Behavioral Health Provider Enrollment Workshop



Conduent **Government Healthcare Solutions**

Purpose

The purpose of this workshop is to provide an overview of the enrollment process and maintenance of accurate provider records. Understanding these processes will improve the timeliness of obtaining and maintaining your active provider status with New Mexico Medicaid.



Objectives

We will review the following:

- New Mexico Web Portal Information and Enhancements
- Web Portal Application Submission Process
- Application Tips
- Return to Provider (RTP)
- Turn Around Documents (TAD)
- Update Requests





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New Mexico Web Portal Provider Search

New Mexico Medicaid Portal

Providers

HOME			
PROVIDER Provider Login Provider Information	Provider Information 1095 Information		
FAQ	Торіс	Word	Adobe
E-News and Notices Links Contact Us Provider Search	Questions and Answers about Health Care Information Forms for Individuals (Forms 1095-A, 1095-B, and 1095-C)	Not Available	Not Available
	ICD-10 2016 Update DownloadingTips		
	Торіс	Word	Adobe
	ICD-10 2016 Update	Word Format	PDF Format
			Back to To



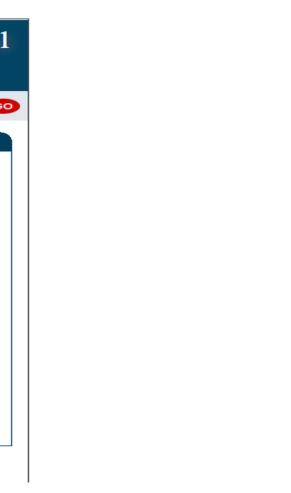
6

New Mexico Web Portal Provider Search

New Mexico Medicaid Portal

			Home	Contact Us	Search
INFORMATION Provider Information FAQ	Provider Search				
WEB REGISTRATION	User would initiate s	search by selecting one of the following criteria:			
PROVIDER ENROLLMENT	* denotes required f	ield(s)			
Enroll Online Check Enrollment Status	*Provider Search				
Download Enrollment	0	NPI:			
Application	0	Organization Name:			
	0	Provider Name: For best results, enter Last Name First Name without punctuation (example: Doe John)			
	0	ProviderId/Tracking Number			
	Date of Service:	mm/dd/ccyy			





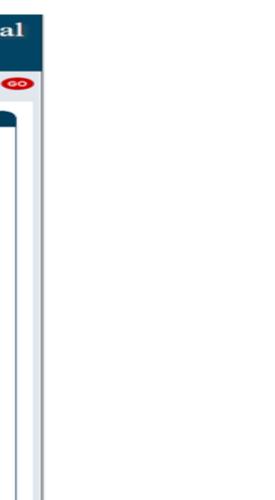


June 19, 2019



		Home	Contact Us	Search
ATION				
ider Information	Provider Enrollment Application			
GISTRATION				
	Please note: effective July 31st, 2017 all incomplete/incorrect Provider Er	nrollment app	lications will be retur	med to the portal on
ER ENROLLMENT	reviewed and will no longer be held by Conduent. Correspondence noting	g required con	rections will be sent	via email (if availab
k Enrollment Status	mailed. The entire application will need to be corrected and resubmitted t	to Conduent.		
nload Enrollment	Create a New Application			
cation				
	Please enter your email address and click CREATE			_
	*Email:			•
	Recall Your Existing Application			
	To recall an application that you have partially completed, enter your re	forecase or mil	ber and click DECAL	
		menerice marrie	oer and click REGAL	
	*Reference #:			
	Forgot Your Reference Number?			
	If you have forgotten your reference number, please enter your email a	ddress below	and click SUBMIT 1	The email
	address you submit will be validated against the one on file for you and			
	email.			
	*Email:			•
	Reopen and Resubmit Your Returned Application			
	To reopen a submitted application that has been returned for missing o	r incomplete i	oformation	





