENDENT SOCIAL WORKER	10/19/2022	12/31/2299	Confirmed	2024-08-01	9198469	2400 CORPORATE EXCHANGE DR	<input type="checkbox"/>

### 8

**Group, Organizations & Hospital Affiliations**  
This is a required section

[Return to Summary](#) [Generate PDF](#)

**Individual Providers Associated with Your Group**

In the table below, enter or confirm each individual provider that is associated with your group. For Active affiliations, click on the Individual provider's name to update the Individual's enrollment profile.

**Note:** If the affiliation status displays as 'Individual Enrollment Pending Approval' or as 'Individual Requires Revalidation', the individual provider must create an account in PNM and complete their application for enrollment or re-validation.

Always verify that NPI you enter for Individuals are correct.

Display Active Only  Yes  No

[Save](#) [Cancel](#)

Name	NPI	Provider Type	Specialty Type	Start Date	End Date	Affiliation Status	Revalidation Due Date	Medicaid ID	Rendering Location	Directory OptOut
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When all 'pending' affiliations have been confirmed, click the **Save** button at the top of the page, to save the changes made to the Group, Organization & Hospital Affiliations page.

### 9

To complete the update process (and the changes to the affiliations) click **Submit for Review**.

*Updates to affiliations go through an automated review process. This review process is necessary for the affiliate's status to be updated to 'Active.'*

[Return to Summary](#) [Generate PDF](#)

[Submit for Review](#)

[Save](#) [Cancel](#)

A submission confirmation message displays indicated that the update has been submitted.

Click **Return to Home Page**, to go to your dashboard

**Submission Confirmation**

You have successfully submitted your application to the Medicaid Program.  
Please allow at least 10 days for processing before attempting to submit any changes.

[Return to Home Page](#)

# Quick Reference Guide: Group/Organization/Agency Affiliations in PNM

## Steps: Adding a new Individual Practitioner Affiliation as Group

**1** A member of the group/organization/agency can add new individual practitioners as affiliates under the group's record. To do this, the provider must be enrolled in Ohio Medicaid and have an NPI number showing in the PNM system. \*This is the recommended best practice\*

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
517946	<a href="#">Training Group</a>	Complete	21 - Professional Medical Group	1245585009	9999876	Professional Medical Group				02/09/22	12/16/22	02/09/27

The addition of an individual practitioner to a group is completed by initiating and finalizing an update to the group/organization/agency's record. Locate the group/organization/agency's record on your dashboard and click on the Reg ID.

*This process can be completed by the Administrator for the group/organization/agency's Medicaid ID or a user with the Agent role, if that Agent has been assigned the 'Enrollment Agent' action by the Administrator.*

**2**

**Manage Application**

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Enrollment Actions  + Enrollment Action Selections:

Programs + Program Selections:

Self Service + Self Service Selections:

On the Provider Management Home page, locate the section in the middle titled 'Managed Application.'

Under that section, click the '+' icon to expand the Enrollment Action Selections.

**3**

Click on the hyperlink which says "Begin ODM Enrollment Profile Update."

Enrollment Actions - Enrollment Action Selections:

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

*Note: If an application/record is in an active workflow (review for an initial submission or update) there will be no links appearing under Enrollment Actions due to changes not being allowed while a review is in process.*

Enrollment Actions - Enrollment Action Selections:

# Quick Reference Guide: Group/Organization/Agency Affiliations in PNM

## Steps:

4

Most Common Updates

- [Update](#) Primary Contact Information
- [Update](#) Primary Service Address
- [Update](#) Group, Organizations & Hospital Affiliations
- [Update](#) Required Documents

To update the affiliation information for the group/organization/agency, click **Update** next to “Group, Organization & Hospital Affiliations” which appears on the update list.

5

- All individual affiliations for the group/organization/agency (regardless of status) appear in the table. *If there are no affiliations for this group, PNM displays a “No affiliations found” message.*
- To add a new individual practitioner as an affiliate to the group/organization/agency, click **Add New**.

Individual Providers Associated with Your Group

In the table below, enter or confirm each individual provider that is associated with your group. For Active affiliations, click on the Individual provider's name to update the Individual's enrollment profile.

**Note:** If the affiliation status displays as 'Individual Enrollment Pending Approval' or as 'Individual Requires Revalidation', the individual provider must create an account in PNM and complete their application for enrollment or re-validation.

Always verify that NPI you enter for Individuals are correct.

Display Active Only  Yes  No

Name	NPI	Provider Type	Specialty Type	Start Date	End Date	Affiliation Status	Revalidation Due Date	Medicaid ID	Rendering Location	Directory OptOut
No affiliations found.										

[Add New](#) [History](#)

6

Add Group Member

First Name\*

Last Name\*

NPI\*

Rendering Location\*

Click here to NOT include this provider in directory for this location.

