

USER MANUAL

Provider Enrollment Applications

Individual Provider



**Department of
Medicaid**

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Introduction

This user manual provides the steps and functions of entering a new provider application to enroll in the Ohio Department of Medicaid (ODM) program. An NPI number is required to complete an enrollment. Once submitted, your application will be processed by the Medicaid Enrollment team and then sent to Credentialing, if Credentialing is required for your Provider Type. When all the necessary steps are completed for Enrollment and Credentialing (if necessary), you will receive a 'Welcome Letter' notice and a Medicaid Identification Number will be assigned to the provider.

Applications for enrollment with the Ohio Department of Medicaid (ODM), the Ohio Department of Aging (ODA) and the Ohio Department of Developmental Disabilities (DODD) are initiated through the PNM system.

To obtain a status update on an application submitted and in process, please contact the ODM Integrated Help Desk at 1-800-686-1516.

This document also contains the steps required when the application is returned to provider for additional information. Additionally, the process for completing provider updates and a revalidation is included in this document.

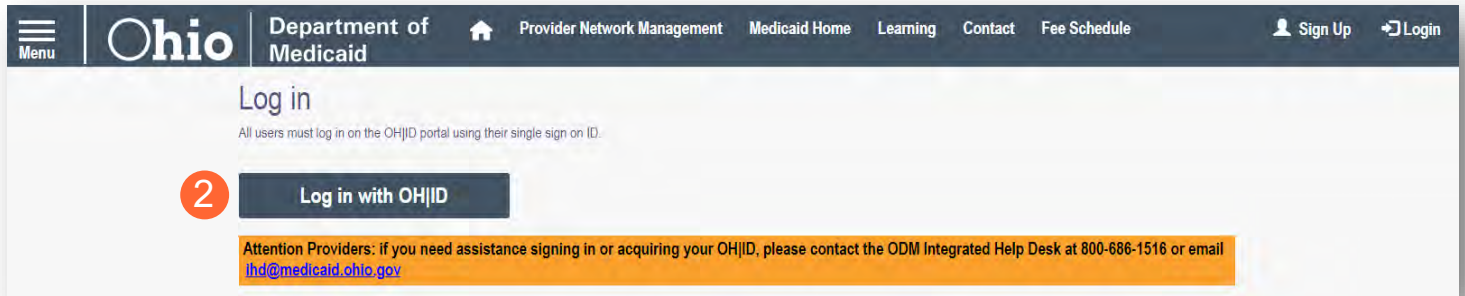


Provider User Initial Login

In this section of the user guide we will review the initial steps of logging into PNM. All users will log into the PNM system by using IOP (Innovate Ohio Platform).

Step 1: Visit the PNM web address: https://ohpnm.omes.maximus.com/OH_PNM_PROD/Account/Login.aspx.

Step 2: Click **Log in with OH|ID**.



Step 3: The system will prompt you to enter your username and password on the IOP login screen. Once entered, click **Log in**.

- If you have not created an IOP account previously, you can click **Create Account** and follow the steps to create a new account.

OHID
Ohio's Digital Identity. One State. One Account.
Register once, use across many State of Ohio websites

Create account

Log In

3 OHID

Password

Log in

[Forgot your OHID or password?](#) | [Get login help](#)

Step 4: You will be redirected to the PNM system. Read the Terms of Use and click “Yes, I have read the agreement” to proceed into PNM.

Terms

Whoever knowingly, or intentionally accesses a computer or computer system without authorization or exceeds the access to which that person is authorized, and by means of such access, obtains, alters, damages, destroys, or discloses information, or prevents authorized use of the information operated by the State of Ohio, shall be subject to such penalties allowed by law. All activities on this system may be recorded and/or monitored. Individuals using this system expressly consent to such monitoring and evidence of possible misconduct or abuse may be provided to appropriate officials. Users who access this system consent to the provisions of confidentiality of the information being accessed, but have no expectation of privacy while using this system.

In the event that an unauthorized user is able to access information to which they are not entitled, the user should immediately contact the site administrator.

4 ☐ Yes, I have read the agreement

Cancel

Provider Home Page

There are two provider roles in PNM:

- **Provider Administrator:** *(Also known as CEO Certified for DODD)* A role assigned to a user in PNM that allows that user to create new enrollment applications, update provider records, and complete revalidations among other tasks. The Administrator role will also be able to grant accesses/actions to other users in PNM, known as Agents.
 - There is one Administrator role per NPI/Medicaid ID. However, a single user with the Administrator role can administer to multiple providers (NPIs/Medicaid IDs).
- **Provider Agent:** *(Also known as Secondary User for DODD)* A role assigned to a user in PNM that allows that user to complete specific actions such as updating a provider record, revalidation, claims submission, prior authorization, the viewing of reports, etc. These actions are assigned to each Agent by the Administrator for the Medicaid ID.

A user must select a role the first time they log into PNM.

User Profile

What type of Provider Account do you need to create?

☐ Provider Administrator
☐ Provider Agent
☐ CEO Certified (DODD)
☐ Secondary User (DODD)

When you first login to the PNM system you will see a variety of buttons to help with administering providers. Some of the buttons, as indicated below, are only accessible to certain user roles.

A  **Ohio** Department of Medicaid  Provider Network Management Medicaid Home Learning Contact Fee Schedule  Training  Log out

B  **C**   **D**  New Provider?

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DO Contract Number	DO Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
517948	Training Medical Group	Complete	21 - Professional Medical Group	1245585009	9999876	Professional Medical Group				02/09/2022	11/14/2023	02/09/2027

Menu: The menu can be accessed by clicking on the three bars in the top left corner of the screen. The Menu provides a variety of key topics to choose from such as the Provider Directory, Learning Resources, and Contact Us **(A)**.

Account Administration: This button allows a Provider Administrator to set up Agent users, assign them actions/roles, or transfer the Provider to another Provider Administrator user *(button only displays for users holding the Provider Administrator or CEO Certified role)* **(B)**.

Excel and PDF Icons: These buttons allow you to export the list of providers appearing on your dashboard. Click the 'green' icon to export the list in an Excel format or the 'red' icon to export the list in a PDF format **(C)**.

New Provider?: This button is used to start a New Enrollment Application (first time enrolling with ODM, ODA, or DODD) for any new Ohio Medicaid provider that you will be responsible for administering *(button only displays for users holding the Provider Administrator or CEO Certified role)* **(D)**.

Page Navigation

Throughout each page on the application, you will have access to buttons to 'Save', 'Cancel', 'Previous' and 'Next' to proceed through the application.

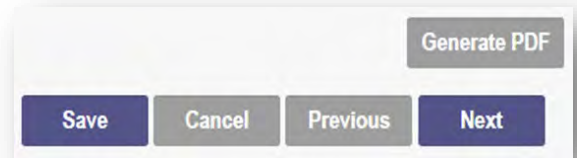
Save: Saves the current page and remains on the page.

Cancel: Clears the work entered and does not save the page.

Previous: Returns to the previous page

Next: Saves the current page while advancing to the next page in the application.

Generate PDF: Creates a file with all the application information to be saved to your records.



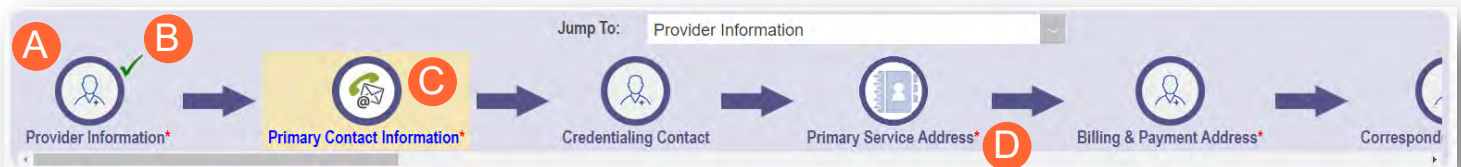
A green checkmark on any page indicates that you have completed the necessary information on that page and can continue through the subsequent pages.

Navigational Bar: A workflow at the top of the page that shows the progress made throughout your application. Click the icon to review a specific page and jump to other pages for entry into the application (A).

Green Checkmark: A green checkmark on any page indicates that you have completed the necessary information on that page and can continue through the subsequent pages (B).

Highlighted Box: The highlighted section indicates the page you are actively working or viewing (C).

Red Asterisk: A red asterisk on a page indicates the page is required to be completed. Help text will also appear in red text on each page to indicate whether or not it is required to be completed (D).



Primary Contact Information
This is a required section.

Pages that do not have a red asterisk are optional to be completed.

Credentialing Contact

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

New Provider Application Entry – Individual Provider

This section displays the necessary steps for creating an initial application (first time enrolling with ODM, ODA or DODD) for an individual provider.

Note: The ‘New Provider?’ button, and the ability to complete new enrollment application, is only available to users holding the Provider Administrator or CEO Certified roles in PNM.

Step 1: Click **New Provider?**

Step 2: Select the button for the appropriate application type for the new provider.

- Additional application types are displayed by selecting the **Click here for more application types...** button.

"Please note that you have **10 days to complete your application**. After 10 days, your information will be removed and you will have to re-start the process from the beginning of the application."

Standard application Use this application if you are applying to become a new individual, group, facility, or institutional provider to provide fee-for-service for the State Medicaid program. Select	Ordering, Referring, Prescribing Use this application if you are applying solely for the purpose of Ordering, Referring or Prescribing. Select	Change of Operator Use this option if you want to initiate a Change of Operator for Skilled Nursing Facility or Intermediate Care Facility for individuals with intellectual disabilities. Select	MCP Single Case Use this application if you are entering into a Single Case agreement with a Managed Care Plan. Select ⓘ
2 Less...			
Medicaid Waiver (ODM) Use this application if you are applying to become a Waiver Provider with Ohio Department of Medicaid. Select	Medicaid Waiver (ODA) Use this application if you are applying to become a Waiver Provider with Ohio Department of Aging or if you are initiating a Change of Ownership or Change of Operator as an ODA Provider. Select	Medicaid Waiver (DODD) Use this application if you are applying to become a Waiver Provider with Ohio Department of Developmental Disabilities. Select	Non-Medicaid DODD Use this application if you are applying for one or more of the following options; Supported Living Service, Unpaid Support Broker, ICF Operators, or Licensees. Select

Note: For ODA and DODD Waiver applications, you will enter the Key Identifiers within PNM and then be navigated to the State Sister Agency portals to complete the application process. More details on these processes can be found in the ODA and DODD Provider User Desk Reference Guides.

Step 3: Next, click **Individual** to begin an individual provider application.

"Please note that you have **10 days to complete your application**. After 10 days, your information will be removed and you will have to re-start the process from the beginning of the application."

3

Application Type

[Change](#)

 Individual	 Group	 Organization	 Facility/Institution	 Pharmacy
---	--	---	--	---

Key Identifier Information

Note: Previous selections made (application type, category) can be changed by clicking on the “Change” link.

Step 1: Enter key provider information for the provider.

Enter all required fields marked with an asterisk (*).

- Provider Type
- First Name
- Last Name
- SSN (Social Security Number)
- NPI (National Provider Identifier)
- Requested Effective Date (MM/DD/YYYY)
- Gender
- Date of Birth (MM/DD/YYYY)
- Zip Code
- Zip Code Extension

Application Type: Standard application [Change](#)

Category*: Individual [Change](#)

Provider Type*:

First Name*:

Middle Name:

Last Name*:

Tax ID Type*: ☐ EIN ☒ SSN

Tax ID*:

Are you requesting retro coverage? ☐ What is this?

NPI*:

DD Contract Number (If Applicable):

Requested Effective Date*: 12/28/2023

Gender*: ☐ Female ☐ Male ☒ Unknown

Date of Birth*:

Zip Code*:

Zip Code Extension*:

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

Note: If requesting a retro coverage date (a start date with Medicaid prior to the date you are entering the application, please indicate that through the appropriate box on the page).

Step 2: Click **Save** to save the information and advance.

Hint - PNM validates the NPI number with the individual name and gender listed in the National Plan and Provider Enumeration System (NPPES) Registry database. If the NPI doesn't match the name and/or gender, you will get an error before the taxonomy field appears.

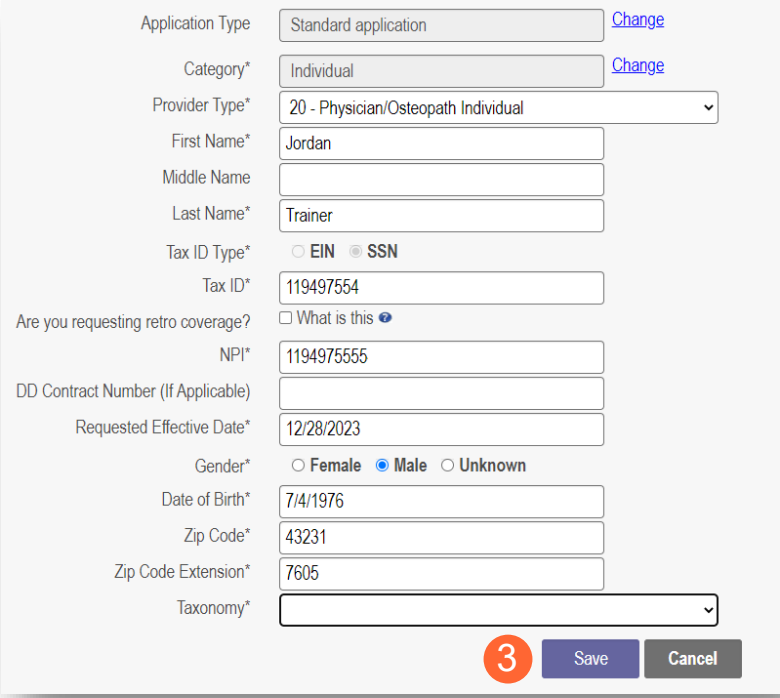
There is a name mis-match with NPPES.
There is a gender mis-match with NPPES.



Step 3: Select the appropriate primary Taxonomy associated with the provider's NPI and click **Save** again.

The available taxonomy choices listed are pulled from the NPPES registry database. If you need to update taxonomy information, please contact NPPES.

If multiple taxonomies need to be listed, additional taxonomies can be added on the on the 'Taxonomies' page of the application.



Application Type: Standard application [Change](#)

Category*: Individual [Change](#)

Provider Type*: 20 - Physician/Osteopath Individual

First Name*: Jordan

Middle Name*:

Last Name*: Trainer

Tax ID Type*: ☐ EIN ☒ SSN

Tax ID*: 119497554

Are you requesting retro coverage? ☐ What is this ?