		New Mexico Medicaid Portal				Portal
INFORMATION	Provider Search		Home	Contact Us	Search	60
Provider Information FAQ WEB REGISTRATION		earch by selecting one of the following criteria:				
PROVIDER ENROLLMENT Enroll Online Check Enrollment Status	Enroll Online					
Download Enrollment Application	•	NPI:				
	0	Organization Name: Provider Name: For best results,				
	•	enter Last Name First Name without punctuation (example: Doe John)				
	•	ProviderId/Tracking Number				
	Effective Date:	mm/dd/ccyy				
		Submit Clear				



	New Mexic	o Medi	caid Portal
			Providers
HOME			
PROVIDER	Provider Information		
Provider Login Provider Information	1095 Information		
■ FAQ E-News and Notices	Торіс	Word	Adobe
Links Contact Us	Questions and Answers about Health Care Information Forms for Individuals (Forms 1095-A, 1095-B, and 1095-C)	Not Available	Not Available
Provider Search	ICD-10 2016 Update DownloadingTips		
	Торіс	Word	Adobe
	ICD-10 2016 Update	Word Format	PDF Format
	Electronic Data Exchange (EDI) DownloadingTips		Back to Top
	What's new with EDI	Word	Adobe
	ANSI ASC X12N 5010 Implementation Guides		
	EDI Forms	Word	Adobe
	EDI Form Description / Usage	Not Available	PDF Format
	EDI Provider Trading Partner Agreement	Word Format	PDF Format
	EDI Submitter Trading Partner Agreement	Word Format	PDF Format
	EDI Authorization Form	Word Format	PDF Format
	EDI Update Form	Word Format	Word Format
	EDI Termination Form	Word Format	Word Format



PROVIDER			
Provider Login	1095 Information		
Provider Information	1095 Information		
Electronic Data Exchange(EDI)	Topic	Word	Adobe
ICD-10 Testing and Provider	Questions and Answers about Health Care Information Forms for Individuals (Forms 1095-A,		
Important State Announcements	1095-B, and 1095-C)	Not Available	Not Available
New Mexico Medicaid Third Part			
Assessor/Utilization Review for	ICD-10 2016 Update		
Fee-For-Service	DownloadingTips		
Emergency Medical Services	• •		
for Aliens (EMSA) Claims Proces	Торіс	Word	Adobe
Provider Enrollment	0 2016 Update	Word Format	PDF Format
HSD/Medical Assistance		1	Back to Top
Division Fee Schedules	Electronic Data Exchange (EDI)		
Training Presentations	DownloadingTips		
Forms, Publications, and Instructions	What's new with EDI	Word	Adobe
HSD/MAD Forms	What's new with EDI	word	Adobe
PE Determiner Forms	ANSI ASC X12N 5010 Implementation Guides		
Self-Direction FMA Forms	EDI Forms	Word	Adobe
(Mi Via & Self-Directed	EDI Form Description / Usage	Not Available	PDF Format
Community Benefit)	EDI Provider Trading Partner Agreement	Word Format	PDF Format
E-News and Notices	EDI Submitter Trading Partner Agreement	Word Format	PDF Format
Links	EDI Authorization Form	Word Format	PDF Format
Contact Us Provider Search	EDI Update Form	Word Format	Word Format
	EDI Termination Form	Word Format	Word Format



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NM Medicaid Web Portal Application Location

