

Quick Reference Guide: Converting an ORP to Standard in PNM

Steps:

1 **These steps are completed by a Medicaid enrolled Ordering, Referring, Prescribing (ORP) provider, if they wish to convert their ORP Medicaid record to a Standard (FFS – Fee-for-Service) record with the Ohio Medicaid program.*

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

A conversion from an ORP provider to a standard provider with Ohio Medicaid is completed as an Enrollment Action.

Click on the Reg ID or Provider name hyperlink of the provider that needs to be converted, to access the Provider Management Home page.

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.

Click on the hyperlink which says, "Convert from ORP."

**This link only appears if the provider is enrolled as an Ordering, Referring, Prescribing (ORP) provider.*

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](#)

[Convert from ORP](#)

[Edit Key Provider Identifiers](#)

[Request Disenrollment](#)

3

Jump To:

Provider Information*

Primary Contact Information*

Credentialing Contact

Primary Service Address*

Billing & Payment Address*

Cor

Generate PDF

Save

Cancel

Previous

Next

Review the information on each page of the application to ensure accuracy.

If information needs to be added (Ex. Work History), enter the appropriate details.

If changes to existing details are needed, update the necessary information.

After each page has been reviewed, click **Next** to save the information and advance to the next page.

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A green checkmark displays in the navigation bar for every page that has been successfully reviewed or updated.

Continue reviewing each page of the application until each page has received a green checkmark.



5

Once all pages have been reviewed, and receive a green checkmark, click **Submit for Review**.

The new 'standard' application will be sent to the Ohio Department of Medicaid for an enrollment review.

A submission confirmation message displays indicating that the application has been submitted.

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

A screenshot of a user interface showing a row of buttons: 'Save', 'Cancel', 'Previous', and 'Next'. Above the 'Submit for Review' button is a 'Generate PDF' button. An orange arrow points from the 'Submit for Review' button towards the right.

A screenshot of a 'Submission Confirmation' message. The text reads: 'You have successfully submitted your application to the Medicaid Program. Please allow at least 10 days for processing before attempting to submit any changes.' Below the text is a button labeled 'Return to Home Page'.

6

The status for the submitted provider will display on the dashboard as 'Submitted.'

This status will continue to update during the review process and will display as 'Complete' once all reviews have been finalized.

Reg ID	Provider	Status	Provider Type
518366	Training Trainer	Submitted	27 - Chiropractor Individual