Quick Reference Guide: Disenrolling a Provider from Ohio Medicaid

Steps: **These steps should only be completed as a request to withdraw a provider's enrollment with Ohio Medicaid; meaning the Medicaid ID assigned to the provider will no longer be active.*

1

Note: If a disenrollment needs to be completed to change a behavioral health provider type (Ex. Changing from a Paraprofessional (96) to a Social Worker (37)), these steps would also be followed. In this scenario, once the disenrollment is processed, a new enrollment under the 'new' provider type can begin.

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
		All				All						
518366	Training Trainer	Complete	27 - Chiropractor Individual	1336272129	0000203	Chiropractic Services				05/10/23	05/10/23	05/10/28

Click on the Reg ID or Provider name hyperlink of the provider that is disenrolling from Ohio Medicaid.

This process can be completed by the Administrator for the Medicaid ID being converted or a user with the Agent role, if that Agent has been assigned the 'Enrollment Agent' action by the Administrator.

2

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

Manage Application

Enrollment Actions	+ Enrollment Action Selections:
Programs	+ Program Selections:
Self Service	+ Self Service Selections:

Click on the hyperlink which says, "Request Disenrollment."

Enrollment Actions — Enrollment Action Selections:
Begin ODM Enrollment Profile Update
Edit Key Provider Identifiers
Request Disenrollment

3

A pop-up window displays.

Enter the Effective Date for the disenrollment.

Select the checkbox(es) to indicate the reason(s) for the disenrollment.

(For a disenrollment relating to Behavioral Health change in provider type, select 'Other.)

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

[Save] [Cancel]

Steps:

4

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
		All				All						
518366	Training Trainer	Disenrolled	27 - Chiropractor Individual	1336272129	0000203	Chiropractic Services				05/10/23	05/10/23	05/10/28

A disenrollment request is sent to Ohio Department of Medicaid (ODM) Enrollment to process.

Once the disenrollment has been processed, the status for the provider on the dashboard will update and show 'Disenrolled.'

A 'Disenrolled' provider's Medicaid ID is no longer active.

5

Note: Step 5 is only completed in the scenario where a Behavioral Health provider is changing provider types.

With the 'old' provider type disenrolled, click **New Provider?** to initiate an application for the 'new' provider type.