

Quick Reference Guide: Adding an Individual Provider to Group-Org

Steps:

1

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	Training Medical Group	Complete	21 - Professional Medical Group		9999876	Professional Medical Group				02/09/22	02/09/22	02/09/27

To add an individual provider to a group or organization, an update process needs to be initiated

Click the hyperlink under Reg ID (or Provider) to access the Provider Management Home page

2

Manage Application

Enrollment Actions + Enrollment Action Selections:

Programs + Program Selections:

Self Service + Self Service Selections:

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

Click the '+' icon to expand the Enrollment Actions section

Under the Enrollment Actions Selections, click "Begin ODM Enrollment Profile Update"

3

Provider Update - Lets keep your information current !

Please click Update button to update your provider information. Once you have completed all your updates, you will be able to submit your changes from this screen.

Most Common Updates

	Update Primary Contact Information
	Update Primary Service Address
	Update Group, Organizations & Hospital Affiliations
	Update Required Documents

To add the individual provider, click **Update** next to Group, Organization & Hospital Affiliations

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Steps:

4

To add a new individual provider, 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		
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No affiliations found.

Add New

History

5

The Add Group Member information window pops up

Fill out the information for the individual provider (*Note: Fields marked with an asterisk (*) are required*)

Once data has been entered, click **Save**

Add Group Member

First Name*

Last Name*

NPI*

Rendering Location*

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

Start Date* 10/7/2022 [What is this?](#)

End Date 12/31/2299

Medicaid ID

Affiliation Status Member Not Found

Save

Cancel

6

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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		Physician/Osteopath Individual	ANESTHESIOLOGY	2/9/2022	12/31/2299	Active	2027-02-15	9999854	2400 CORPORATE EXCHANGE DR			

Add New

History

The added individual provider appears on the page

Repeat the process to add additional individual providers

Click the 'pencil and paper icon' to edit or approve any providers 'Pending Approval'

Click **Submit for Review**, at the top of the page, for the changes to take effect

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