RI Medicaid Revalidation – Tips and Reminders

Hewlett Packard Enterprise

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Agenda

• How to begin
• Access your information
• Verifying your information for revalidation
• Important reminders
• Disclosures
• Signature page
Begin Revalidation Process

Do NOT login with your User ID.

Click here for Provider Enrollment

What can you do in the RI Medicaid Health Care Portal

Through this secure and easy to use internet portal:

- Healthcare providers and Billing Agents can enroll as a Trading Partner with RI Medicaid.
- Trading Partners can access eligibility, claim status, file exchange and other Interactive Web Services including the Electronic Health Record (EHR) Incentive Program - MAPlR - utilizing their Trading Partner ID as their User ID.

Provider Enrollment

Provider Enrollment User Guide

Trading Partner Enrollment

Trading Partner Agreement

Website Requirements

Rhode Island Medicaid Providers
Access Your Information

Provider Enrollment

Enrollment Application
Initiate a new provider enrollment application.

Resume Enrollment
Resume an existing enrollment application that has not been submitted.

Enrollment Status
Check the current status of an enrollment application.

Customer Links

National Plan & Provider Numeration System
Apply or Verify your National Provider Identifier (NPI).

Trading Partner Enrollment
Enroll as a Trading Partner in the Healthcare Portal.
Enter your Tracking Number

The tracking number and password were sent in two separate letters. Enter tracking number exactly as typed, including dashes. Then enter Tax ID and Password that was sent to you by mail. This is not your Healthcare Portal password.
Verify Information

Verify or complete the information on each screen. You cannot advance to the next screen without completing the current one. You can go back by using the menu on the left.

The following pages in this guide highlight some of the more common “errors” made.
Provider Name

You must enter the LEGAL name for your facility. Then select the type of ownership from the drop down. If another business name is used, enter in the Business Name field.
Electronic Funds Transfer

After verifying your banking information, you MUST change the EFT start date to today's date. If you save your application and complete later, you must change again. Select the date from the calendar (see image at right).
ALL providers must upload a new W-9 at the end of the revalidation process.
If also a Medicare provider, enter the number and upload a copy of your Medicare letter

Hospitals – enter CLIA# and upload your certificate.
Disclosures

IMPORTANT
Disclosures must be completed all at once. If you save your revalidation application, all prior work will be saved EXCEPT disclosures. These must be completed when you are ready to submit.
Disclosure Question #4

Question 4 asks for the owner/administrator’s name, title, and home address. Also, the Social Security number of the owner must be listed.
Disclosure Question #10

Question #10 asks if you have more than one individual to disclose for question 4, 5, 6, 7, and/or 9. If the answer is yes, complete the Additional Federally Required Disclosures form, found on the Agreement page, following the disclosures.
Signing your Application

Please note that the Acceptance checkbox in the Terms of Agreement section at the bottom of the page will remain disabled until the Provider Agreement and Addendum have been read.

You will be submitting the Provider Enrollment application electronically. By submitting this application, you acknowledge that you have read and agree to the policies of the Provider Agreement and Provider Addendum I Glossary for all Programs to which you are applying. Therefore, your signature indicates that you have legal authority to submit this application and understand that your electronic signature is binding to the same extent as your written signature.

You are unable to sign your document until you open each of the document links in blue: Provider Agreement, Provider Addendum and Exclusion Letter. Once you open each, the “I accept” box can be checked and the signature section will open.
Agreements

It is not necessary to sign and fax these documents. Signing the application electronically also signs these three documents.
Completing Application

After checking the “I Accept” box and entering your name and title, you have three choices:
Submit….Finish Later….Cancel

- Submit – Brings you to your Summary Page. **You must confirm** the information on the Summary to complete revalidation process
- Finish Later – Saves the information excluding Disclosure information
- Cancel – Erases all entered information
Summary Page

Your summary page appears for you to review all information.

However, your revalidation application WILL NOT be submitted for processing until you click the confirm button.
Time Out!

For security purposes, your session will time out after 30 minutes. If it will take more than 30 minutes for you to complete, save your work, exit, and enter the process again.

Remember: Your disclosure question responses WILL NOT be saved, so you need to allow time to complete these in their entirety and submit, or your responses will be lost.
Questions?

Please contact our Customer Service Help Desk at
• (401) 784-8100 for local and long distance calls
• (800) 964-6211 for in-state toll calls.
Thank you