Please read
Important information regarding the
Provider Directory in the PNM System:

1. The public-facing Provider Directory is a reference index of Medicaid enrolled providers that is contained within PNM.

2. Members of the public can access this directory, without logging into PNM, by going to the PNM website (https://ohpnm.omes.maximus.com/OH_PNM_PROD/Account/Login.aspx) and selecting the 'Menu' icon in the top-left corner. After opening the menu, the "Provider Directory" option is available to select.

3. The public can search for Medicaid enrolled providers through a variety of search options, which are indicated below:

4. Medicaid enrolled providers have the option to be included in this directory or have the option to exclude themselves (or 'opt-out') from the directory. These inclusions or 'opt-out' selections are indicated on the Primary Service Address (and possibly Other Service Locations) page of the provider's Medicaid enrollment record in PNM.

Quick Reference Guide: Provider Directory Opt-In or Opt-Out

Steps: Viewing if location is opted-in or opted-out of Provider Directory

1

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
		All				All						
518319	Test Training	Complete	20 - Physician/Oste Individual	1366528028	9999879	Family Practice					03/21/23	03/09/25

From the dashboard, locate the provider for which you wish to view Provider Directory opt-in/out information and select the Reg ID or Provider hyperlink.

2

Manage Application

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

Click the plus (+) icon to expand the Self Service Selections.

3

Self Service   —   Self Service Selections:

View Provider File
Provider Correspondence
Remittance Advice
Recipient Eligibility
Claims
Prior Authorization
Hospice
Provider Financial Self Services
Payment Innovation Reports
Attachments

Select "View Provider File" to review the provider's Medicaid enrollment record.

Steps:

4

Navigate to the Primary Service Address page, by clicking the page icon in the navigation bar or selecting the page name from the 'Jump To:' drop-down menu.
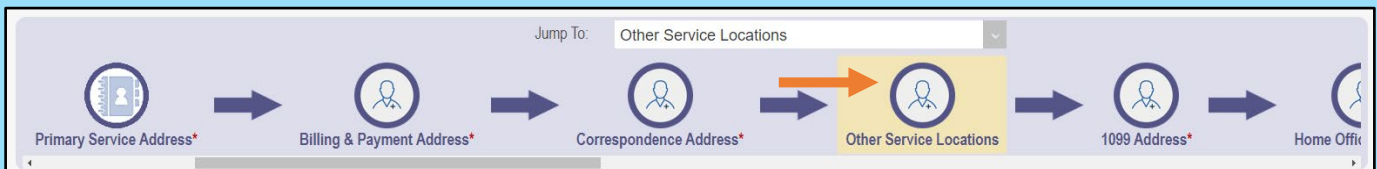
5

Note: Changes to this information can only be made by completing the 'update' process in PNM. See Page 5 for those steps.

- Scroll to the middle of the page to view the Provider Directory information.

- If the 'Provider Directory Opt-Out' box is **checked**, that indicates the provider's information/address is not included in the public-facing Provider Directory in PNM.

- If the 'Provider Directory Opt-Out' box is **unchecked**, that indicates the provider's information/address is included in the public-facing Provider Directory in PNM.

6

Navigate to the Other Service Locations page, by clicking the page icon in the navigation bar or selecting the page name from the 'Jump To:' drop-down menu.

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

Steps:

7

*Please enter Other Service locations that bill/will bill under the same Medicaid ID

Additional Practice Name	Additional Practice Address	Additional Practice Phone Number	Effective Date	End Date	
Test Location 1	1000 HIGH ST WORTHINGTON, OH 43085- 4044	(614) 666-6555	06/01/2012	12/31/2299	✎
Test Location 2	110 N MAIN ST STE 100 DAYTON, OH 45402- 3718	(937) 555-4443	04/01/2023	12/31/2299	✎
Test Location 3	1211 MAIN ST CINCINNATI, OH 45202- 7611	(513) 534-5534	10/13/2023	12/31/2299	✎
Test Location 4	6030 N HAMILTON RD WESTERVILLE, OH 43081- 1685	(614) 555-9876	11/08/2023	12/31/2299	✎

☐ History

- Locations listed on this page will also have the option of being included in the Provider Directory.
- Click the 'pencil and paper' icon to review each address listed.

8

Note: Changes to this information can only be made by completing the 'update' process in PNM. See Page 5 for those steps.