NPI*: 1194975555

DD Contract Number (If Applicable):

Requested Effective Date*: 12/28/2023

Gender*: ☐ Female ☒ Male ☐ Unknown

Date of Birth*: 7/4/1976

Zip Code*: 43231

Zip Code Extension*: 7605

Taxonomy*:

3 Save Cancel

Continuing an 'In Progress' Application

If an application has been initiated, but has not been submitted, you can pick up the 'in progress' application to continue adding information. The steps below show how to access an application that has been initiated but not submitted.

Note: Applications that have been initiated, but not submitted will display a Status of "Not Submitted."

Step 1: Click the Reg ID or Provider hyperlink for the provider for which you wish to continue the application.

My Providers		Account Administration												New Provider ?
Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date		
518405	Test Training	Not Submitted	35 - Optometrist Individual	1851462329										

Step 2: Expand the Enrollment Action Selections by clicking the '+' icon.

Manage Application

Enrollment Actions

2 + Enrollment Action Selections:

Programs

+ Program Selections:

Self Service

+ Self Service Selections:

Step 3: Click the hyperlink "Continue Registration."

Manage Application

Enrollment Actions

-

3

[Continue Registration](#)
[Cancel New Registration](#)
[Edit Key Provider Identifiers](#)

Note: PNM will open to the first 'unsaved' page of the application.

Document Upload Process (Any Page)

The option to upload documents is available on most pages of the application.

Step 1: To upload a document, click **Choose File**, select the file on your computer, and click **OK**.

Step 2: Give the file a name.

Step 3: Enter a Description (Optional).

Step 4: Click **Upload File**.

Step 5: Verify your document was uploaded by reviewing the information in the table.

Step 6: Click 'Save' or 'Next' to advance to the next page.

Uploaded Documents

Name	Description	File Name	Page Name	Username	View	Delete
Primary Contact Information	Contact Information	test.pdf_29.pdf	LicensesClassifications	lisaproadmin		

1 Choose File No file chosen

2 Name

3 Description

4 Upload File

File Uploaded: test.pdf_29.pdf

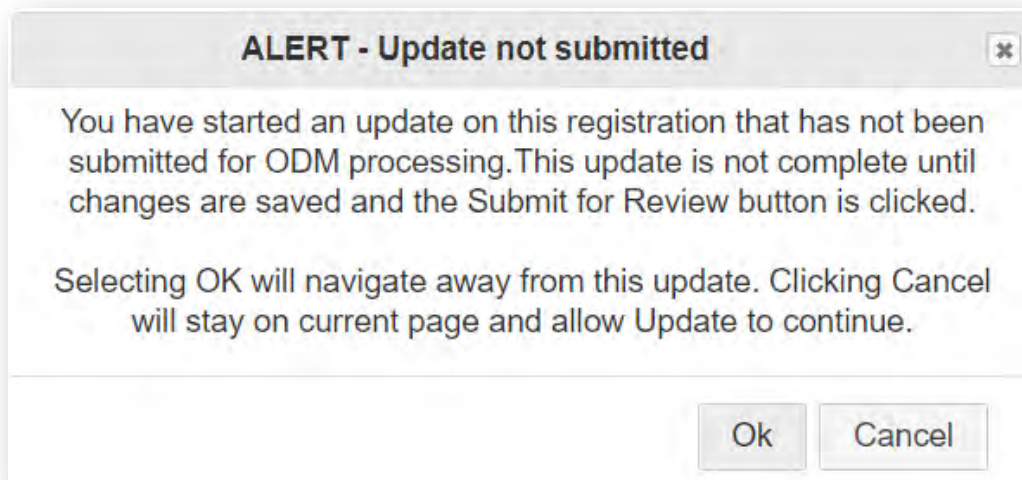
6 Save Cancel Previous Next

Primary Contact Information (480295)

Page Save Warning Message

While the application pages can be completed in any order, PNM is set up to present the pages in an order that user-friendly to complete. To change to different pages, you can click the icon in the navigation bar or choose the page name from the drop-down menu.

If you leave a page where information has not been saved, PNM displays a pop-up window.



To advance to the page selected, click **Ok**.

To remain on the current page, click **Cancel**.

Provider Information Page (Individual)

The first page that displays is the Provider Information page. Fill in all fields and click **Next** to continue with the application. (Clicking 'Next' saves the information on the page and advance to the next page of the application.)

Note: Some information will auto-fill from the key identifiers page you previously completed.

Step 1: Enter all the information for the required fields marked with an asterisk (*).

For this page the following fields are required:

- Name (Business and First and Last)
- Tax ID
- NPI (National Provider Identifier)
- Gender
- Date of Birth (MM/DD/YYYY)
- Practice Type
- Ownership Type
- Select the applicable radio button (Yes or No) for residency.

Additional fields for optional entry:

- Birth Country
- Birth State
- Birth City
- CAQH # (Council for Affordable Quality Healthcare)

Step 2:

- Click the **Save** button to save the information on the page OR
- Click the **Next** button to save and move to the next screen.

Primary Contact Information Page

The Primary Contact Page is the next page that displays on the application. This is the primary contact who will receive communications from PNM and be responsible for managing those communications as well as returning any required information that is needed to process the application for enrollment.

Step 1: Enter the required fields marked with an asterisk (*).

- Name
- Address
- City
- State
- Zip
- Phone Number (*can enter multiple*)
- Email Address (*can enter multiple*)

Step 2: Select the applicable radio button, (Yes or No), to indicate a cell phone and to sign up to receive text messages regarding important account updates.

Step 3:

- Click the **Save** button to save the information on the page *OR*
- Click the **Next** button to save and move to the next screen.

USPS Address Search Pop-Up

To maintain accurate mailing addresses, PNM uses a USPS system search validation for addresses. Enter an address into PNM and after clicking 'Save' or 'Next', a USPS system search will review the address and return corrections to the address based on the USPS review.

- Confirm the validation and accuracy of the address information.
- Click **Accept** on the USPS confirmation prompt.
- Review the changes made to the address.
- Click the **Next** button again on the page to proceed to the next page of the application.

If the address listed cannot be validated by USPS, select the 'Override Address Validation' box to proceed forward.

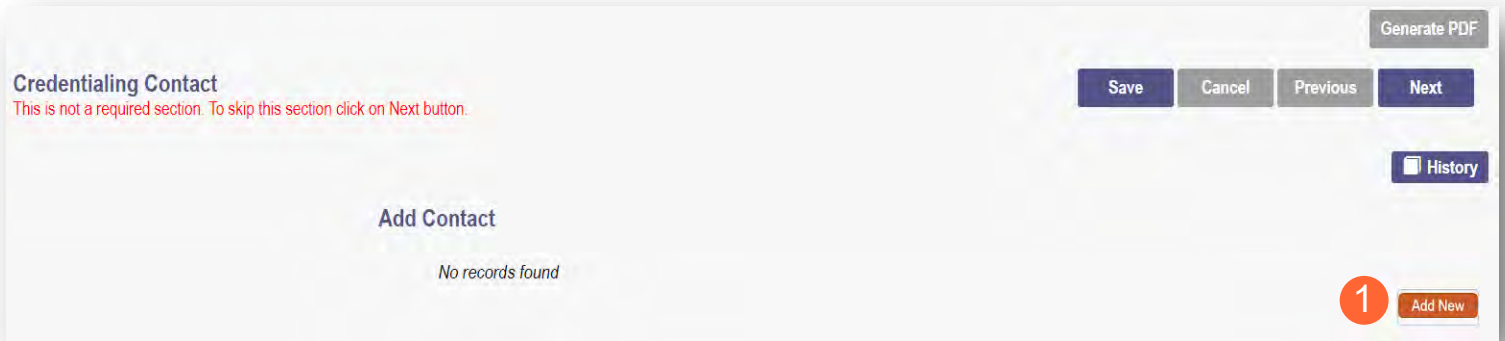
Override Address Validation ☐

Credentialing Contact Page

This screen allows you to add an individual as a contact for Credentialing in case additional information needs to be gathered for Credentialing purposes.

Note: Depending on the provider type selected, this page may not appear on the application. If it does, PNM indicates, that this is not a required section. Click **Next** to skip the section and proceed in the application.

Step 1: To add a new contact, click **Add New**.



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

Generate PDF

Save Cancel Previous Next

History

Add Contact

No records found

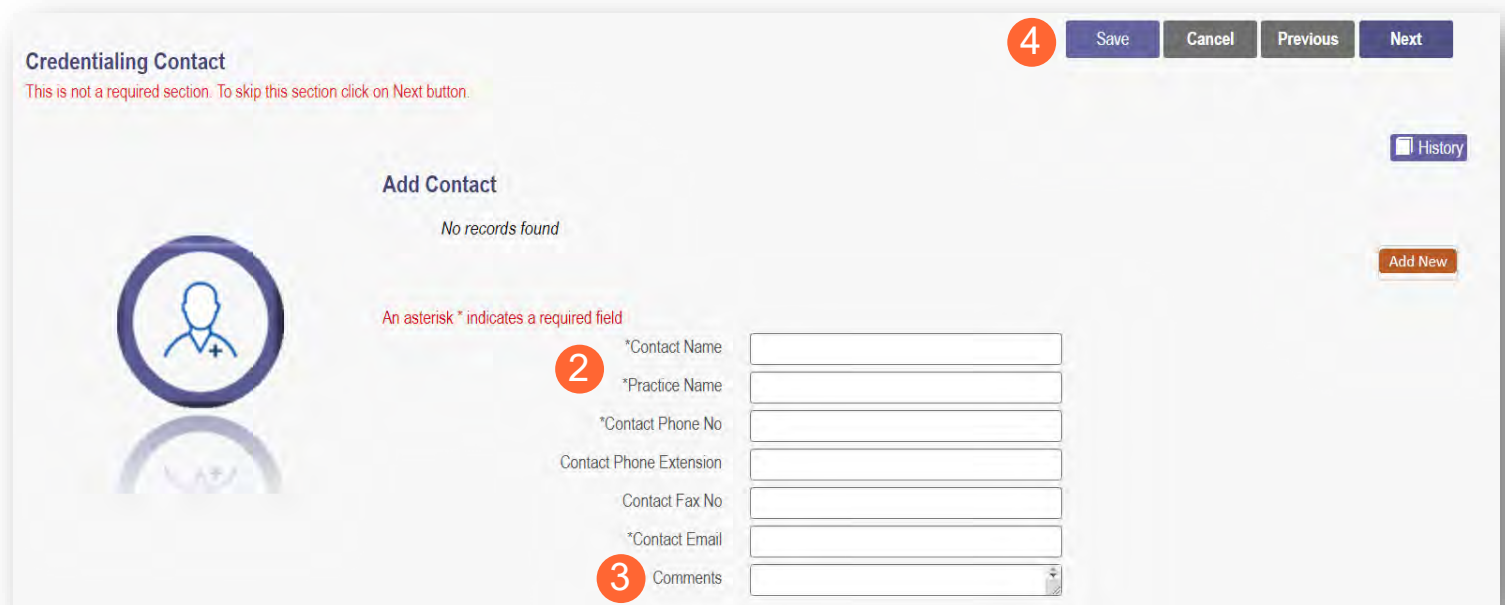
1 Add New

Step 2: Enter all required fields marked with an asterisk (*).

Step 3: Enter any comments or instructions for Credentialing in the 'Comments' field.

Step 4:

- Click the **Save** button to save the information on the page **OR**
- Click the **Next** button to save and move to the next screen.



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

4 Save Cancel Previous Next

History

Add Contact

No records found

An asterisk * indicates a required field

2

*Contact Name

*Practice Name

*Contact Phone No

Contact Phone Extension

Contact Fax No

*Contact Email

3 Comments

Add New

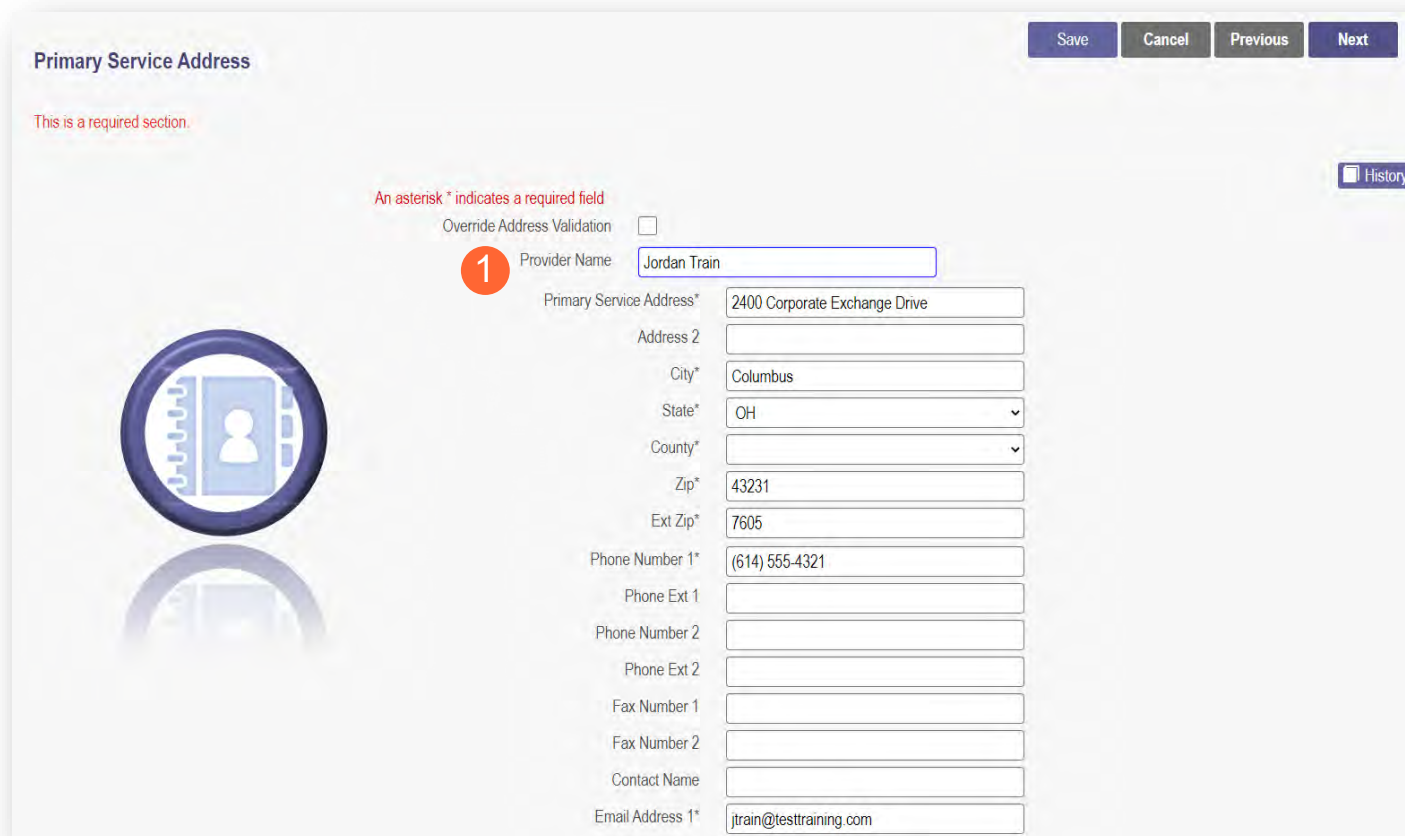
Primary Service Address Page

The Primary Service address page provides a place to enter the primary service address for the provider's location along with specific information about the provider's office that will be included in the Provider Directory.