	Recipient/Rec	ipiente	Providers
Recipients		Providers	
I AM ALREADY ENROLLED IN THE NEW MEXICO MEDICAID PROGRAM Log in to: • Check your eligibility. • Enroll in or change your managed care plan. • Request a Replacement Medicaid Indentification Card for Fee-for-Service (Not with an MCO). • Ask a question about your coverage. 1095-B Information YA ESTOY REGISTRADO/A EN EL PROGRAMA DE MEDICAID DE NUEVO MEXICO Entre a: • Chequear su elegibilidad. • Registrarse o cambiar su plan de cuidado administrativo. • Solicitar una tarjeta de identificación para el programa de pago por servicio de Medicaid (tarjeta azulino con un plan de cuidado administrativo). • Hacer una pregunta sobre su cobertura.	I AM NOT ENROLLED BUT WOULD LIKE MORE INFORMATION ABOUT THE NEW MEXICO MEDICAID PROGRAM Click here for information about the program Click here to see if you might be eligible NO ESTOY REGISTRADO/A, PERO QUISIERA SABER MAS INFORMACIÓN SOBRE EL PROGRAMA DE MEDICAID DE NUEVO MEXICO Haga "click" aquí para información sobre el programa Haga "click" aquí para ver si puede ser elegible	and prior authoniz View or print remit MORE PUBLIC INFORMATION View valuable information program, including: Provider Online A Questions and An Information Forma 1095-B, and 1095 ICD-10 2018 Upd Training Presenta Fee Schedules New Mexico Medit Provider Information	ine. It eligibility, claims, payments, ations. tance advices and other report about the New Mexico Medica pplication swers about Health Care tor Individuals (Forms 1095-A, -C) ate tions and Webinars caid E-News

https://nmmedicaid.portal.conduent.com/webportal/enroll <u>Online</u>





Provider Enrollment Application Initial Screen

	New Mexico Medicaid Portal
INFORMATION Provider Information FAQ	Home Contact Us Search GO Provider Enrollment Application
WEB REGISTRATION PROVIDER ENROLLMENT Enroll Online Check Enrollment Status Download Enrollment Application	Please note: effective July 31st, 2017 all incomplete/incorrect Provider Enrollment applications will be returned to the portal once reviewed and will no longer be held by Conduent. Correspondence noting required corrections will be sent via email (if available) or mailed. The entire application will need to be corrected and resubmitted to Conduent. Create a New Application Please enter your email address and click CREATE •Email: Create Recall Your Existing Application To recal an application that you have partially completed, enter your reference number and click RECALL •Reference #: Create Forgot Your Reference Number? If you have forgotten your reference number, please enter your email address below and click SUBMIT. The email address you submit will be validated against the one on file for you and your reference number will be sent to you by email. •Email: Submit
	Reopen and Resubmit Your Returned Application To reopen a submitted application that has been returned for missing or incomplete information •Reference #: Reopen Terms of Usage Privacy Policy Browser Compatibility Build Version: 3980-2017-11-01_09-45-54 - 194





Provider Enrollment Application Initial Screen

Begin your application by entering your email

Create a New App	olication	
Please enter your en	hail address and click CREATE	
*Email:		Create



Provider Participation Agreement (Application)

	New Mexico Medicaid Porta		
INFORMATION Provider Information	Home Contact Us Search 60 Provider Enrollment - Participation Agreement		
FAQ WEB REGISTRATION	Dear Medicaid Provider Applicant:		
PROVIDER ENROLLMENT Enroll Online Check Enrollment Status Download Enrollment	Thank you for your interest in becoming a New Mexico Medicaid Provider. Please read the following instructions carefully before completing the agreement(s). Application processing timeframes may vary based on application type.		
Application	When your agreement is approved, a unique provider identification number will be assigned to you. It is recommended that you not provide services to New Mexico Medicaid recipients until your Medicaid provider number has been assigned and you have received your welcome letter.		
	If you have ANY questions at all, please do not hesitate to contact the Conduent Provider Enrollment Helpdesk at 1-800- 299-7304 or 505-246-9988.		
	Back ACCEPT DECLINE		





Selecting the Right Application Form

MAD 335 - Medicaid Provider Participation Agreement for groups, organizations, facilities, or individual applicants to whom payments will be made (including CSAs, FQHCs, Hospitals, Pharmacies, etc.)

MAD 312 - Medicaid Provider Participation Agreement for *individual* applicant within group (including Psychologists, MDs, CNPs, LCSWs, LMHCs, etc.)