Start Date\*  [What is this?](#)

End Date

Medicaid ID

Affiliation Status

[Save](#) [Cancel](#)

- A pop-up window displays asking you to enter the practitioner's First Name, Last Name, and NPI.
- Select a 'Rendering Location' for the practitioner from the drop-down. *The options listed in the drop-down are the primary service location or any other service locations listed for the group/organization/agency.*
- Enter the Start Date for the provider. *(this cannot be prior to the provider's effective date with Ohio Medicaid)*
- Click **Save**.

# Quick Reference Guide: Group/Organization/Agency Affiliations in PNM

## Steps:

7

- The newly affiliated practitioner appears on the table.
- The Affiliation Status shows 'Confirmed' meaning you have confirmed the individual practitioner is an affiliate of the group/organization/agency.
- If there are more locations to list for the added individual or more practitioners to add, repeat Steps 5-7.

**Individual Providers Associated with Your Group**

In the table below, enter or confirm each individual provider that is associated with your group. For Active affiliations, click on the Individual provider's name to update the Individual's enrollment profile.

**Note:** If the affiliation status displays as 'Individual Enrollment Pending Approval' or as 'Individual Requires Revalidation', the individual provider must create an account in PNM and complete their application for enrollment or re-validation.

Always verify that NPI you enter for Individuals are correct.

Display Active Only  Yes  No

Name	NPI	Provider Type	Specialty Type	Start Date	End Date	Affiliation Status	Revalidation Due Date	Medicaid ID	Rendering Location	Directory OptOut
<a href="#">Amy Cox</a>	1972809457	Behavioral Health Para- Professionals	CARE MANAGEMENT SPECIALIST	2/9/2022	12/31/2299	Confirmed	2027-02-15	9999854	2400 CORPORATE EXCHANGE DR	

[Add New](#) [History](#)

8

**Group, Organizations & Hospital Affiliations**  
This is a required section

[Return to Summary](#) [Generate PDF](#)

[Save](#) [Cancel](#)

**Individual Providers Associated with Your Group**

In the table below, enter or confirm each individual provider that is associated with your group. For Active affiliations, click on the Individual provider's name to update the Individual's enrollment profile.

**Note:** If the affiliation status displays as 'Individual Enrollment Pending Approval' or as 'Individual Requires Revalidation', the individual provider must create an account in PNM and complete their application for enrollment or re-validation.

Always verify that NPI you enter for Individuals are correct.

Display Active Only  Yes  No

Name	NPI	Provider Type	Specialty Type	Start Date	End Date	Affiliation Status	Revalidation Due Date	Medicaid ID	Rendering Location	Directory OptOut
------	-----	---------------	----------------	------------	----------	--------------------	-----------------------	-------------	--------------------	------------------

When all practitioners have been added, click the **Save** button at the top of the page, to save the changes made to the Group, Organization & Hospital Affiliations page.

9

To complete the update process (and the changes to the affiliations) click **Submit for Review**.

*Updates to affiliations go through an automated review process. This review process is necessary for the affiliate's status to be updated to 'Active.'*

[Return to Summary](#) [Generate PDF](#)

[Submit for Review](#)

[Save](#) [Cancel](#)

A submission confirmation message displays indicated that the update has been submitted.

Click **Return to Home Page**, to go to your dashboard.

**Submission Confirmation**

You have successfully submitted your application to the Medicaid Program.  
Please allow at least 10 days for processing before attempting to submit any changes.

[Return to Home Page](#)

# Quick Reference Guide: Group/Organization/Agency Affiliations in PNM

## Steps: Removing an Individual Practitioner Affiliation as Group

**1** A member of the group/organization/agency can end an individual practitioner's affiliation under the group's record.

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
<input type="text"/>	<input type="text"/>	All	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	<input type="text"/>					
517946	<a href="#">Training Group</a>	Complete	21 - Professional Medical Group	1245585009	9999876	Professional Medical Group				02/09/22	12/16/22	02/09/27

The removal of an individual practitioner from a group is completed by initiating and finalizing an update to the group/organization/agency's record. Locate the group/organization/agency's record on your dashboard and click on the Reg ID.

*This process can be completed by the Administrator for the group/organization/agency's Medicaid ID or a user with the Agent role, if that Agent has been assigned the 'Enrollment Agent' action by the Administrator.*

**2**

### Manage Application

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Enrollment Actions  + Enrollment Action Selections:

Programs + Program Selections:

Self Service + Self Service Selections:

On the Provider Management Home page, locate the section in the middle titled 'Managed Application.'

Under that section, click the '+' icon to expand the Enrollment Action Selections.

**3**

Click on the hyperlink which says "Begin ODM Enrollment Profile Update."