Step 1: Complete the Primary Service Address information.

Required fields include:

- Primary Service Address
- City
- State
- County *(will be automatically inputted after USPS database check)*
- Zip
- Zip Ext *(will be automatically inputted after USPS database check)*
- Phone Number (XXX-XXX-XXXX)
- Email Address



The screenshot shows the 'Primary Service Address' form. At the top left, it says 'Primary Service Address' and 'This is a required section.' At the top right are buttons for 'Save', 'Cancel', 'Previous', and 'Next'. On the left side, there is a large blue circular icon with a white silhouette of a person and a document. Below this icon is a red circle with the number '1'. Above the form fields, it says 'An asterisk * indicates a required field' and 'Override Address Validation' with a checkbox. The form fields are: 'Provider Name' (Jordan Train), 'Primary Service Address*' (2400 Corporate Exchange Drive), 'Address 2', 'City*' (Columbus), 'State*' (OH), 'County*', 'Zip*' (43231), 'Ext Zip*' (7605), 'Phone Number 1*' ((614) 555-4321), 'Phone Ext 1', 'Phone Number 2', 'Phone Ext 2', 'Fax Number 1', 'Fax Number 2', 'Contact Name', and 'Email Address 1*' (jtrain@testtraining.com). At the bottom right, there is a 'History' button.

Note: Steps 2 – 5 are optional. If you select 'Provider Directory Opt-Out,' Provider information will not be included in the public facing Provider Directory.

☐ **Provider Directory Opt-Out**

Step 2: Indicate specific details about the provider using the drop-down menus/data entry fields:

- Cultural Competencies
- Languages Spoken
- Specialized Training

Step 3: Indicate specific operating information about yourself or your office using the drop-down menus/data entry fields:

- Hours of Operation
- Whether the location is open 24 hours

Step 4: Indicate specific office information about yourself or your office using the drop-down menus/data entry fields:

- Website
- Telephone Coverage
- Electronic Billing
- Cultural Competencies
- Language Spoken
- Specialized Training
- ADA Compliance
- ASL Offered

Step 5: Indicate specific information about the types of patients your office serves:

- Accepting new patients
- Accept patients from referral only
- Youngest patient accepted
- Oldest patient accepted
- If they serve or specialize in a particular gender
- Accept newborns
- Accept pregnant women

Step 6:

- Click the **Save** button to save the information on the page *OR*
- Click the **Next** button to save and move to the next screen.

The screenshot shows a web form for individual provider registration. It is divided into five numbered sections:

- 2 Provider Information** (Only required for individual registrations): Includes drop-down menus for Cultural Competencies, Languages Spoken, and Specialized Training.
- 3 Hours of Operation** (Hours providers available for appointments): Includes a table for days of the week (Monday through Sunday) with time range drop-downs, and checkboxes for 'Open 24 Hours' for each day.
- 4 Office Information**: Includes text input for Website, and Yes/No drop-downs for 24-hour telephone coverage, public transportation access, electronic billing, and TDD/TTY. It also includes drop-downs for Cultural Competencies, Languages Spoken, Specialized Training, ADA Compliance (with a '--Select ADA--' option), and ASL Offered (Yes/No). There are checkboxes for Language and Translation services.
- 5 Patient Information**: Includes Yes/No drop-downs for 'Accept new patients' and 'Accept new patients from referral only'. It also has text input fields for 'Youngest patients accepted' and 'Oldest patients accepted', a gender drop-down for 'Gender of patient Accepted', and Yes/No drop-downs for 'Accept newborn?' and 'Accept pregnant women'.

Address Pages

The following table provides samples of the types of address pages that will be required for an individual application.

Billing & Payment Address Page

If the Billing & Payment Address is the same as the Primary Service Address, select the check box to indicate it is the 'Same as the Practice Location.' This will pre-populate information that was entered on the previous screen into the fields.

Same as Practice Location ☐

If a different address, enter the required fields marked with an asterisk (*).

If the address listed cannot be validated by USPS, click the 'Override Address Validation' box to proceed forward.

Override Address Validation ☐

Click **Next** to save the information to the record and advance to the next page.

Correspondence Address Page

If the Correspondence Address is the same as the Primary Service Address, select the check box to indicate it is the 'Same as the Practice Location.' This will pre-populate information that was entered on the Primary Service Address page into the fields.

If a different address, enter the required fields marked with an asterisk (*).

If the address listed cannot be validated by USPS, click the 'Override Address Validation' box to proceed forward.

Click **Next** to save the information to the record and advance to the next page.

1099 Address Page

If the 1099 Address is the same as the Primary Service Address, select the check box to indicate it is the 'Same as the Practice Location.' This will pre-populate information that was entered on the Primary Service Address page into the fields.

If the 1099 Address is the same as the Billing & Payment Address, select the check box to indicate it is the 'Same as Billing Location.' This will pre-populate information that was entered on the Billing & Payment page into the fields.

If a different address, enter the required fields marked with an asterisk (*).

If the address listed cannot be validated by USPS, click the 'Override Address Validation' box to proceed forward.

Depending on the original provider entry and provider type, the relevant tax identification information will display automatically.

Select the radio buttons for 'Tax Exempt'; Type of form (W9 or 147)

Click **Next** to save the information to the record and advance to the next page.

Home Office Address

If the Home Office Address is the same as the Primary Service Address, select the check box to indicate it is the 'Same as the Practice Location.' This will pre-populate information that was entered on the Primary Service Address page into the fields.

If a different address, enter the required fields marked with an asterisk (*).

If the address listed cannot be validated by USPS, click the 'Override Address Validation' box to proceed forward.

Click **Next** to save the information to the record and advance to the next page.

Other Service Locations

On this page, enter any other locations where the practitioner provides services. Be sure to enter other service locations that bill (or will bill) under the same Medicaid ID.

Step 1: Click **Add New** to add a Service Location.

Step 2: Complete all line items with an asterisk (*).

Step 3: Click **Save** to save the address.

- Select **Add New** to include additional addresses.

Step 4: If you would like, indicate additional operating information regarding the service location (see [Primary Service Address Page](#) for more details)

- Provider Information
- Hours of Operation
- Office Information
- Patient Information

Step 5:

- Click the **Save** button to save the information on the page **OR**
- Click the **Next** button to save and move to the next screen.

The screenshot shows the 'Other Service Locations' form. At the top right are buttons: Save (3), Cancel, Previous, and Next (5). A red message states: 'This is not a required section. To skip this section click on Next button.' Below this, a note says: '*Please enter Other Service locations that bill/will bill under the same Medicaid ID' and 'No additional practice locations found.' On the right side, there are buttons: Add New (1) and History. On the left, there is a circular icon with a person and a plus sign. In the center, there is a checkbox for 'Override Address Validation' (2) and a text input for 'Name*'. Below these are several text input fields: Address 1*, Address 2, City*, State* (dropdown), County (dropdown), Zip*, Ext Zip*, Phone Number 1*, Phone Ext 1, Phone Number 2, Phone Ext 2, Effective Date* (1/18/2024), and End Date (12/31/2299).

Note: If an address cannot be validated by USPS, click the 'Override Address Validation' box to proceed.

4 **Provider Information** *Only required for Individual registrations

Cultural Competencies	
Languages Spoken	
Specialized Training	

Hours of Operation *Hours providers available for appointments

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Office Information

Website	
24-hour telephone coverage	Yes
Public transportation access	Yes
Electronic billing	Yes
TDD/TDY	Yes
Cultural Competencies	
Languages Spoken	
Specialized Training	
ADA Compliance*	--Select ADA--
ASL Offered*	Yes
Translation Services	☐ Language Line ☐ Translation

Patient Information

Accept new patients	No
Accept new patients from referral only	No
Youngest patients accepted	
Oldest patients accepted	
Gender of patient Accepted	
Accept newborn*	No
Accept pregnant women	No

Specialties Page

The specialty page allows for an indication of specialties for the individual practitioner.

Note: A primary specialty must be designated first, before adding any secondary specialties.

Step 1: Click **Add New** to add a specialty.

- The specialty drop-down has a variety of specialties that are associated with the selected provider type.
- If it is the primary specialty, select the check box that allows you to 'Designate a Primary Specialty.'
- The Start Date field (MM/DD/YYYY) will default to the date that you are entering the information.
 - This can be backdated but cannot be prior to the provider's effective date with Ohio Medicaid.
- The End Date field will default to an infinite date of 12/31/2299.

The screenshot shows a progress bar at the top with icons for Service Locations, 1099 Address, Home Office Address, Specialties (highlighted), Taxonomies, Professional Licenses, and CLIA Certifications. Below the progress bar, the 'Specialties' section is titled with a red note 'This is a required section.' and a message 'Primary Specialties are not editable by provider after application submission.' It shows 'No records found' and an 'Add New' button with a red circle containing the number 1. Navigation buttons (Save, Cancel, Previous, Next) and a 'Generate PDF' button are also visible.

This screenshot shows the 'Add New' form for a specialty. It includes a 'Designate a Primary Specialty' checkbox which is checked, with a red note 'Designate a Primary Specialty and save first before secondary specialties can be entered.' Below this is a dropdown menu for 'Specialty*' with a red circle containing the number 1 next to it. The 'Start Date*' is set to 12/26/2023 and the 'End Date' is set to 12/31/2299. A large DNA helix icon is on the left. Navigation buttons (Save, Cancel, Previous, Next) are at the top right.

Step 2: Click **Save** and confirm the New Specialty has been saved by reviewing the table.

Step 3: Click **Add New** and repeat the process to enter any additional specialties.

Jump To: Specialties

Specialties

This is a required section.

Primary Specialties are not editable by provider after application submission.

Specialty	Primary	Start Date	End Date	Enroll Status	Edit	Delete
209 INTERNAL MEDICINE	Yes	12/26/2023	12/31/2299	INACTIVE		
215 Pediatric	No	12/26/2023	12/31/2299	INACTIVE		

2 Save Cancel Previous Next

4 PDF

3 Add New History

Note: The 'Enroll Status' of the specialties will show as INACTIVE until the Enrollment Application has been fully approved by the Ohio Department of Medicaid.

Step 4: Click **Next** to proceed to the next page.

Removing Specialties

Step 1: To remove an added specialty, click the 'x' associated with the applicable specialty line.

Specialties

This is a required section.

Primary Specialties are not editable by provider after application submission.

Specialty	Primary	Start Date	End Date	Enroll Status	Edit	Delete
209 INTERNAL MEDICINE	Yes	12/26/2023	12/31/2299	INACTIVE		
215 Pediatric	No	12/26/2023	12/31/2299	INACTIVE		

Save Cancel Previous Next

1 Add New History

Taxonomies Page

The Taxonomies page allows you to add, edit, or remove taxonomy codes that are associated in PNM. Taxonomies associated through NPPES will automatically appear as options within PNM.

Note: If you are missing a taxonomy, you will need to update NPPES first before the taxonomy changes will appear as selections in PNM.

1099 Address*

Home Office Address*

Specialties*

Taxonomies*

Professional Licenses*

Board Certification

CLIA Cer

Jump To: Taxonomies

Generate PDF

SaveCancelPreviousNext

Taxonomies

This is a required section.

Taxonomy	Taxonomy Description	Primary	Start Date	End Date	
207R00000X	INTERNAL MEDICINE	Yes	12/28/2023	12/31/2299	

Add New

History

INDIVIDUAL PROVIDER

If you need to include additional Taxonomy Codes to the record, manually add them by following the process below:

Step 1: Click **Add New** to add a Taxonomy Code.

Step 2: Indicate a Primary Taxonomy by selecting the check box 'Is Primary Taxonomy.'

Step 3: Enter the 'Start Date' (This is the date Taxonomy was added to the provider's NPI record).

Step 4: Enter the 'End Date' (This field can be left blank).

Step 5: Click **Next** to save and proceed to the next page.

Taxonomies

Save

Cancel

Previous

Next

This is a required section.

Taxonomy	Taxonomy Description	Primary	Start Date	End Date		
207R00000X	INTERNAL MEDICINE	Yes	12/28/2023	12/31/2299		

Taxonomy*

2

☐ Is Primary Taxonomy

3

Start Date*

4

End Date

1

Add New

5

History

Editing or Changing Primary Taxonomy

Step 1: Click the 'pencil and paper' icon next to the taxonomy on the list associated with your application.

Step 2: Select the appropriate taxonomy from the drop-down menu and edit start and end dates as needed.

Step 3: Select the checkbox for 'Is Primary Taxonomy.'

Step 4: Confirm your changes have been adjusted.

Step 5: Click **Save** to save your work.

Step 6: Click **Next** to save your work and move to the next screen.

Taxonomies

Save

Cancel

Previous

Next

5

6

This is a required section.

Taxonomy	Taxonomy Description	Primary	Start Date	End Date	1
207R00000X	INTERNAL MEDICINE	Yes	12/28/2023	12/31/2299	✎ ✕ Add New History

2

Taxonomy*

Internal Medicine (207R00000X)

3

☒ Is Primary Taxonomy

4

Start Date*

12/28/2023

End Date

12/31/2299

Professional Licenses

Note: License information and a copy of a valid license are not required for every provider type. Click **Next** to skip, if not required.

If the license is in Ohio, a digital Ohio e-license check may be completed after entering some preliminary details. If a successful e-license check inputs data into PNM, an upload of a license document is not required.

This page allows you to enter and upload information related to the practitioner's professional licenses.

Step 1: To add a Professional License, click **Add New**.

The screenshot shows a multi-step form for a provider profile. At the top, a progress bar includes icons for 'Home Office Address*', 'Specialties*', 'Taxonomies*', 'Professional Licenses*' (highlighted in yellow), 'Board Certification', 'Medicare Number', and 'Group, F...'. A 'Jump To' dropdown menu is set to 'Professional Licenses'. Below the progress bar, the 'Professional Licenses' section is titled. A red message states 'This is a required section.' Below this, a note says 'A copy of each license must be uploaded to this page.' On the right side, there are buttons for 'Generate PDF', 'Save', 'Cancel', 'Previous', and 'Next'. At the bottom right, there is a 'History' button and a red circle with the number '1' next to an 'Add New' button.