Please review the Provider Type and Specialty List for a complete list of documents that must be included with the Application, as well as applicable enrollment restrictions



Provider Type & Specialty List

PROV TYPE	PROVIDER TYPE AND SPECIALTY DEFINITIONS	PROVIDER SPECIALTY CODE	SITE VISIT REQUIRED? (If required, application processing time may increase)	(If required,	FOR MAD 335 APPLICANTS USING A FEDERAL EMPLOYER INDENTIFICATION NUMBER (FEIN)	REQUIREMENTS FOR MAD 335 APPLICANTS USING A SOCIAL SECURITY NUMBER (SSN) FOR TAX ID PURPOSES (Documentation must be submitted with the PPA)	REQUIREMENTS FOR MAD 312 APPLICANTS (Documentation must be submitted with the PPA)	C
431	Psychologist, (Ph.D., Ed.D., Psy.D.)		NO	NO				
	Not Certified for Prescribing	111			* City or County Business license * Federal tax identification letter * Proof of malpractice, professional liability, or medical liability insurance * Completed W-9 form	* Copy Clinical Psychologist license * DEA Certificate * City or County Business license * Proof of malpractice, professional liability, or medical liability insurance * Completed W-9 form	* Copy Clinical Psychologist license * Proof of malpractice, professional liability, or medical liability insurance	
• C-	Certified for Prescribing	112	-		* City or County Business license * Federal tax identification letter * Proof of malpractice, professional liability, or medical liability insurance * Completed W-9 form	* Copy Clinical Psychologist license * DEA Certificate * City or County Business license * Proof of malpractice, professional liability, or medical liability insurance * Completed W-9 form	* Copy Clinical Psychologist license * DEA Certificate * Proof of malpractice, professional liability, or medical liability insurance	
	Autism Evaluation Provider (not applicable to a group)	150			NIA	 Copy Clinical Psychologist license Self Attestation of AEP Practitioner Requirements as specified in 8.321.2 NMAC Section 10 subsection A City or County Business license Proof of malpractice, professional liability, or medical liability insurance Completed W-9 form 	* Copy Clinical Psychologist license * Self Attestation of meeting AEP Practitioner Requirements as specified in 8.3212 NMAC Section 10 subsection A * Proof of malpractice, professional liability, or medical liability insurance	** Speci addition
432	Behavioral Health Agency	7	NO	NO				
	Behavioral Management Services	081			 City or County Business license Copy of CYFD certification for BMS Proof of malpractice, professional liability, or medical liability insurance Federal tax identification letter Completed W-9 form 	N¥A	N#A	
	Day Treatment Services	082			* City or County Business license * Copy of CYFD certification for Day Treatment * Proof of malpractice, professional liability, or medical liability insurance * Federal tax identification letter * Completed W-9 form	N¥A	N¥A	



	CUMENTATION INFORMATION
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Online Provider Enrollment Features

Reminder: After your application has been approved, Providers that wish to see managed care recipients must also contact each of the Centennial Care Managed Care Organizations (MCOs) and follow their instructions for the credentialing and/or contracting process with them.

Centennial Care MCOs	Contact Number	We
BlueCross BlueShield of New Mexico	(866) 689-1523	www.bcbsnm.com centennial/
Presbyterian	(888) 977-2333	www.phs.org
Western Sky Community Care	(844) 543-8996	www.westernskyc



ebsite

m/community-

communitycare.com



Centennial Care Managed Care Organizations (MCOs)

Reminder: Recipients who are enrolled in Centennial Care, will have their claims submitted directly to the Managed Care Organization they have chosen. Below is the contact information for those MCOs.

