



PROVIDER QUICK TIPS

#218

Provider Enrollment File Information Changes

Enrolled Department of Human Services (DHS) Medical Assistance (MA) providers are reminded that they are able to change their basic enrollment information without completing an application. Updates can be made via ePEAP or by sending a paper form.

The following changes can be made via ePEAP:

- Close a service location
- Update addresses and phone numbers
 - Pay-To /Mail-To/Home office addresses
 - Email address
 - Phone/Fax numbers
- Add or terminate an assignment of fees
- Manage NPI/Taxonomy

Providers can register to access ePEAP via the PROMISe™ Provider Internet Portal at:

<https://promise.dpw.state.pa.us/portal/Default.aspx?alias=promise.dpw.state.pa.us/portal/provider>.

The following changes can be made using a paper form:

- Close a service location
- Change a service location address, when a relocation of the office occurs (for applicable provider types only; CANNOT be used to add a service location)
- Update addresses and phone numbers
 - Pay-To /Mail-To/Home office addresses
 - Email address
 - Phone/Fax numbers
- Add or terminate an assignment of fees
- Add or delete a PEP (Provider Eligibility Program) on a service location
- Add or delete a specialty code for an existing service location
- Change in ownership and controlling interest
 - Please note all changes in ownership shall be reported within 30 days of the date the change occurs. (CFR55§1101.43)

Paper forms can be found on the DHS provider enrollment information webpage at <http://www.dhs.pa.gov/provider/promise/enrollmentinformation/index.htm>.

Thank you for your service to our MA recipients.
We value your participation.
Check the Department's website often at: www.dhs.pa.gov.