Step 2: Complete the required fields marked with an asterisk (*).

Note: Most fields will auto-populate if the license is active in Ohio and an e-license check can be completed. If this is the case, an upload of a license document is not required. Out-of-state licenses require an upload.

Step 3: If necessary, upload a copy of the Professional License by click **Browse** under the Upload Documents section.

- Locate, on your computer, the file you wish to upload then click **Open**.
- The file name will appear in green text to indicate a successful upload.

Step 4: Click **Next** to save and proceed to the next page.

Professional Licenses
This is a required section.

Save Cancel Previous Next

History

Add New

A copy of each license must be uploaded to this page.

Results from eLicense verification are read only. After your application is submitted, the only editable field is Expiration Date.

2

State*
License Board Name*
If Other, enter Board Name:
License Number*
Effective Date*
Expiration Date*
License Status
Address 1
Address 2
City
State
County
Zip
Endorsement Number
Endorsement Status
Endorsement Focus
Endorsement Specialty
Certifying Organization
Certificate Date
Certificate Expiration

3

Professional License
Browse

Board Certification Page

The Board Certification page allows for the ability to add any recognized board certifications.

Note: Board Certification information is not required for every provider type. Click **Next** to skip, if not required.

Step 1: To add a Board Certification, click **Add New**.

The screenshot shows the top navigation bar with icons for Specialties*, Taxonomies*, Professional Licenses*, Board Certification (highlighted), CLIA Certifications, Medicare Number, and Group, Facility &. A 'Jump To:' dropdown menu is set to 'Board Certification'. Below the navigation bar, the 'Board Certification' section is titled, with a note: 'This is not a required section. To skip this section click on Next button.' There are buttons for 'Save', 'Cancel', 'Previous', 'Next', and 'Generate PDF'. The text 'No Board Certification found' is displayed. A red circle with the number '1' highlights the 'Add New' button in the bottom right corner.

Step 2: Click the radio button to identify if the provider is Board Certified (Yes or No).

The screenshot shows the 'Board Certification' section with the same note as the previous screenshot. The 'Add New' button is highlighted with a red circle and the number '2'. Below the 'Add New' button, the question 'Are you Board Certified?' is displayed with radio buttons for 'No' and 'Yes'. A note below the question states: 'If Yes, Please enter board certification information requested or confirm previously entered information is correct'.

Step 3: If 'Yes' is chosen, enter the required fields marked with an asterisk (*).

Note: A primary board certification must be entered first before any secondary verifications can be added.

- Board Certification – *select the appropriate board.*
- Board Specialty
- Certificate Number (This is not a required field, but certification identification can be included here)
- Effective Date (Date when certification was received in MM/DD/YYYY format.)
- Expiration Date (Date the certification expires in MM/DD/YYYY format.)

Note: It is important that this information is accurate and matches what is on file with CAQH.

Step 4: Click **Save** to save your work and then click **Add New** to add additional certifications.

Step 5: Click **Next** to save and advance to the next screen.

Board Certification

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

No Board Certification found

Are you Board Certified? ☐ No ☒ Yes

If Yes, Please enter board certification information requested or confirm previously entered information is correct

☒ Designate as Primary Board Certification. Designate a primary Board Certification and save first before secondary boards can be added.

Board Certification*

Board Specialty*

Certification Number

Effective Date*

Expiration Date*

Add New

CLIA Certifications Page

Step 1: For some providers, this is not a required section.

- To move past the CLIA (Clinical Laboratory Improvement Amendments) Certification, click **Next**.

CLIA Certifications

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

No CLIA number found

Get PDF

Save

Cancel

Previous

Next

Add New

Step 2: If you are a provider that needs to enter a CLIA Certification, enter that information on this page.

- Click **Add New** to enter CLIA certification information.
- Click **Next** to save and proceed to the next page.

CLIA Certifications

Save

Cancel

Previous

Next

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

No CLIA number found

2

CLIA Number*

CLIA Certification Type

CLIA Effective Date

CLIA Expiration Date

2

Add New

Medicare Number Page

Depending on the provider type, this may not be a required section. Click **Next** to skip, if not required.

Step 1: If you need to complete this section, click **Add New** and enter the relevant information:

- Medicare Number type

If you need further clarification, click 'What is this?' for help.

- Medicare Number (based on type selected)
- Medicare State
- Medicare Enrollment Status (Required)
- Medicare Enrollment Date

Note: System uses Secondary NPI and Medicare State to look up and verify Provider is in PECOS.

Step 2: Upload a Medicare Enrollment Certification document by clicking **Browse** and locate the file on your computer.

Step 3: Determine if you need to add Medicaid information from another State.

- Click **Add New** to add another State.
- Enter all relevant and required information.

Step 4: Click **Save** to save your work.

Step 5: Click **Next** to move to the next screen.

Medicare Number

4

Save

Cancel

Previo

5

Next

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

Note: This section is not required for all provider types. To skip this section, click **Next**.

Adding a Group Affiliation

Jump To:
Group, Facility & Hospital Affiliations (Individual)

[Generate PDF](#)

Group, Facility & Hospital Affiliations (Individual)

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

If you are a provider working as a hospitalist or strictly inpatient only, Please click add new under hospital affiliations, and designate that you practice exclusively within the inpatient setting

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	Edit	Delete
No pending affiliations found.								

1

[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](#)

Step 2: On the Group Affiliation pop-up window, enter the Medicaid ID for the group/organization/agency the provider is requesting affiliation to.

- Click outside of the Medicaid ID field and the NPI field will automatically populate.

Step 3: Click **Save** to continue.

Group Affiliation

2
Medicaid ID

NPI

3

Step 4: Confirm the affiliation is listed on the screen *(Repeat the steps above to add additional affiliations)*.

Group, Facility & Hospital Affiliations (Individual)

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

If you are a provider working as a hospitalist or strictly inpatient only, Please click add new under hospital affiliations, and designate that you practice exclusively within the inpatient setting

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	Edit	Delete
Training Medical Group	1245585009	9999876	12/29/2023	12/31/2299	Pending Approval	2400 CORPORATE EXCHANGE DR STE 240 COLUMBUS, OH 43231- 7607 614-654-5000		

Add New

Step 5: An individual affiliation will remain 'Pending' until the group/organization/agency confirms the affiliation. Once confirmed, the affiliation will display under the 'Confirmed Group Affiliations' section.

Group, Facility & Hospital Affiliations (Individual)

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

If you are a provider working as a hospitalist or strictly inpatient only, Please click add new under hospital affiliations, and designate that you practice exclusively within the inpatient setting

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	Edit	Delete
Training Medical Group	1245585009	9999876	12/29/2023	12/31/2299	Pending Approval	2400 CORPORATE EXCHANGE DR STE 240 COLUMBUS, OH 43231- 7607 614-654-5000		

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.						

Adding a Hospital Affiliation

Step 1: Click **Add New** under the Hospital Affiliations section.

Hospital Affiliations

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

1 **Add New**

Step 2: Enter all relevant and required information:

- Do you practice exclusively within the Inpatient Setting?
- Do you have hospital privileges?
- Is this your primary facility?
 - If yes, click the 'check box' next to "This is my Primary Facility."
- Enter an Ohio Medicaid ID, this will populate the facility name.
- Select Staff Category from the drop-down menu.
- Select Status of Privileges from the drop-down menu.
- Enter the Start Date (MM/DD/YYYY)
- Select the applicable 'Yes' or 'No' radio button for: "Any past or present restrictions of privileges?"
 - If 'Yes' is selected, complete the box stating, "please specify."

Hospital Affiliation

Do you practice exclusively within the Inpatient Setting? ☐ Yes ☒ No

Do you have hospital privileges? ☐ Yes ☒ No

If 'No', please specify

This is my Primary Facility ☐

Ohio Medicaid ID*

Facility Name*

Staff Category*

Status of Privileges*

Start Date*

End Date

Any past or present restriction of privileges? ☐ Yes ☒ No

If 'Yes', please specify

3 **Save** **Cancel**

Step 3: Click **Save** to continue.

Step 4: Confirm Hospital Affiliation has saved *(Repeat the process to add additional affiliations)*.

Step 5:

- Click the **Save** button to save the information on the page OR
- Click the **Next** button to save and move to the next screen.

Group, Facility & Hospital Affiliations (Individual)

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

Save

Cancel

Previous

Next

5

5

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.						

4

Hospital Affiliations

Facility Name	Staff Category	Status of Privileges	Primary Facility	Start Date	End Date
County General Hospital	Active	Full and Unrestricted	Yes	05/17/2010	12/31/2299

Add New

Delegated Credentialing

A 'Delegated Credentialing' section appears on this page. If appropriate, select the checkbox to indicate the practitioner has an agreement for delegated credentialing. Information regarding the specific delegate(s) will be updated by the ODM Credentialing staff after submission of the application.

Delegated Credentialing

☐ Select this box if you have delegated credentialing that does not display below.

Credentialing delegates are assigned by ODM Credentialing staff.

Assigned Delegates	Delegate Name	Delegate MED ID
No delegates.		

Delegates can use a workaround to 'bypass' the following required credentialing pages in PNM. Please note that for accurate data report in the PNM directory, the board certification and hospital privileges information will need to be entered on the appropriate screens in PNM.

- **Professional Liability Insurance page** – Answer "No" to the 'Carrying Malpractice Insurance' question and enter the delegate organization/agency name as the 'Explanation Regarding Malpractice Insurance.'
- **Education page** – List one entry only. For physicians, list the highest level of education/training for their residency/fellowship. For all other provider types, list the professional school.
- **Malpractice Claims History page** – Answer "No" to the question on this page.
- **Work History page** – List only an entry with the delegate location and start date.

MCP Affiliation

This page allows for the ability to enter interest in contracting with an Ohio Medicaid Managed Care Plan.

Step 1: Indicate interest in contracting with any of the Ohio Medicaid Managed Care Plans by selecting 'Yes' or 'No' radio button.

Note: This indication does not ensure a contract with the Ohio Medicaid Managed Care Plans. You must still go through the plan's contracting process, if applicable.

Jump To: MCP Affiliation

Medicare Number → Group, Organizations & Hospital Affiliations → **MCP Affiliation** → Federal DEA Registration → W9 Form* → EFT Banking*

Generate PDF

Save Cancel Previous Next

MCP Affiliation

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

Are you interested in contracting with any of the Ohio Medicaid Managed Care Plans? **1** ☒ Yes ☐ No

Please Note: This indication does not ensure a contract with the Ohio Medicaid Managed Care Plans. Providers must still go thru the plan's contracting process, if applicable

Confirmed MCP Affiliations

Name	Start Date	End Date	Provider Type	Tracking Number	MITS Specialty
No MCP affiliations found.					

Step 2: If you select 'Yes,' this indicates interest in possible participation with one or more Ohio Medicaid Managed Care Plans. Select the appropriate checkbox(es) for which Managed Care Plans you are interested in participating.

Are you interested in contracting with any of the Ohio Medicaid Managed Care Plans? ☒ Yes ☐ No

Indicate your interested in possible participation with one or more Ohio Medicaid Managed Care Plans

2 ☐ AmeriHealth Caritas
☐ Anthem Blue Cross
☐ Aetna
☐ Buckeye
☐ CareSource
☐ Humana
☐ Molina
☐ United Health Care

Please Note: This indication does not ensure a contract with the Ohio Medicaid Managed Care Plans. Providers must still go thru the plan's contracting process, if applicable

Confirmed MCP Affiliations

Name	Start Date	End Date	Provider Type	Tracking Number	MITS Specialty
No MCP affiliations found.					

Note: Any confirmed MCP Affiliations would appear at the bottom of the page.

State CDS Number Page

If the provider has a state-registered Controlled Dangerous Substance number, enter that information on this page.

- If the provider does not have a CDS number, you can bypass the page by clicking **Next**.

Step 1: If the provider has a CDS Number:

- Click **Add New**.
- Fill in the required fields. *(Date fields require MM/DD/YYYY format.)*

Step 2: Upload your State CDS document by clicking **Browse**.

- Locate, on your computer, the file you wish to upload and click **Open**.

Step 3: Click **Next** to save and advance to the next screen.

Federal Drug Enforcement Administration (DEA) Registration Page

Step 1: For some provider types, this is not a required page.

- To move past the Federal DEA Registration page, click **Next**.

Step 2: To complete this page, select the 'Yes' or 'No' radio buttons to answer the question: *"Do you have a current DEA registration?"*

Jump To: Federal DEA Registration

Group, Organizations & Hospital Affiliations → MCP Affiliation → **Federal DEA Registration** → W9 Form* → EFT Banking* → Application Fee*

Save Cancel Previous **Next** Generate PDF 1

Federal DEA Registration

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

DEA Question

Do you have a current DEA registration? **2** ☐ Yes ☐ No

If Yes, make selection and Add New for each DEA and waiver including Waiver 2000.
If No, make selection and fill in remaining information.

No records found

History

Yes/No DEA Number

Step 1: If you select 'No', PNM will prompt you to enter the representative's information.

Federal DEA Registration Save Cancel Previous Next

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

History

DEA Question

Do you have a current DEA registration? ☐ Yes ☒ No

1 If Yes, make selection and Add New for each DEA and waiver including Waiver 2000.
If No, make selection and fill in remaining information.

Name of Provider that prescribes on your behalf

DEA Number of the prescribing Provider

DEA State of the prescribing Provider

Prescribing Comments

No records found

Step 2: If you select 'Yes', PNM will prompt you to complete the screen with the corresponding DEA information by clicking **Add New**.

- DEA Number
- DEA State
- Issue Date (MM/DD/YYYY)
- Expiration Date (MM/DD/YYYY)

Step 3: Click **Next** to save and proceed to the next screen.

Federal DEA Registration

Save

Cancel

Previous

Next

3

History

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

DEA Question

2

Do you have a current DEA registration?

☒ Yes

☐ No

If Yes, make selection and Add New for each DEA and waiver including Waiver 2000.

If No, make selection and fill in remaining information.

DEA Number

DEA State

Issue Date

Expiration Date

DEA Status

Active

No records found

2

Add New

44

Professional Liability Insurance Page

This page allows for the entry of information about the provider's professional liability insurance.

Note: Professional Liability Insurance information is not required for every provider type. To bypass this page, click **Next**.

Step 1: To add professional liability insurance information, click **Add New**.

Jump To: Professional Liability Insurance

State CDS Number → Federal DEA Registration* → **Professional Liability Insurance*** → Education* → Malpractice Claims History* →

Generate PDF

Save Cancel Previous Next

Professional Liability Insurance

This is a required section.

