Quick Reference Guide: Provider Homepage

Steps:

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Once logged into PNM, there are multiple buttons on the homepage:

Menu: The menu can be accessed by clicking on the three-bars in the top left-hand corner of the screen. This will provide you with access to the Provider Directory, Learning Resources, Provider Financials, My Profile, Contact Us, and other key information for the Provider.

My Providers: Refreshes the list of providers which appear on the dashboard.

Account Administration: This button is used when a Provider Administrator wishes to transfer the Provider to another Administrator or set up Provider Agent users to have access to a specific Medicaid ID.

***DD Account Administration:** (may appear for CEO Certified Providers)**:** Allows for review of user activation, facilities, and contacts associated to the user ID.

Excel & PDF icons: Allows a user to export the list of providers appearing on their dashboard to an Excel spreadsheet or PDF document.

2

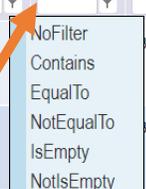The table displays all Providers entered under your login.

For table heading definitions, See Page 3 of this guide.

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						
480210		Submitted	36 - Podiatrist Individual						43231 - 4134		11/09/20	
480227		Complete	35 - Optometrist Individual			Optometry			43231 - 4134	08/18/21	11/09/20	08/18/24
480228		Complete	36 - Podiatrist Individual			Podiatry			43231 - 4134	11/10/20	08/12/21	11/10/23

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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						
480210		Submitted	36 - Podiatrist Individual					NoFilter / Contains / EqualTo / NotEqualTo / IsEmpty / NotIsEmpty	3231 - 4134		11/09/20	
480227		Complete	35 - Optometrist Individual			Optometry			3231 - 4134	08/18/21	11/09/20	08/18/24
480228		Complete	36 - Podiatrist Individual			Podiatry			43231 - 4134	11/10/20	08/12/21	11/10/23

You can filter the column heading by typing in the space next to the funnel icon and clicking or clicking the arrow to sort by the drop-down menu.

Steps:

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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						
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480227		Complete	35 - Optometrist Individual			Optometry			43231 - 4134	08/18/21	11/09/20	08/18/24
480228		Complete	36 - Podiatrist Individual			Podiatry			43231 - 4134	11/10/20	08/12/21	11/10/23

The 'real-time' status of the provider file will display under the 'Status' header.

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|◄ ◄ 1 2 3 4 5 6 7 8 9 10 ► ►| Page size: 10 ▼

Sort through multiple pages by selecting the page number and/or the page display size.

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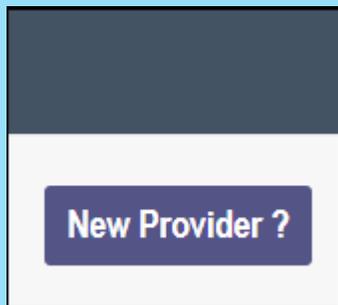
New Provider ?

To begin a new application, click '**New Provider?**'

This button is only accessible by users with the Provider Administrator role.

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

Reg ID: A registration ID assigned to the provider file when a new application is created in PNM *(this is a clickable hyperlink to access more Provider options)*

Provider: Lists the name of the Provider *(this is a clickable hyperlink to access more Provider options)*

Status: Displays the current Status of the Provider file within PNM

Provider Type: Lists the specific Provider Type and Number

NPI: Lists the Provider's National Provider Identifier (NPI)

Medicaid ID: Lists the Medicaid ID number assigned to the Provider *(for new Providers this assignment occurs after full review and completion)*

Specialty: Lists the primary specialty indicated by the Provider

DD Contract Number: Displays the DODD Contract Number(s) associated to the registration

DD Facility Number: Displays the DODD Facility Number(s) associated to the registration

Location: Displays the location of the Provider

Effective Date: Lists the Effective Date of the Provider

Submit Date: Displays the date the new application, update, or revalidation/reenrollment was submitted

Revalidation Due Date: Displays the date that the Provider will need to complete the revalidation/reenrollment