Enrollment Actions - Enrollment Action Selections:

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

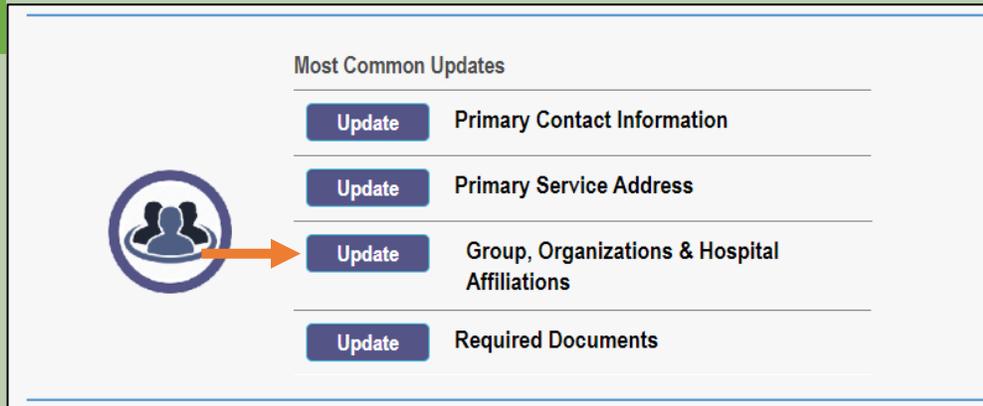
*Note: If an application/record is in an active workflow (review for an initial submission or update) there will be no links appearing under Enrollment Actions due to changes not being allowed while a review is in process.*

Enrollment Actions - Enrollment Action Selections:

# Quick Reference Guide: Group/Organization/Agency Affiliations in PNM

## Steps:

4



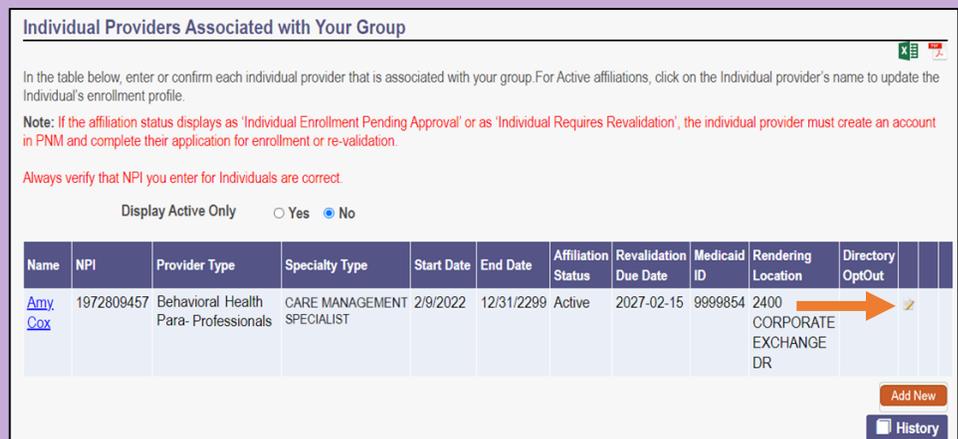
Most Common Updates

- [Update](#) Primary Contact Information
- [Update](#) Primary Service Address
- [Update](#) Group, Organizations & Hospital Affiliations
- [Update](#) Required Documents

To update the affiliation information for the group/organization/agency, click **Update** next to “Group, Organization & Hospital Affiliations” which appears on the update list.

5

- All individual affiliations for the group/organization/agency (regardless of status) appear in the table.
- Locate the individual practitioner that is no longer affiliated with the group and click the ‘pencil and paper’ icon to edit information.



Individual Providers Associated with Your Group

In the table below, enter or confirm each individual provider that is associated with your group. For Active affiliations, click on the Individual provider's name to update the Individual's enrollment profile.

**Note:** If the affiliation status displays as 'Individual Enrollment Pending Approval' or as 'Individual Requires Revalidation', the individual provider must create an account in PNM and complete their application for enrollment or re-validation.

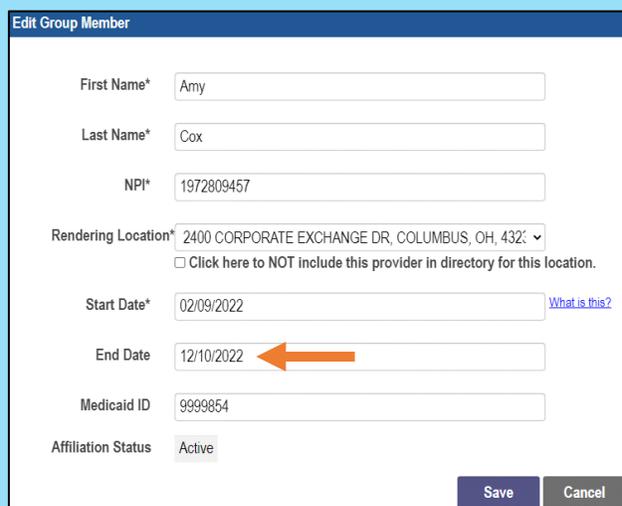
Always verify that NPI you enter for Individuals are correct.