No records found

History

1 Add New

Yes/No Professional Liability Insurance

Step 2: You must select a 'Yes' or 'No' radio button for the question: *"Do you carry malpractice insurance?"*

If 'Yes' is selected, you will be prompted to enter required corresponding information into the screen:

- Self-Insured?
- Policy Number
- Effective Date (MM/DD/YYYY)
- Original Effective Date (MM/DD/YYYY)
- Expiration Date (MM/DD/YYYY)
- Type of Coverage
- Do you have unlimited coverage?
- Policy includes tail coverage?
- Carrier or Self-Insured Name
- Address
- City
- State
- Zip
- Policy Holder
- Coverage Amount Per Occurrence
- Coverage Amount Per Aggregate

Do you carry malpractice insurance? 2 Yes No

Self-Insured? Yes

Policy Number*

Effective Date*

Original Effective Date*

Expiration Date*

Type of Coverage*

Do you have unlimited coverage?*

Policy includes tail coverage?*

Carrier or Self-Insured Name*

☐ Check here if insurance is through Federal Tort Claims Act (FTCA)

Carrier address 1

Carrier address 2

City*

State*

Country

Zip*

Policy Holder*

Coverage Amount Per Occurrence*

Coverage Amount Per Aggregate*

Step 3: If 'No' is selected, you will need to provide an explanation regarding malpractice insurance.

Do you carry malpractice insurance?

3

☐ Yes

☒ No

If No, please provide explanation below.

Please provide an explanation regarding malpractice insurance

Step 4: Click **Next** to save and move to the next screen.

Professional Liability Insurance

This is a required section.

Get PDF

4

Save

Cancel

Previous

Next

History

Carrying malpractice insurance?	Policy Number	Effective Date	Expiration Date	Policy Holder	Coverage Account Per Occurrence	Coverage Account Per Aggregate	Explanation regarding malpractice insurance	Edit
Yes	4356345345	02/04/2023	02/04/2025	Test Policy Holder	1,000,000	3,000,000		

Add New

Education Page

On this page, indicate all education and training that has been completed beginning with an undergraduate degree through professional education and training.

Step 1: To add Education History, click **Add New**.

Step 2: Enter the required fields with an asterisk (*).

- Education Type
- Name of School
- Start Date (MM/DD/YYYY)
- End Date (MM/DD/YYYY)
- Degree Awarded
- Address
- City
- State
- Zip Code
- Country

Note: The Additional Information field can be used to enter other details that may help during the credentialing process. You can provide information such as a Contact Name, Phone Number, Department, or any other information that can help verify education.

Step 3: Click **Save** to continue.

Step 4: Confirm that the undergraduate education information saved.

Step 5: To enter additional education details, click **Add New** and follow the steps above.

Education

This is a required section.

Please enter all education and training you have completed beginning with your undergraduate degree through your professional education and training.

School	Education	Specialty	Degree	Start Date	End Date	Edit
Undergraduate School	Undergraduate School		MB	08/01/2000	05/01/2004	

Add New

History

Step 6: Click **Save** to continue and verify the additional education history as it appears on the screen.

Step 7: Click **Next** to advance to the next page once all education information has been added.

Education

This is a required section.

Please enter all education and training you have completed beginning with your undergraduate degree through your professional education and training.

School	Education	Specialty	Degree	Start Date	End Date	Edit
Undergraduate School	Undergraduate School		MB	08/01/2000	05/01/2004	
Professional School	Professional School		MHS	06/01/2004	05/01/2008	
Hospital	Residency	Internal Medicine/Pediatrics	MD	06/01/2008	06/01/2012	

Add New

History

Malpractice Claims History Page

This page asks the question: *“Have you had any professional liability actions (pending, settled, arbitrated, mediated or litigated) within the past 10 years?”*

Note: This page will only display for required provider types.

Step 1: Click the **Add New** button.

- Select the ‘Yes’ or ‘No’ radio button to indicate your answer.

Yes/No Malpractice Claims History

Step 2: Complete the following:

- If ‘No’ is indicated, proceed to Step 3.
- If ‘Yes’ is indicated, complete the required information regarding each action.

Note: Each action occurring in the past 10 years should have its own entry.

Step 3: After filling in the required fields, click **Next** to save the information and proceed to the next page.

Work History Page

A Work History of 5 years (in chronological order) from the start of the provider's licensure, must be provided on the application.

Step 1: To add Work History, click the **Add New** button.

- Select the check box for 'Current Employer' for to list the provider's current employer.
- Enter the relevant and required fields:
 - Practice Employer Name
 - Start Date (MM/DD/YYYY)
 - End Date (MM/DD/YYYY)
 - Organization Name
 - Address
 - City
 - Zip
 - Phone Number
 - Contact Name: This is a contact for the organization that can verify work history.
 - Email Address
 - Additional Information
 - Reason for Departure (if applicable)
 - Currently on active military duty or military reserve?

Include a chronological work history for the past 5 years.

No records found

1 Add New

1 Current Employer ☐

*Practice/ Employer Name:

* Start Date:

* End Date:

Organization Name*

Address 1*

Address 2

City*

State*

County

Zip*

Phone Number 1

Phone Ext 1

Fax Number 1

Contact Name

Email Address 1*

Email Address 2

Additional Information:

Reason for Departure(If Applicable):

*Are you currently on active military duty or military reserve?

Step 2: Click **Save** and confirm the work history as it appears on the screen.

Step 3: Continue adding work history for the past 5 years (in chronological order) by clicking **Add New** and repeating the steps listed above.

Jump To: Work History

Insurance* Education* Malpractice Claims History* **Work History*** W9 Form* EFT Banking* Required Documents

Generate PDF

2 Save Cancel Previous Next

Work History

This is a required section

Include a chronological work history for the past 5 years.

2 Practice/ Employer Name	Start Date	End Date	Edit
Training Clinic	01/01/2017		

3 Add New History

Gaps in Work History

Please enter and explain any time periods or gaps in work history in the past 5 years or that have occurred since graduation from professional school and are longer than three months in duration.

No records found

4 Add New

Step 4: If there are any gaps in work history during the past 5 years, enter that information by clicking **Add New** under the Gaps in Work History section.

- Complete Information for any gaps in Work History
 - Gap Start Date (MM/DD/YYYY)
 - Gap End Date (MM/DD/YYYY)
 - Reason for Gap

Gaps in Work History

Please enter and explain any time periods or gaps in work history in the past 5 years or that have occurred since graduation from professional school and are longer than three months in duration.

No records found

4

*Gap Start Date:

*Gap End Date:

*Reason For Gap:

Step 5: Click **Save** to save the work/gap details then click **Next** to advance to the next page.

W9 Form Page

On this page, indicate which tax filing category and document you complete to provide the correct EIN/TIN

Step 1: Select the most appropriate individual type by clicking on the appropriate radio button category.

The screenshot shows the 'W9 Form' page. At the top, there is a navigation bar with icons for Education, Malpractice Claims History, Work History, W9 Form (highlighted), EFT Banking, Required Documents, and Agreements. Below the navigation bar, there are buttons for 'Generate PDF', 'Save', 'Cancel', 'Previous', and 'Next'. The main section is titled 'W9 Form' and includes a note: 'This is a required section.' Below this, there is a section for 'Information from the Identification page displayed below' with fields for 'Individual Name' (Jordan Train) and 'SSN' (119497554). A red circle with the number '1' highlights the 'Select the most appropriate category below' section, which contains a list of radio button options: Individual/sole proprietor or single-member LLC, C Corporation, S Corporation, Partnership, Trust/Estate, Limited Liability C Corporation, Limited Liability S Corporation, Limited Liability Partnership, and Other.

Step 2: Indicate the type of form you are uploading by selecting the radio button for 'W9' or 'Form 147.'

Step 3: Under the Required Document section, use the **Browse** option at the bottom of the screen to upload your W9 or Form 147.

- The file name will appear in green text when it has successfully uploaded.

The screenshot shows the 'Indicate the form you are uploading' section. It has two radio button options: 'W9' (highlighted with a red circle and the number '2') and 'Form 147'. Below this, there is a note: '** Please visit <https://www.irs.gov/forms-pubs/about-form-w-9> to obtain a copy of the W9 with instructions.' The 'Required Document' section shows a table with a header 'W-9' and a row containing 'W9.pdf', 'Download', and 'Remove'. A red circle with the number '3' highlights the 'Browse' button at the bottom of the table.

Step 4: Click **Next** to save the information and move to the next page.

EFT Banking Information Page

This page requires to you indicate the use of Electric Fund Transfer (EFT), which is required to enroll with the State Medicaid Program. However, if 'No' is answered to the first question, no additional details need to be entered.

Step 1: Select the 'Yes' or 'No' radio button to answer the question at the top of the page.

Jump To: EFT Banking

Education* Malpractice Claims History* Work History* W9 Form* **EFT Banking*** Required Documents Agreements*

Generate PDF

Save Cancel Previous Next

EFT Banking Information

This is a required section.

1 Do you expect to receive payments directly from the State Medicaid Program (For example: Fee-for-Service Claims, Medicare Crossover Claims, Supplemental Pool Payments, Electronic Health Records Payments, etc.) as opposed to only payments from the Managed Care Contractors?

☐ Yes ☐ No

Step 2: If 'Yes' is answered, read the instructions section before proceeding to Step 3.

Note: If your bank is outside of the United States, click the checkbox at the end of the 'Instructions' section.

Step 3: To enter your Bank Account information, click **Add New** under the Banking Information section.

Instructions

2 READ INSTRUCTIONS BEFORE COMPLETING

- Electronic Fund Transfer (EFT) enrollment is required for a provider to enroll with the State Medicaid Program.
- Medicaid providers must submit this form to receive payment via EFT (Electronic Fund Transfer). It is also the responsibility of the Medicaid provider to ensure this information is updated, as necessary.
- The State Medicaid Program transmits the EFT via the NACHA standard CCD + format.
- It is the responsibility of the Provider to contact their financial institution to request the receipt of all data contained within the ACH information field (including the RTN Reassociation Trace Number) of the CCD + Addenda Record. This Trace Number uniquely identifies the transaction set and aids in reassociating payments and remittance advices.

☐ Check here if the bank is outside of the United States. Per 1902(a)(80) of the Social Security Act, the State shall not provide any payment to any financial institution or entity located outside the United States.

Please enter your banking information below.

Banking Information

No banking information found.

3 Add New

Step 4: Complete the required information:

- Financial Institution Name
- Financial Routing Number
- Confirm the Routing Number
- Account Number
- Confirm the Account Number
- Account Type: Checking or Savings

Step 5: Click **Save**.

Banking Information

4

Financial Institution Name*

Financial Institution Routing Number*

Confirm Financial Institution Routing Number*

Account Number*

Confirm Account Number*

Account Type*
☒ Checking
☐ Savings

5

Save

Cancel

Step 6: Click **Add New** to enter information for the EFT Contact.

Banking Information

Financial Institution Name	Account Number	Account Type	
Training Bank	*****	Checking	

EFT Contact

No EFT contact found.

6

Add New

Confirm

By selecting the confirmation box below, the submitting individual is attesting and acknowledging on behalf of the Medicaid Provider listed above that:

- He or she is authorized to complete and submit this Enrollment Form.
- The information provided is accurate and true.

☐ I confirm the information provided is true and accurate.

Step 7: Enter the following contact information for the person who will handle the Electric Funds Transfer account:

Required

- Contact First Name
- Last Name
- Phone Number
- Email Address

Optional

- Middle Name
- Phone Extension
- Fax Number

EFT Contact Information
7

Provider Contact First Name*

Middle Name

Last Name*

Phone Number*

Extension

Email Address*

Fax Number

8

Save
Cancel

Step 8: Click **Save**.

Step 9: Review the statement under the Confirm section. Select the checkbox if the information provided is true and accurate.

Confirm

By selecting the confirmation box below, the submitting individual is attesting and acknowledging on behalf of the Medicaid Provider listed above that:

9

- He or she is authorized to complete and submit this Enrollment Form.
- The information provided is accurate and true.

☒ I confirm the information provided is true and accurate.

Step 10: Click **Next** to save the information and move to the next page.

EFT Banking Information

This is a required section.

Generate PDF

10

Save
Cancel
Previous
Next

55

Required Documents Page

The required documents page allows for the ability to upload required or optional supporting documentation that was not indicated on previous pages of the application. Click **Next** to bypass this page if there is nothing to upload.

Step 1: If you are required to upload documents, blue upload boxes will be displayed under the Required Documents section.

- To upload a document, click **Browse**, then select the file on your computer and click **Open**.

Required Document

EVV Training

1

Step 2: If you want to upload a document not listed in PNM, click **Choose File**.

- Select the file and open.
- Name the file.
- Add a Description of the file.
- Select **Upload File**.
- Confirm the document is attached.

Jump To: Required Documents

Mal Liability Insurance* Education* Malpractice Claims History* Work History* W9 Form* Required Documents Agreements*

Generate PDF

Save Cancel Previous Next

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

If you have additional documentation to provide that were not available for upload on other pages, upload those here. You may upload multiple documents and you will be able to view and delete documents after uploading.

You may also mail in additional documentation, which may result in a delay to process your application.
Mailing Address:
Ohio Department of Medicaid
Provider Enrollment Unit
PO Box 1461
Columbus, OH 43216-1461

Uploaded Documents
Please note that you will not be able to delete uploaded documents once your application has been submitted.
No uploaded documents found.

2 Choose File No file chosen

Name

Description

Upload file

Agreements Page

The Agreements page will ask for you to agree and attest to information that you have provided on the application.

Step 1: Complete the Ohio Medicaid Provider Agreement attestation. The agreement must be viewed in its entirety before the 'I Agree' box will be available for selection.

- Click 'I agree to Terms and Conditions.'

Step 2: Read the Non-Credentialed Providers section of the agreements.

- Select the check box: "I agree to Terms and Conditions."

Step 3: Under the Provision Check section:

- If applicable for requesting retroactive coverage, select the checkbox: 'If you meet this provision, please check this box.'

Step 4: Complete the Additional Credentialing Statement questions if the provider type requires credentialing.

Possible 'Additional Credentialing Statement' questions:

- *Have any of your board certifications ever been suspended, revoked, or voluntarily surrendered?*
- *Have your privileges at any hospital, facility, HMO, or health plan been voluntarily or involuntarily surrendered, denied, suspended, revoked, restricted, limited or placed on probation?*
- *Have you ever been placed on probation or asked to resign from an internship, residency, or other training program?*
- *Has your malpractice insurance ever been cancelled, suspended, restricted, limited, special rated, or not renewed?*
- *Has information pertaining to you ever been reported to the National Practitioner Data Bank?*

Select the 'Yes' or 'No' radio button for the appropriate answer (If 'Yes' is selected, a comment is required).

