

# Quick Reference Guide: Updating or Adding Professional License in PNM

## Steps:

1

In PNM, entering and updating eLicenses is now streamlined with real-time database calls. For new entries, select Ohio and the appropriate License Board, then let the screen refresh. For updates, only the end date can be changed. The system automatically updates license information monthly, so no further action is needed as long as licenses are renewed on time.

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

Updating or adding professional license information for a provider enrolled in Medicaid is completed by initiating and finalizing an update to the provider's Medicaid record. Locate the provider's record on your dashboard in PNM and click on the Reg ID.

*This process can be completed by the Provider Administrator or by an Agent who has been assigned the 'Enrollment Agent' role.*

2

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

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

**Manage Application**

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Enrollment Actions + Enrollment Action Selections:

Programs + Program Selections:

Self Service + Self Service Selections:

Enrollment Actions - Enrollment Action Selections:

[Begin ODM Enrollment Profile Update](#)

[Edit Key Provider Identifiers](#)

[Request Disenrollment](#)

3

*\*If you have previously initiated an update, but have not submitted the update, this link will appear as "Continue ODM Enrollment Profile Update."*

From the list of updates, locate 'Professional Licenses' under Most Common Updates section.

Click **Update** next to Professional Licenses.

*If you initiate an update in error, select "Cancel Update Registration" under Enrollment Actions to end the update process.*

- Enrollment Action Selections:

[Continue ODM Enrollment Profile Update](#)

[Cancel Update Registration](#)

[Edit Key Provider Identifiers](#)

Most Common Updates

	<b>Update</b>	Primary Contact Information
	<b>Update</b>	Primary Service Address
	<b>Update</b>	Professional Licenses
	<b>Update</b>	Group, Facility & Hospital Affiliations (Individual)
	<b>Update</b>	Required Documents

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## Steps:

4

PNM will open the application on the Professional Licenses page.

History

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

License Number	License Board	License State	Effective Date	Expiration Date	Address	Endorsement		
GY4543534	Medical Board	OH	1/1/2020	1/1/2022				

Add New

To update existing license information, click on the 'pencil and paper' icon for the license you wish to edit.

If adding a license, proceed to Step 7. To remove a license, click the red 'x' icon.

5

Enter the updated license information. (For the license number, be sure any prefixes, suffixes, periods, etc. are included.)

*If a previous e-license check was run, those results will display as read-only and only the Expiration Date of the license can be edited.*

*If an e-license check was not previously run, all information listed is able to be updated or edited.*

Once the update is finished, click **Save**.

Return to Summary

Generate PDF

Save Cancel

Slate\* Ohio

License Board Name\* Medical Board

If Other, enter Board Name:

License Number\* GY4543534

Effective Date\* 01/01/2020

Expiration Date\* 01/01/2025

License Status

Address 1 2400 Corporate Exchange Drive

Address 2

City Columbus

State OH

County

Zip

Endorsement Number

Endorsement Status

Endorsement Focus

Endorsement Specialty

Certifying Organization

Certificate Date

Certificate Expiration

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### Uploaded Documents

Required Document

Professional License

Browse

\* Please upload file: Professional License

### Uploaded Documents

Required Document

Professional License

License\_65.pdf Download Remove

Browse

If the license being updated is an Ohio license and an e-license check is not able to be successfully run, or if the license is held outside of the state of Ohio, a copy of the professional license must be uploaded.

Under the 'Uploaded Documents' section, click **Browse**.

Locate the file on your computer and add it to the License page in PNM.

Once the information and upload have been added, click **Save**.

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## Steps:

7

*\*If you completed Steps 4 - 6, and are not adding a new license, proceed to Step 8.*

To add a new license, click **Add New**.

Add New

Enter the new license information.

For an Ohio license, be sure that the correct license number (including any prefixes, suffixes, periods, etc.) is entered so an e-license check can be run.

Once the license information is added, click **Save**.

*If the license being added is an Ohio license and an e-license check is not able to be successfully run, or if the license is held outside of the state of Ohio, a copy of the professional license must be uploaded. Refer to [Step 6](#) in this instance.*

Return to Summary

Generate PDF

Save

Cancel

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

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A red dot indicates that changed information has been saved on the page.

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

License Number	License Board	License State	Effective Date	Expiration Date	Address	Endorsement	
GY4543534	Medical Board	OH	1/1/2022	1/1/2025	2400 Corporate Exchange Drive Columbus, OH		

Add New

Ensure the edits or additions to the professional license information appear correctly on the table.

Repeat previous steps to edit or add other license information.

9

To complete the update process (and the changes to the professional license information), click **Submit for Review**.

Return to Summary

Generate PDF

Submit for Review

Save

Cancel

### 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

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

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