Effective Date * 11/08/2023

End Date 12/31/2299

☑ Provider Directory Opt-Out

Provider Information *Only required for Individual registrations
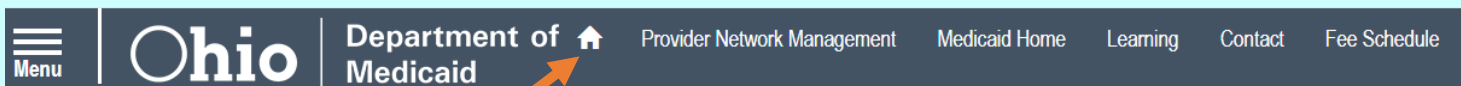
Cultural Competencies ▼

Languages Spoken ▼

Specialized Training ▼

☐ Provider Directory Opt-Out

- Scroll to the middle of the page to view the Provider Directory information.
- If the 'Provider Directory Opt-Out' box is **checked**, that indicates the provider's information/address is not included in the public-facing Provider Directory in PNM.
- If the 'Provider Directory Opt-Out' box is **unchecked**, that indicates the provider's information/address is included in the public-facing Provider Directory in PNM.

9

≡ Menu | **Ohio** Department of Medicaid 🏠 Provider Network Management | Medicaid Home | Learning | Contact | Fee Schedule

- If changes need to be made to the 'Provider Directory Opt-Out' indicator, click the **Home** icon at the top of the page to return to the dashboard.
- Follow the steps, beginning on Page 5, to complete an update to the provider's Medicaid enrollment record.

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

Steps: Updating/Changing 'Provider Directory Opt-Out' checkbox

1

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
▼	▼	All ▼	▼	▼	▼	All ▼	▼	▼	▼	▼	▼	▼
518319	Test Training	Complete	20 - Physician/Oste Individual	1366528028	9999879	Family Practice					03/21/23	03/09/25

From the dashboard, locate the provider for which you wish to update/change Provider Directory opt-in/out information and select the Reg ID or Provider hyperlink.

2

Manage Application

Enrollment Actions   +   Enrollment Action Selections:

Programs   +   Program Selections:

Self Service   +   Self Service Selections:

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

- Under that section, click the plus (+) icon to expand the Enrollment Action Selections.

3

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

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

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

Enrollment Actions   _   Enrollment Action Selections:

Steps:

4

Most Common Updates

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

To update the 'Provider Directory Opt-Out' checkbox, click **Update** next to "Primary Service Address" which appears on the update list.

5

Contact Name:
Email Address 1*: training@trainings.com

☑ Provider Directory Opt-Out

Provider Information *Only required for Individual registrations
Cultural Competencies:
Languages Spoken:
Specialized Training:

☐ Provider Directory Opt-Out

- Scroll to the middle of the page to locate the Provider Directory information.

- **Check** the 'Provider Directory Opt-Out' box if you wish to have the provider's information/address **excluded** from the public-facing Provider Directory in PNM.

- **Uncheck** (or leave blank) the 'Provider Directory Opt-Out' box if you wish to have the provider's information/address **included** in the public-facing Provider Directory in PNM.

6

- If the provider wishes to be included in the directory, additional details about the location can be completed on the page under the following sections:

    - *Provider Information*

    - *Hours of Operation*

    - *Office Information*

    - *Patient Information*

- *Note: These same sections of information appear for any address listed on the Other Service Locations page.*

- Once the checkbox has been selected (and details entered, if preferred), click **Save**.

Steps:

7

Note: Steps 7 & 8 only need to be completed if the provider has additional addresses listed on the Other Service Locations page. If the provider only has a Primary Service Address listed on their Medicaid enrollment record, proceed to Step 9.

Click **Return to Summary**.

On the Provider Update page, locate the "Other Service Locations" section and click **Update**.

Return to Summary	
Generate PDF	

Address Information

Update	Billing & Payment Address
Update	Correspondence Address
Update	Other Service Locations
Update	1099 Address
Update	Home Office Address
Update	Hospital Address

8

*Please enter Other Service locations that bill/will bill under the same Medicaid ID

Additional Practice Name	Additional Practice Address	Additional Practice Phone Number	Effective Date	End Date	
Test Location 1	1000 HIGH ST WORTHINGTON, OH 43085- 4044	(614) 666-6555	06/01/2012	12/31/2299	✎
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Test Location 3	1211 MAIN ST CINCINNATI, OH 45202- 7611	(513) 534-5534	10/13/2023	12/31/2299	✎
Test Location 4	6030 N HAMILTON RD WESTERVILLE, OH 43081- 1685	(614) 555-9876	11/08/2023	12/31/2299	✎

History

- Click the 'pencil and paper' icon to edit an address.
- Select or unselect the 'Provider Directory Opt-Out' checkbox – see Step 5.
- Add any additional details about the location – see Step 6.
- Click **Save**.
- *Repeat the process for each location you wish to update/change.*

9

To complete the update process (and the changes to the Provider Directory opt-in or opt-out selection), click **Submit for Review.**

Return to Summary
Generate PDF
Submit for Review
Save   Cancel

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

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

Submission Confirmation

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

Return to Home Page

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