Additional Credentialing Statement

Have any of your board certifications ever been suspended, revoked, or voluntarily surrendered?

4
☐ No ☐ Yes

If 'Yes' a comment is required.

Have your privileges at any hospital, facility, HMO, or health plan been voluntarily or involuntarily surrendered, denied, suspended, revoked, restricted, limited, or placed on probation?

☐ No ☐ Yes

If 'Yes' a comment is required.

Step 5: Complete the Individual Provider Questions.

Possible Individual Provider Questions:

- *Have you or any individuals or organizations having a direct or indirect ownership or controlling interest of 5 percent or more in the professional association or practice been indicted or convicted of a criminal offense related to the involvement of such persons or organization in any of the programs established by Titles XVIII, XIX, or XX?*
- *Have you or any of the employees of your professional association or practice ever been indicted or convicted of a criminal offense related to the involvement in such programs established by Titles XVIII, XIX, or XX?*
- *Have you as the Provider, or any Owner, Authorized Agent, Associate, Manager, Employee, Directors; or Officers of the Institution, Agency, Organization, or Practice ever been indicted or convicted of a violation of State or Federal Law?*

Select the 'Yes' or 'No' radio button for the appropriate answer (If 'Yes' is selected, a comment is required).

Individual Provider Questions

Have you or any individuals or organizations having a direct or indirect ownership or controlling interest of 5 percent or more in the professional association or practice been indicted or convicted of a criminal offense related to the involvement of such persons. or organizations in any of the programs established by Titles XVIII, XIX, or XX?

☐ No ☐ Yes If, 'Yes' a comment is required.

5

Have you or any of the employees of your professional association or practice ever been indicted or convicted of a criminal offense related to the involvement in such programs established by Titles XVIII, XIX, or XX?

☐ No ☐ Yes If, 'Yes' a comment is required.

Step 6: Complete the Provider Agreement Attestation:

- Read the information provided.
- Select the check box confirming that you have read the contents of the application and attest it is true, correct, and complete.

Provider Agreement Attestation

6

☐ I have read the contents of this application, and the information contained herein is true, correct and complete. I agree to notify Ohio Medicaid of any future changes to the information contained in this application. I understand that any deliberate omission, misrepresentation, or falsification of any information contained in this application or contained in any communication supplying information to Ohio Medicaid may be punished by criminal, civil, or administrative penalties including, but not limited to, the denial or revocation of Ohio Medicaid identification number(s), and/or the imposition of fines, civil damages, and/or imprisonment. My electronic signature legally and financially binds this provider to the laws, regulations, and program instructions of the Ohio Medicaid program. By selecting the signature checkbox and submitting the application, I agree to abide by these terms.

Step 7: Complete the Provider Agreement Signature:

- Enter your full name as the person attesting.
- Confirm Provider Name and User ID auto-filled correctly.

Step 8: Click **Save**.

- A pop-up appears confirming your application is complete.

Provider Agreement Signature

7 Name of Person Attesting*: ⓘ

Provider Name:

User ID:

8

Step 9: Click **OK** to review the application prior to submission.

Your application is complete and has been saved. Please take time to review your application prior to submission. You will be able to generate your completed application in PDF form prior to submitting your application.

Once your review is complete, **you must click 'Submit for Review' at the top of the Agreements page to submit your application.**

9

Submitting Application

Step 1: When you are satisfied that all information has been entered accurately on the application, click **Submit for Review** to submit the application.

Step 2: You will receive a message giving one last opportunity to review the application pages. Click **OK**.

Step 3: When the information on all pages is satisfactory, click **Submit for Review** again.

Step 4: You will receive a confirmation message stating that the application has been successfully submitted.

Step 5: Click **Return to Home Page** to go to your dashboard.

Resubmitting an Application (Return to Provider – RTP)

If a specialist reviewing the application needs additional information, they will return the file with a description of the missing information needed for your application.

Step 1: An email will be sent to the address listed on the Primary Contact Information page, indicating the application has been returned.

Provider Name: Jordan Train

Medicaid ID:

Please log into your account at [Login](#) to view a notice issued by the Ohio Department of Medicaid. You may be required to take action to maintain your Medicaid enrollment.

REG_ID: 518412

Step 2: Access the application, indicated by the Reg ID in the email, (which will be in ‘Return to Provider’ status) by logging into PNM and clicking on the link under the Reg ID or Provider heading.

Menu Ohio Department of Medicaid Provider Network Management Medicaid Home Learning Contact Fee Schedule Training Log out													
My Providers		Account Administration											
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							
518405	Daniel Devine	Not Submitted	35 - Optometrist Individual	1851462329									
518412 2	Jordan Train	Return to Provider	20 - Physician/Oste Individual	1194975540		INTERNAL MEDICINE					01/02/2024		

Reviewing Correspondence

Step 1: Under the Manage Application section, click the '+' icon to expand Self Service Selections.

Provider Management Home

Registration Information

Previous Page

Provider Name	Medicaid ID	Effective Date	Revalidation Due Date	Term Date
Jordan Train				

Manage Application

Enrollment Actions + Enrollment Action Selections: ⓘ

Programs + Program Selections:

Self Service **1** + Self Service Selections:

My Current and Previous Applications ⓘ

Reg ID	Enrollment Action	Program	Application Id	PNM Application Status	Other Agency Application Status	DD Legal Status	Status Date	Workflow Complete
518412	Application Flow - Standard - NEW REGISTRATION	Medicaid	606867	Return to Provider			01/02/24	N

Step 2: Click the 'Provider Correspondence' hyperlink.

Manage Application

Enrollment Actions + Enrollment Action Selections: ⓘ

Programs + Program Selections:

Self Service - Self Service Selections:

2 [View Provider File](#)

[Provider Correspondence](#)

- * SEARCH CORRESPONDENCE

An asterisk * indicates a required field

*Correspondence TYPE

Enrollment Notifications

Date Available From:

MM/DD/YYYY

Date Available To:

MM/DD/YYYY

3

Search

Clear

CORRESPONDENCE SEARCH RESULT			
Correspondence Subject	Correspondence Type	Date Sent	Date Viewed
Send Additional Information (RTP Notice) 4	ENROLLMENT	12/26/2023	
Ohio Medicaid Provider Application Received	ENROLLMENT	12/26/2023	

Click **Print** to print a physical copy of the correspondence or download as a PDF.

64

Completing Return to Provider (RTP) Process

Step 1: Under the Manage Application section, click the ‘+’ icon to expand ‘Enrollment Action Selections.’

Provider Management Home

Registration Information

Previous Page

Provider Name

Medicaid ID

Effective Date

Revalidation Due Date

Term Date

Jordan Train

Manage Application

Enrollment Actions

1 + Enrollment Action Selections:

Programs

+ Program Selections:

Self Service

+ Self Service Selections:

My Current and Previous Applications

Reg ID	Enrollment Action	Program	Application Id	PNM Application Status	Other Agency Application Status	DD Legal Status	Status Date	Workflow Complete
518412	Application Flow - Standard - NEW REGISTRATION	Medicaid	606867	Return to Provider			01/02/24	N

Step 2: Click the ‘Continue Registration’ hyperlink.

Manage Application

Enrollment Actions

- Enrollment Action Selections:

2 [Continue Registration](#)

[Cancel New Registration](#)

[Edit Key Provider Identifiers](#)

Step 3: The application will open to the page that was 'rejected' during the review.

- Rejected pages are marked with a yellow exclamation point.
- Messaging will appear at the top of the page indicating the reason the application was rejected.

Note: This is the same messaging that appeared in the correspondence.

Step 4: Correct or update the information on the page.

The license you provided is expired. Please provide a current license. (P042)
- License expired on 8/1/2021

Jump To: Professional Licenses

Home Office Address* Specialties* Taxonomies* Professional Licenses* Board Certification Medicare Number Group, Facility

Professional Licenses
This is a required section.

Generate PDF

Save Cancel Previous Next

A copy of each license must be uploaded to this page.

License Number	License Board	License State	Effective Date	Expiration Date	Address	Endorsement	
CR5435345543	Chiropractic Board	OH	6/1/2018	6/1/2023			

Add New

Step 5: Click **Save** to save the new information.

- You will receive a message stating the application has been saved. Click **OK**.

Your application is complete and has been saved. Please take time to review your application prior to submission. You will be able to generate your completed application in PDF form prior to submitting your application.

Once your review is complete, you must click 'Submit for Review' at the top of the Agreements page to submit your application.

OK

Step 6: To resubmit your application for review, click the **Submit for Review** button.

The screenshot shows a progress bar at the top with six steps: Specialties, Taxonomies, Professional Licenses, Board Certification, Medicare Number, and Group, Facility & Hospital Affiliations (Individual). The 'Board Certification' step is highlighted with a yellow background and a green checkmark. Below the progress bar, the 'Board Certification' section is displayed with the message: 'This is not a required section. To skip this section click on Next button.' Below this message, it says 'No Board Certification found'. On the right side, there are buttons for 'Generate PDF', 'Submit for Review' (with a red circle containing the number 6), 'Save', 'Cancel', 'Previous', 'Next', and 'Add New'.

Step 7: You will receive a message indicating your application has been resubmitted.

Step 8: To access your dashboard, click **Return to Home Page**.

The screenshot shows a confirmation message with a red circle containing the number 7. 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 this message, there is a button labeled 'Return to Home Page' with a red circle containing the number 8.

Submitting a Plan of Correction (Response to Notice of Operational Deficiency)

Step 1: If the file is returned to you with a Notice of Operational Deficiency, you will need to provide a Plan of Correction to address this.

Step 2: Access the application, which will be in 'Return to Provider for Site Visit' status, by logging into PNM and clicking on the link under the Reg ID or Provider heading.

Ohio Department of Medicaid													
Provider Network Management Medicaid Home Learning Contact Fee Schedule Rodney Log out													
My Providers Account Administration New Provider ?													
Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date	
517919	Test Training	Return to Provider For Site Visit	39 - Physical Therapist, Individual	1912011818		Physical Therapy					01/26/2022		

Step 3: Under the Manage Application section, click the '+' icon to expand 'Enrollment Actions.'

Provider Management Home

Registration Information

Previous Page

Provider Name

Test Training

Medicaid ID

Effective Date

Revalidation Due Date

Term Date

Manage Application

Enrollment Actions

3 + Enrollment Action Selections:

Programs

+ Program Selections:

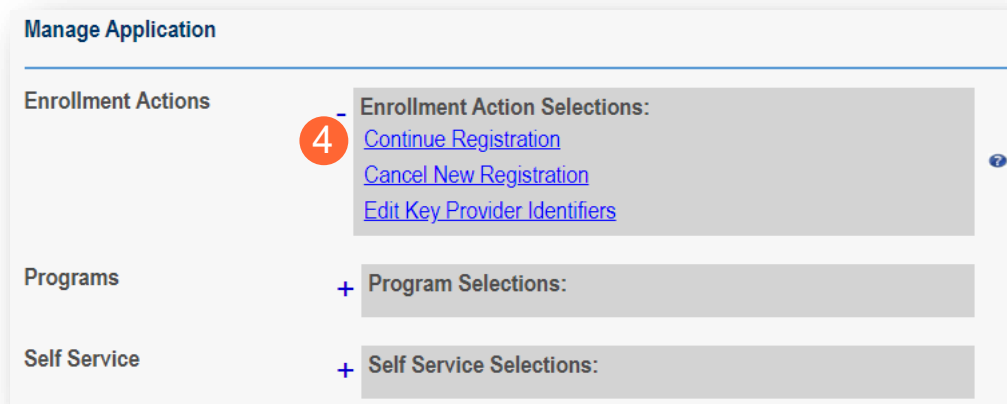
Self Service

+ Self Service Selections:

My Current and Previous Applications

Reg ID	Enrollment Action	Program	Application Id	PNM Application Status	Other Agency Application Status	DD Legal Status	Status Date	Workflow Complete
517965	Application Flow - Standard - UPDATE REGISTRATION	Medicaid	606117	Return to Provider For Site Visit			02/27/24	N

Step 4: To access the application, click 'Continue Registration.'



Manage Application

Enrollment Actions - Enrollment Action Selections:

- [Continue Registration](#)
- [Cancel New Registration](#)
- [Edit Key Provider Identifiers](#)

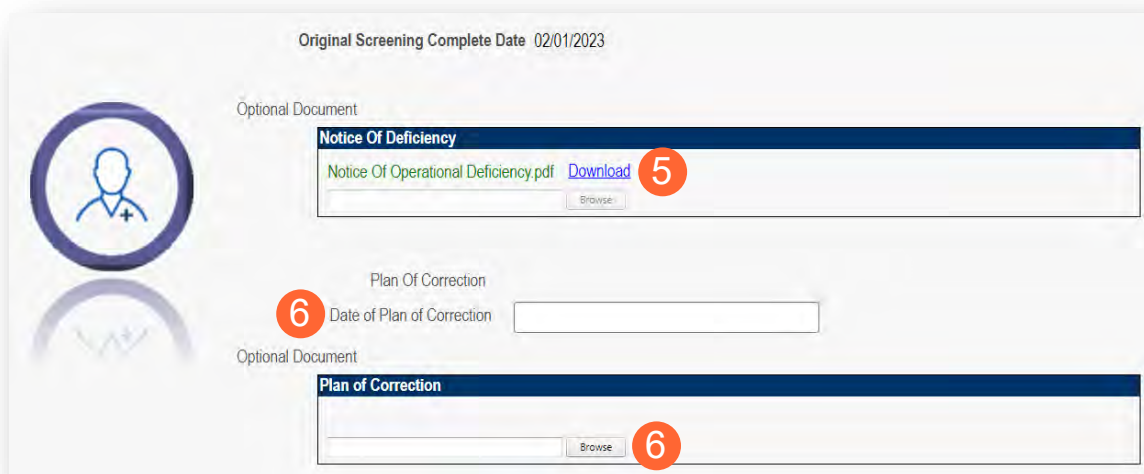
Programs + Program Selections:

Self Service + Self Service Selections:

Step 5: You will be redirected to the 'Site Visit Screening' page where you will find the Notice of Operational Deficiency (NOD) issued by the Ohio Department of Medicaid (ODM). To view the Notice, click 'Download.'

Step 6: To address the Notice of Operational Deficiency (NOD), create a Plan of Correction (POC).

- Once developed, enter the date of the Plan of Correction (POC) in the space provided.
- Upload the Plan document by clicking **Browse** and choosing the file from your computer.