Display Active Only  Yes  No

Name	NPI	Provider Type	Specialty Type	Start Date	End Date	Affiliation Status	Revalidation Due Date	Medicaid ID	Rendering Location	Directory OptOut
<a href="#">Amy Cox</a>	1972809457	Behavioral Health Para- Professionals	CARE MANAGEMENT SPECIALIST	2/9/2022	12/31/2299	Active	2027-02-15	9999854	2400 CORPORATE EXCHANGE DR	

[Add New](#) [History](#)

6



Edit Group Member

First Name\* Amy

Last Name\* Cox

NPI\* 1972809457

Rendering Location\* 2400 CORPORATE EXCHANGE DR, COLUMBUS, OH, 43204  
 Click here to NOT include this provider in directory for this location.

Start Date\* 02/09/2022 [What is this?](#)

End Date 12/10/2022

Medicaid ID 9999854

Affiliation Status Active

[Save](#) [Cancel](#)

- A pop-up window displays showing the details of the individual practitioner.
- Edit the End Date to change it from an infinite date (12/31/2299) to the date that the affiliation ended with the individual practitioner. (If this date is in the future, the practitioner's affiliation will not be removed until that date).
- Click **Save**.

# Quick Reference Guide: Group/Organization/Agency Affiliations in PNM

## Steps:

### 7

- The removed practitioner appears on the table with a status of 'Pending Removal.'
- The 'Pending Removal' status will update to 'Removed' after the update is fully processed (*or after the end date is reached, if it is a future date*).
- If there are more practitioners to remove, repeat Steps 5-7.

**Individual Providers Associated with Your Group**

In the table below, enter or confirm each individual provider that is associated with your group. For Active affiliations, click on the Individual provider's name to update the Individual's enrollment profile.

**Note:** If the affiliation status displays as 'Individual Enrollment Pending Approval' or as 'Individual Requires Revalidation', the individual provider must create an account in PNM and complete their application for enrollment or re-validation.

Always verify that NPI you enter for Individuals are correct.

Display Active Only  Yes  No

Name	NPI	Provider Type	Specialty Type	Start Date	End Date	Affiliation Status	Revalidation Due Date	Medicaid ID	Rendering Location	Directory OptOut	
Amy Cox	1972809457	Behavioral Health Para- Professionals	CARE MANAGEMENT SPECIALIST	2/9/2022	12/10/2022	Pending Removal	2027-02-15	9999854	2400 CORPORATE EXCHANGE DR		
Amy Cox	1972809457	Behavioral Health Para- Professionals	CARE MANAGEMENT SPECIALIST	2/9/2022	12/10/2022	Removed	2027-02-15	9999854	2400 CORPORATE EXCHANGE DR		

### 8

Group, Organizations & Hospital Affiliations  
This is a required section

**Individual Providers Associated with Your Group**

In the table below, enter or confirm each individual provider that is associated with your group. For Active affiliations, click on the Individual provider's name to update the Individual's enrollment profile.

**Note:** If the affiliation status displays as 'Individual Enrollment Pending Approval' or as 'Individual Requires Revalidation', the individual provider must create an account in PNM and complete their application for enrollment or re-validation.

Always verify that NPI you enter for Individuals are correct.

Display Active Only  Yes  No

Name	NPI	Provider Type	Specialty Type	Start Date	End Date	Affiliation Status	Revalidation Due Date	Medicaid ID	Rendering Location	Directory OptOut	
Amy Cox	1972809457	Behavioral Health Para- Professionals	CARE MANAGEMENT SPECIALIST	2/9/2022	12/10/2022	Removed	2027-02-15	9999854	2400 CORPORATE EXCHANGE DR		

Return to Summary  
Generate PDF  
Save Cancel

When all practitioners have been removed, click the **Save** button at the top of the page, to save the changes made to the Group, Organization & Hospital Affiliations page.

### 9

To complete the update process (and the changes to the affiliations) click **Submit for Review**.

*Updates to affiliations go through an automated review process.*

A submission confirmation message displays indicated that the update has been submitted.

Click **Return to Home Page**, to go to your dashboard.

Return to Summary  
Generate PDF  
Submit for Review  
Save Cancel

**Submission Confirmation**

You have successfully submitted your application to the Medicaid Program.  
Please allow at least 10 days for processing before attempting to submit any changes.

Return to Home Page