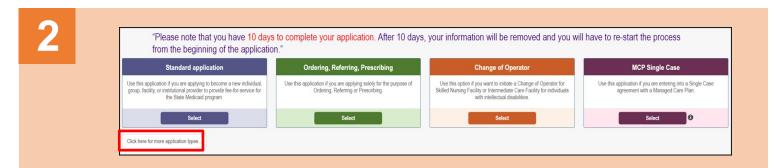
## **Quick Reference Guide: New Provider Application**

Steps:

This guide lists the steps for enrolling as an Ohio Medicaid provider through PNM. This is for providers who have NEVER been a provider with ODM, ODA, or DODD.

1																				
	Menu	Oh	io	De Me	partm dicaid	ent o	f n	Pro	ovider Ne	etwor	rk Management	Medicaid H	lome Learnii	ng Contact	Fee Schedu	le			<b>C</b> Training	එ Log out
		My Provide	rs Acc	count Admi	inistration														New Provide	r?
		Reg ID	Provi	ider	Status	I	Provider Ty	pe N	IPI		Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location		Effective Date	Submit Date	Revalidation Due Date	1
		Т		T	All	~		T		T	T	All	T		т	T	Т	T		т

Once the dashboard is accessed, the input of Provider information can be initiated by clicking the **New Provider?** button.



Click **Select** for the proper application type, based on the descriptions listed on the page. **Note**: 10 days are allotted to complete the application. After 10 days, information will be removed.

3



If the application being applied for is not listed, select the **click here for more application types...** button (*pictured in Step 2*) to display additional options.

## **Quick Reference Guide: New Provider Application**

## Steps:

4					
	Application Type St	andard application	Change		
	Individual	Group	Organization	Facility/Institution	Pharmacy

After choosing the proper application, select the category that pertains to the business. **Note:** Not all categories display under each application type.

## 5

Complete the provider details for the applicant. All items marked with an asterisk\* are required fields and must be completed for the page to be saved. Once all information is completed, click **Save**.

**Note:** Depending on the category selected, different information may appear or be required. Complete the information on the selected screen after choosing a category.

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*		
Gender*	○ Female ○ Male ● Unknown	
Date of Birth*		
Zip Code*		
Zip Code Extension*		
		Save Cancel