Original Screening Complete Date 02/01/2023

Optional Document

Notice Of Deficiency

Notice Of Operational Deficiency.pdf [Download](#)

Plan Of Correction

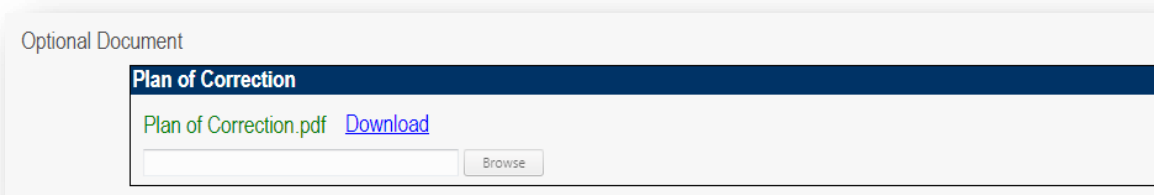
Date of Plan of Correction

Optional Document

Plan of Correction

[Browse](#)

Note: To confirm the document uploaded successfully, the name of the document will appear in green text.



Optional Document

Plan of Correction

Plan of Correction.pdf [Download](#)

[Browse](#)

Note: If additional Notice of Operational Deficiency indications are submitted, you will need to click **Choose File** under the Uploaded Documents section at the bottom of the page to add additional Plan of Correction documents to address the information listed in the Notice of Operational Deficiency. Once the document has been added, click **Upload file**.

Uploaded Documents

Please note that you will not be able to delete uploaded documents once your application has been submitted.

No uploaded documents found.

Choose File

No file chosen

Name

Description

Upload file

Step 7: Once uploaded, click **Plan of Correction**. This will send the file back to ODM for review.

Jump To:

Site Visit Screening

ice Claims History*

Work History*

W9 Form*

EFT Banking*

Required Documents

Agreements*

Site Visit Screening*

Generate PDF

7 Plan of Correction

Cancel

Site Visit Screening

This is a required section

Original Screening Complete Date 02/01/2023

Optional Document

Notice Of Deficiency

Notice Of Operational Deficiency.pdf

Download

Upload

Plan Of Correction

Date of Plan of Correction

3/8/2024

Optional Document

Plan of Correction

Plan of Correction.pdf

Download

Upload

Review the Final Decision for Provider Submission

Step 1: Once the entire review process has been completed, the provider will be assigned a Medicaid ID number by the Ohio Department of Medicaid.

- Locate the newly assigned Medicaid ID for the provider listed in the table on your dashboard.
- If the provider does not appear, use number timeline at the bottom to navigate to the correct page.

Note: The Medicaid ID is also listed on a 'Welcome Letter' which is accessible by [Reviewing Provider Correspondence](#) in PNM.

Menu Ohio Department of Medicaid Provider Network Management Medicaid Home Learning Contact Fee Schedule Training Log out													
My Providers		Account Administration										New Provider ?	
Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date	
517957	Kyle Aaron	Submitted	30 - Dentist Individual	1821228875	9999878	General Dentistry			43212 - 4706	02/28/2022	08/03/2022	02/28/2027	
517964	Madison Aaberg	Approved	69 - Pharmacist	1043873938	0000002	PHARMACIST				04/14/2022	03/09/2022	04/14/2025	
517965	Test Training	Complete	69 - Pharmacist	1316344583	9999883	PHARMACIST				03/09/2022	03/23/2022	03/23/2026	

Step 2: Click the link under the Reg ID or Provider heading to review the file:

- Here you can view communications, view provider file, begin revalidation, and access other provider self service functions.

Menu Ohio Department of Medicaid Provider Network Management					
My Providers		Account Administration			
Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID
517957	Kyle Aaron	Submitted	30 - Dentist Individual	1821228875	9999878
517964	Madison Aaberg	Approved	69 - Pharmacist	1043873938	0000002
517965	Test Training	Complete	69 - Pharmacist	1316344583	9999883

Completing an Update to a Medicaid Record

Review the PNM [Provider Education & Training Resources](#) page for guides containing steps for specific PNM page updates.

Step 1: Access the application in your dashboard by clicking on the link listed under Reg ID or Provider

Menu Ohio Department of Medicaid Provider Network Management Medicaid Home Learning Contact Fee Schedule Training Log out													
My Providers		Account Administration											
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							
517957	Kyle Aaron	Submitted	30 - Dentist Individual	1821228875	9999878	General Dentistry			43212 - 4706	02/28/2022	08/03/2022	02/28/2027	
517964	Madison Aaberg	Approved	69 - Pharmacist	1043873938	0000002	PHARMACIST				04/14/2022	03/09/2022	04/14/2025	
517965	Test Training	Complete	69 - Pharmacist	1316344583	9999883	PHARMACIST				03/09/2022	03/23/2022	03/23/2026	

Step 2: Under the Manage Application section, click the '+' icon to expand 'Enrollment Action Selections.'

Provider Management Home

Registration Information

Previous Page

Provider Name

Test Training

Medicaid ID

9999883

Effective Date

03/09/2022

Revalidation Due Date

03/23/2022

Term Date

Manage Application

Enrollment Actions

2

+

Enrollment Action Selections:

Programs

+

Program Selections:

Self Service

+

Self Service Selections:

Step 3: Click the 'Begin ODM Enrollment Profile Update' hyperlink.

Note: A pop-up window displays informing you that you have 10 days to complete and submit the update. Click **OK** to proceed.

Manage Application

Enrollment Actions

Enrollment Action Selections:

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

Step 4: Choose which element on the application you wish to update from the provided list and click **Update** to be taken to that page.

Note: All updates, including changes to owner information, license information, address information, service locations, contact information, affiliations, etc. are completed through this same process.

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



4

- [Update](#) Primary Contact Information
- [Update](#) Primary Service Address
- [Update](#) Professional Licenses
- [Update](#) Group, Facility & Hospital Affiliations (Individual)
- [Update](#) Required Documents

Credentialing Information



- [Update](#) Credentialing Contact
- [Update](#) State CDS Number
- [Update](#) Professional Liability Insurance
- [Update](#) Malpractice Claims History

Address Information



- [Update](#) Office Information
- [Update](#) Billing & Payment Address
- [Update](#) Correspondence Address
- [Update](#) Other Service Locations
- [Update](#) 1099 Address
- [Update](#) Home Office Address

Step 5: Update the application page that you selected and click **Save** once finished.

Note: A red dot will display on the updated page once it is saved (A) (see screenshot below Step 7)

Step 6: If there are other pages that need to be updated, click **Return to Summary** and select 'Update' for that section.

Jump To: Billing & Payment Address

Provider Information* → Primary Contact Information* → Primary Service Address* → **Billing & Payment Address*** → Correspondence Address*

Billing & Payment Address
This is a required section.

6 Return to Summary
Generate PDF
5 Save Cancel
History

Step 7: Once all pages are updated, click **Submit for Review**.

Note: For an update to be processed correctly, the application must be submitted. Updates made without submitting will result in the updated information being 'lost' after the 10-day period.

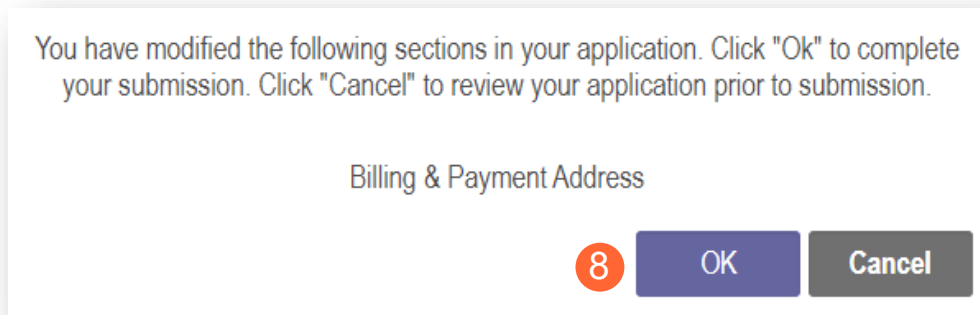
Jump To: Billing & Payment Address

Provider Information* → Primary Contact Information* → Primary Service Address* → **Billing & Payment Address*** → Correspondence Address*

Billing & Payment Address
This is a required section.

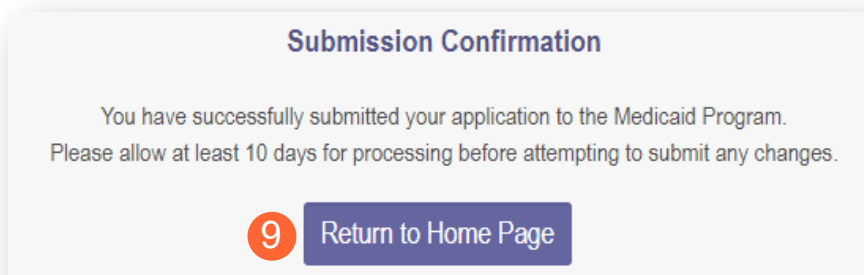
Return to Summary
Generate PDF
7 Submit for Review
Save Cancel
History

Step 8: A pop-up window displays confirming which page(s) received an update. Click **OK** to complete the submission.



Step 9: You will receive a confirmation message stating that the application has been successfully submitted.

- Click the **Return to Home Page** button to go to your dashboard.



Note: Depending on the information that was updated, the processing time for the updated data to display on the Medicaid record may vary.

For example, updates to a Billing & Payment Address or to Primary Contact Information may be processed in a matter of minutes/hours. However, changes to the Primary Service Address or changes to Specialties make take days/weeks to be fully processed. Please contact ODM Enrollment directly for status updates.

Updating Professional License Information

The steps below outline how to make changes to license information or add a new license to an existing individual's Medicaid record.

Step 1: Access the application on your dashboard by clicking on the link listed under Reg ID or Provider.

Ohio Department of Medicaid													
Provider Network Management Medicaid Home Learning Contact Fee Schedule Training Log out													
My Providers Account Administration New Provider ?													
Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date	
517957	Kyle Aaron	Submitted	30 - Dentist Individual	1821228875	9999878	General Dentistry			43212 - 4706	02/28/2022	08/03/2022	02/28/2027	
517964	Madison Aaberg	Approved	69 - Pharmacist	1043873938	0000002	PHARMACIST				04/14/2022	03/09/2022	04/14/2025	
517965	Test Training	Complete	69 - Pharmacist	1316344583	9999883	PHARMACIST				03/09/2022	03/23/2022	03/23/2026	

Step 2: Under the Manage Application section, click the '+' icon to expand 'Enrollment Action Selections.'

Provider Management Home

Registration Information

Previous Page

Provider Name

Test Training

Medicaid ID

9999883

Effective Date

03/09/2022

Revalidation Due Date

03/23/2022

Term Date

Manage Application

Enrollment Actions

2

+

Enrollment Action Selections:

Programs

+

Program Selections:

Self Service

+

Self Service Selections:

Step 3: Click the 'Begin ODM Enrollment Profile Update' hyperlink.

Manage Application

Enrollment Actions

3

+

Enrollment Action Selections:

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

Step 4: Click **Update** next to Professional Licenses.



Most Common Updates

Update

Primary Contact Information

Update

Primary Service Address

4

Update

Professional Licenses

Update

Group, Facility & Hospital Affiliations (Individual)

Update

Required Documents

Step 5: To edit the existing license information, click the ‘pencil and paper’ icon for the license that needs to be edited.

Professional Licenses

SaveCancel

This is a required section.

History

A copy of each license must be uploaded to this page.

License Number	License Board	License State	Effective Date	Expiration Date	Address	Endorsement		
PH34534565436	BOARD OF PHARMACY	OH	1/1/2015	1/1/2025			5	 

Add New

Step 6: Update the license details.

Note: If the license is issued by the state of Ohio, PNM will make a call to the Ohio e-license system. If the call is successful, information will be returned and may be grayed out, not allowing for manual changes.

History

A copy of each license must be uploaded to this page.

License Number	License Board	License State	Effective Date	Expiration Date	Address	Endorsement		
PH34534565436	BOARD OF PHARMACY	OH	1/1/2015	1/1/2025				

Add New

Results from eLicense verification are read only. After your application is submitted, the only editable field is Expiration Date.

6

State*

Ohio

License Board Name*

Board Of Pharmacy

If Other, enter Board Name:

License Number*

PH34534565436

Effective Date*

01/01/2015

Expiration Date*

License Status

ACTIVE

Address 1

Address 2

City

State

County

Zip

Endorsement Number

Endorsement Status

Endorsement Focus

Endorsement Specialty

Certifying Organization

Certificate Date

Certificate Expiration

Step 7: Once information has been updated, click **Save**.

Step 8: If an additional license needs to be added, click **Add New** and [follow the steps](#) to add a professional license.

Professional Licenses

7

Save

Cancel

This is a required section.

History

A copy of each license must be uploaded to this page.

License Number	License Board	License State	Effective Date	Expiration Date	Address	Endorsement	
PH34534565436	BOARD OF PHARMACY	OH	1/1/2015	1/1/2025			8 Add New

Step 9: Once the license information has been changed, click **Submit for Review** to update the file.

Return to Summary

Generate PDF

9

Submit for Review

Save

Cancel

Updating Specialties

The steps below outline how to make changes to specialty information or add new specialties to an existing individual's Medicaid record.

Step 1: Access the application on your dashboard by clicking on the link listed under Reg ID or Provider.

Ohio Department of Medicaid													
Provider Network Management Medicaid Home Learning Contact Fee Schedule Training Log out													
My Providers Account Administration New Provider ?													
Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date	
517957	Kyle Aaron	Submitted	30 - Dentist Individual	1821228875	9999878	General Dentistry			43212 - 4706	02/28/2022	08/03/2022	02/28/2027	
517964	Madison Aaberg	Approved	69 - Pharmacist	1043873938	0000002	PHARMACIST				04/14/2022	03/09/2022	04/14/2025	
517965	Test Training	Complete	69 - Pharmacist	1316344583	9999883	PHARMACIST				03/09/2022	03/23/2022	03/23/2026	

Step 2: Under the Manage Application section, click the '+' icon to expand 'Enrollment Action Selections.'

Provider Management Home

Registration Information

Previous Page

Provider Name

Test Training

Medicaid ID

9999883

Effective Date

03/09/2022

Revalidation Due Date

03/23/2022

Term Date

Manage Application

Enrollment Actions

2 + Enrollment Action Selections:

Programs

+ Program Selections:

Self Service

+ Self Service Selections:

Step 3: Click the 'Begin ODM Enrollment Profile Update' hyperlink.

Manage Application

Enrollment Actions

3 - Enrollment Action Selections:

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

Step 4: Click **Update** next to Specialties.

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.

Licenses and Classifications



4

Update

Specialties

Update

Taxonomies

Update

Board Certification

Update

CLIA Certifications

Update

Medicare Number

Update

Federal DEA Registration

Update

Education

Step 5:

- To edit an existing secondary specialty, click the 'pencil and paper' icon for the specialty that needs to be edited.
- To indicate an additional specialty, click **Add New**.

