

PROVIDER QUICK TIPS



<u>New Group Provider Access for</u> <u>Reactivation/Revalidation Changes of</u> <u>Group Members (Fee Assigned</u> <u>Practitioners)</u>

Starting on February 24th, 2023 active provider groups that need to reactivate, revalidate, or make changes to Group Members (fee assigned practitioners) will be able to access the applications by logging in to the PROMISe[™] Provider Internet Portal (<u>https://promise.dpw.state.pa.us/</u>) with your active group credentials. Once you log in, you will see three new links under the Provider Services section as illustrated below.

You may download your Group Member (fee assigned practitioners) from the summary. Please refer to Quick TIPS #262 for more information.

Provider Services
Enrollment Summary
▶ New Service Location
Revalidation
Change Request
• Resume Application
Application Status
Application Help
Group Member Revalidation
▶ Group Member Change Request
▶ Group Member Reactivation ▲

You will need to have additional information about the provider in order to continue. You will need to complete these fields before you will be able to proceed. This includes the following:







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Program Type Provider Type Enrollment Type Practitioner Name Practitioner SSN Practitioner 13-digit PROMISe™ Provider ID

Once you complete the Request Information page, and click Save & Continue, information will be prepopulated as normal.

If you are trying to enroll a new member start from the home page and select new application from the list on the left under the header Provider Enrollment.

Note: If the group is closed you will not be able to access this new feature. The three options above will not be displayed.





PROVIDER QUICK TIPS



Training information can be found at the link below <u>PROMISe Provider Education & Training (pa.gov)</u>

Note: For information about how to complete a provider enrollment application, please see the Electronic Provider Enrollment User Manual available here:

https://www.dhs.pa.gov/providers/Providers/Documents/Enrollment%20Info/Electronic%20Provider %20Enrollment%20User%20Manual%20v1.1.pdf

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