Note: If changing to a new primary specialty, add the new specialty first. Then, to change the primary, please send an email to Medicaid_provider_update@medicaid.ohio.gov indicating the provider and specialty that should be the primary.

Specialties

This is a required section.

Save

Cancel

Primary Specialties are not editable by provider after application submission.

Specialty	Primary	Start Date	End Date	Enroll Status	Edit	Delete
	☐			All		
207 Family Practice	Yes	03/20/2023	12/31/2299	ACTIVE		
215 Pediatric	No	10/01/2023	12/31/2299	ACTIVE		

5

5

Add New

History

Step 6: Enter the specialty details.

Note: If a specialty needs to be added to the record and the specialty does not appear on the specialty drop-down list, please send an email to Medicaid_provider_update@medicaid.ohio.gov indicating the provider and specialty that needs to be added. The ODM Enrollment team will then add this specialty to the record.

6

Specialty*

Start Date*

12/26/2023

End Date

12/31/2299

Step 7: Once information has been updated, click **Save**.

Note: An added specialty will appear on the table with a red 'x' under the Delete column. To remove the specialty added during this update process, click the red 'x' (A).

Specialties

This is a required section.

7

Save

Cancel

Primary Specialties are not editable by provider after application submission.

Specialty	Primary	Start Date	End Date	Enroll Status	Edit	Delete
	☐			All		
207 Family Practice	Yes	03/20/2023	12/31/2299	ACTIVE		
229 ALLERGY	No	12/26/2023	12/31/2299	ACTIVE		
215 Pediatric	No	10/01/2023	12/31/2299	INACTIVE		x A

Add New

History

Step 8: Once the license information has been changed, click **Submit for Review** to update the file.

Return to Summary

Generate PDF

8

Submit for Review

Save

Cancel

Request Disenrollment

A disenrollment request ends the provider's enrollment with the Ohio Department of Medicaid.

Step 1: Access the file in your dashboard by clicking on link listed under Reg ID or Provider.

Menu Ohio Department of Medicaid Provider Network Management Medicaid Home Learning Contact Fee Schedule Training Log out													
My Providers		Account Administration											
		All				All							
517957	Kyle Aaron	Submitted	30 - Dentist Individual	1821228875	9999878	General Dentistry			43212 - 4706	02/28/2022	08/03/2022	02/28/2027	
517964	Madison Aaberg	Approved	69 - Pharmacist	1043873938	0000002	PHARMACIST				04/14/2022	03/09/2022	04/14/2025	
517965	Test Training	Complete	69 - Pharmacist	1316344583	9999883	PHARMACIST				03/09/2022	03/23/2022	03/23/2026	

Step 2: Under the Manage Application, click the '+' icon to expand the 'Enrollment Action Selections.'

Provider Management Home

Registration Information

Previous Page

Provider Name	Medicaid ID	Effective Date	Revalidation Due Date	Term Date
Test Training	9999883	03/09/2022	03/23/2022	

Manage Application

Enrollment Actions

2

+

Enrollment Action Selections:

Programs

+

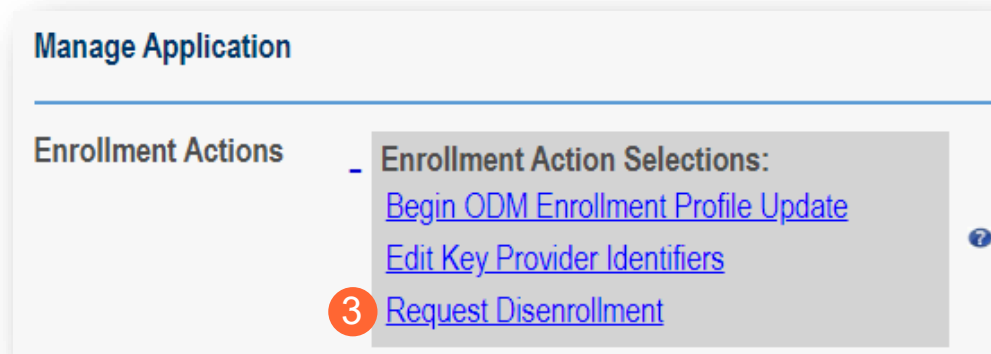
Program Selections:

Self Service

+

Self Service Selections:

Step 3: Click 'Request Disenrollment' from the options provided.



Step 4: A pop-up window displays. Enter the Disenrollment Effective Date in the line provided and select a checkbox for the reason the disenrollment is being requested.

Step 5: Once entered, click **Save**.

The screenshot shows a 'Request Disenrollment' pop-up window. At the top, the title bar says 'Request Disenrollment'. Below the title bar, there is a text field labeled 'Disenrollment Effective Date*' with a red circle containing the number 4 next to it. Below the text field, there is a label 'Indicate all that apply' followed by a list of checkboxes: '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', and 'Other'. At the bottom right of the window, there are two buttons: 'Save' and 'Cancel'. A red circle containing the number 5 is next to the 'Save' button.

Note: Once the disenrollment is submitted, it will be reviewed and processed by the Ohio Department of Medicaid Enrollment Team.

A status of 'Disenrolled' will display on the provider dashboard once the disenrollment has been processed.

To obtain a status update the disenrollment, please contact the ODM Integrated Help Desk at 1-800-686-1516.

Reapplication Steps (Enrollment Terminated)

Reapplication may be needed if a provider's enrollment is terminated by the Ohio Department of Medicaid. The steps below indicate how to reapply, using the same Medicaid ID.

Step 1: Access the file in your dashboard that has been terminated by clicking on link listed under Reg ID or Provider.

Ohio Department of Medicaid												
Provider Network Management Medicaid Home Learning Contact Fee Schedule Log out												
My Providers Account Administration New Provider ?												
Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
517918	Test Training	Terminated	39 - Physical Therapist, Individual	1912011818	9999876	LICENSED INDEPENDENT SOCIAL WORKER				02/09/2022	02/14/2024	02/09/2027

Step 2: Under the Manage Application, click the '+' icon to expand the 'Enrollment Action Selections.'

Provider Management Home

Registration Information

Previous Page

Provider Name

Test Training

Medicaid ID

9999883

Effective Date

03/09/2022

Revalidation Due Date

03/23/2022

Term Date

Manage Application

Enrollment Actions

+

Enrollment Action Selections:

Programs

+

Program Selections:

Self Service

+

Self Service Selections:

Step 3: Click the 'Begin Reapplication' hyperlink.

Note: If the reapplication process has been started, but has not been submitted, the link will show 'Continue Reapplication.'

Enrollment Actions

-

Enrollment Action Selections:

3

[Begin Reapplication](#)

[Edit Key Provider Identifiers](#)

Step 4: Either change the information listed on the page OR review the information on the page and make no changes if it remains accurate.

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.

Step 5: Confirm that each page has been reviewed, making sure a green checkmark appears for each page. If a green checkmark does not display for a page, review that page, and save the information.

Note: Application submission will not be available unless all required pages have a green checkmark.

Section Name	Status
Other Service Locations	✓
1099 Address*	✓
Home Office Address*	✓
Specialties*	✓
Taxonomies*	✓
Professional Licenses*	✓
Board Certification	✓
CLIA Certifications	✓
Medicare Number	✓
Group, Facility & Hospital Affiliations (Individual)	✓
MCP Affiliation	✓
State CDS Number	✓
Federal DEA Registration*	✓
Professional Liability Insurance*	✓
Education*	✓
Malpractice Claims History*	✓
Work History*	✓
W9 Form*	✓
EFT Banking*	✓
Required Documents	✓
A total of 27 items	

Step 6: Once all pages have been completed, click **Submit for Review** to submit your application.

Revalidation/Re-Enrollment Steps

Revalidation/Re-Enrollment is required every three (3) years for credentialed providers and every five (5) years for non-credentialed providers. Email notices will be sent to the Primary Contact listed on the Medicaid record when the provider is due for revalidation/re-enrollment. The revalidation due date can also be viewed in the far-right column on the dashboard.

Note: The link to 'Begin Revalidation' will appear under the Enrollment Action Selections when the practitioner is within 120 days of the revalidation due date.

Step 1: Access the file in your dashboard by clicking on link listed under Reg ID or Provider.

Menu Ohio Department of Medicaid Provider Network Management Medicaid Home Learning Contact Fee Schedule Training Log out													
My Providers		Account Administration										New Provider ?	
Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date	
517957	Kyle Aaron	Submitted	30 - Dentist Individual	1821228875	9999878	General Dentistry			43212 - 4706	02/28/2022	08/03/2022	02/28/2027	
517964	Madison Aaberg	Approved	69 - Pharmacist	1043873938	0000002	PHARMACIST				04/14/2022	03/09/2022	04/14/2025	
517965 1	Test Training	Complete	69 - Pharmacist	1316344583	9999883	PHARMACIST				03/09/2022	03/23/2022	03/23/2026	

Step 2: Under the Manage Application, click the '+' icon to expand the 'Enrollment Action Selections.'

Provider Management Home

Registration Information

Previous Page

Provider Name	Medicaid ID	Effective Date	Revalidation Due Date	Term Date
Test Training	9999883	03/09/2022	03/23/2022	

Manage Application

Enrollment Actions

2 +

Enrollment Action Selections:

Programs

+

Program Selections:

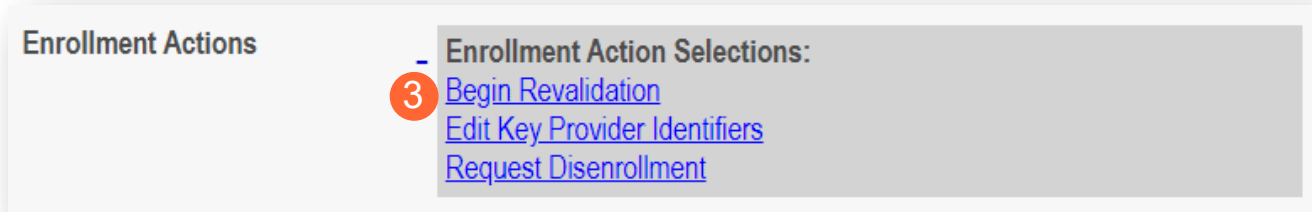
Self Service

+

Self Service Selections:

Step 3: Click the 'Begin Revalidation' hyperlink.

Note: If the revalidation process has been started, but not submitted, the link will show 'Continue Revalidation.'



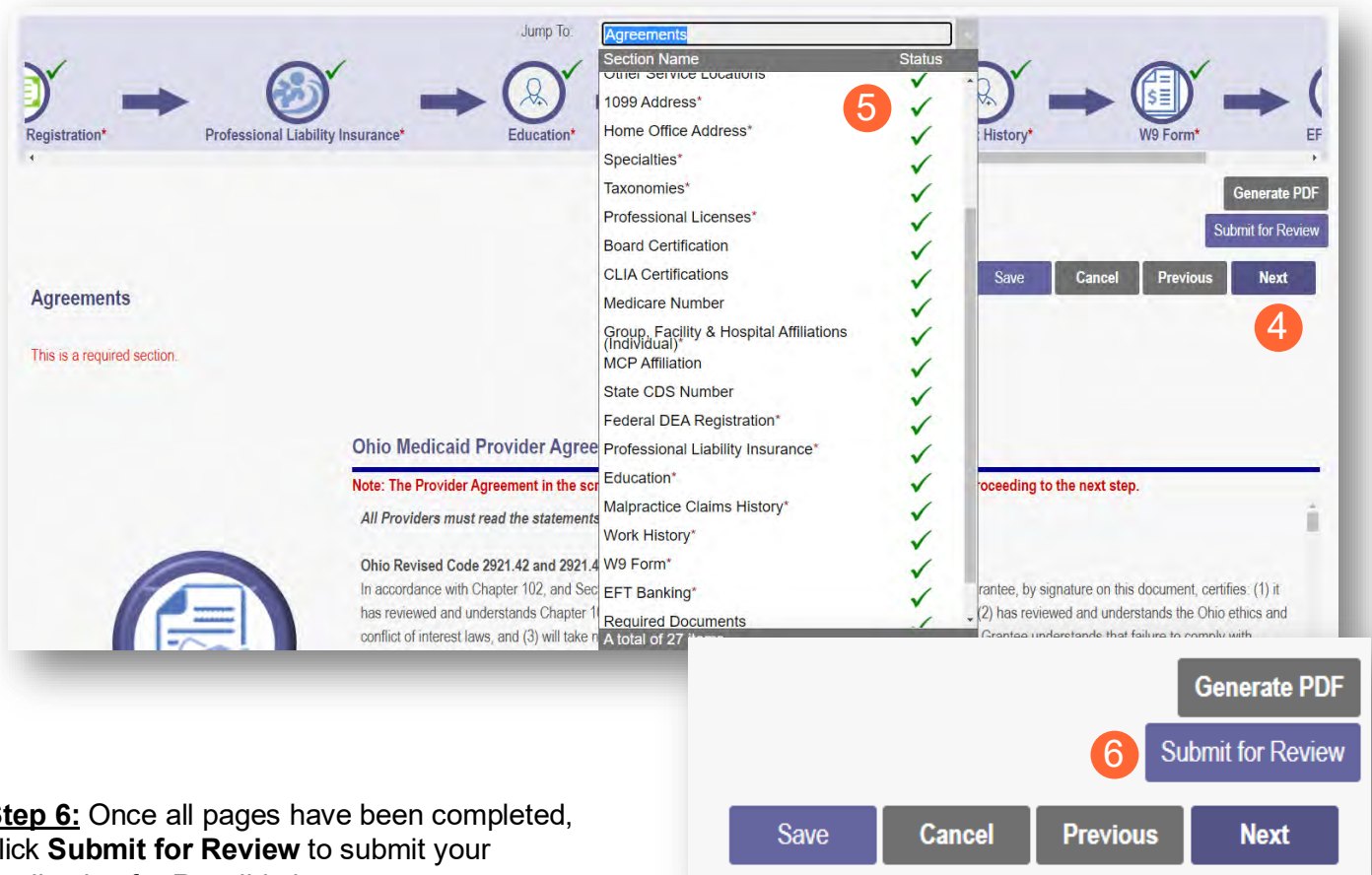
Step 4: Either change the information listed on the page OR review the information on the page and make no changes if it remains accurate.

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.

Step 5: Confirm that each page has been reviewed, making sure a green checkmark appears for each page. If a green checkmark does not display for a page, review that page, and save the information.

Note: Application submission will not be available unless all required pages have a green checkmark.



Step 6: Once all pages have been completed, click **Submit for Review** to submit your application for Revalidation.