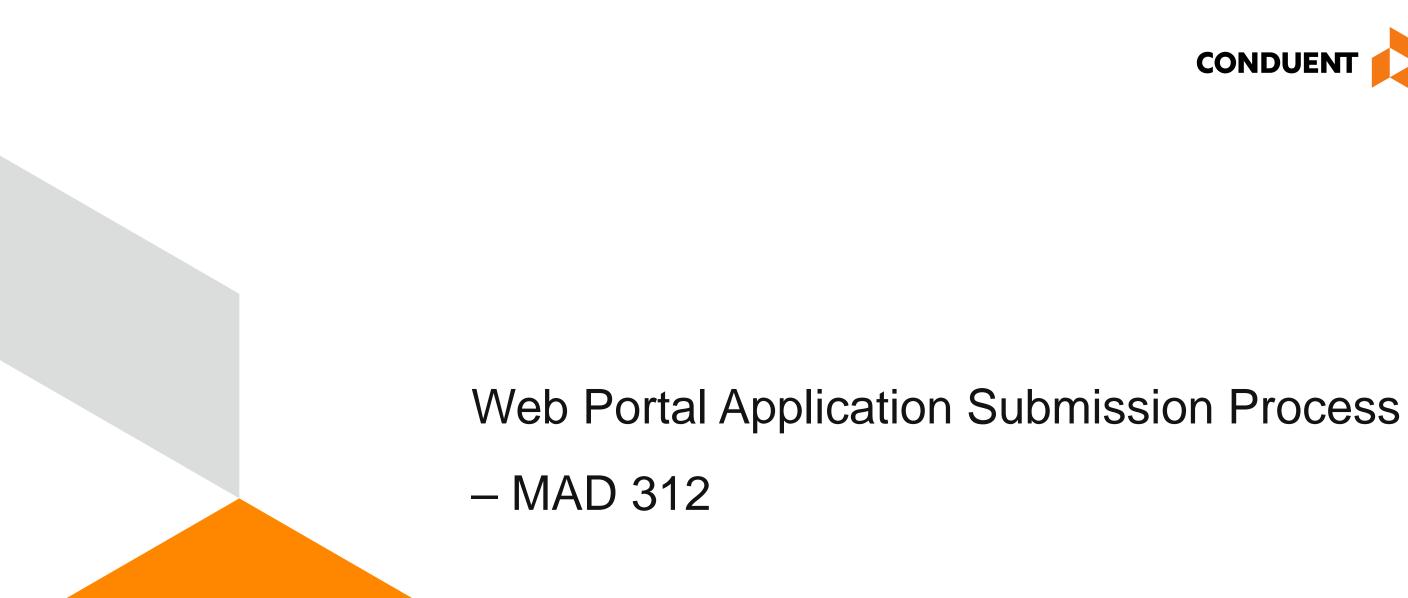
Centennial Care MCOs	Contact Number	We
BlueCross BlueShield of New Mexico	(866) 689-1523	www.bcbsnm.com centennial/
Presbyterian	(888) 977-2333	www.phs.org
Western Sky Community Care	(844) 543-8996	www.westernskyc



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communitycare.com



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- MAD 312 applications are used to enroll individuals who perform services within a group or organization •
- Select either: •
 - Fee-For-Service (FFS) and Managed Care Organization (MCO) network or Fee-For-Service (FFS) only.
 - Managed Care Organization (MCO) Only ۲
- Click on "initial enrollment" and "continue"



	New Mexico Medicaid Portal
INFORMATION	Home Contact Us Search GO
Provider Information FAQ	Provider Enrollment This Applicat
WEB REGISTRATION	Application Setup Select An Application Type
PROVIDER ENROLLMENT Enroll Online Check Enrollment Status Download Enrollment	Select to con
Application	Back
	Service-only (MAD 312)
	 This agreement is for individual applicants who perform services within a group or other organization. Payments will be made only to the group or organization. No payments will be made directly to the individual. If the applicant will be providing services for which payments are to be made directly to the applicant, then this form should not be used. Use Form MAD 335 Instead.
	 Fee-For-Service (FFS) and Managed Care Organization (MCO) network or Fee-For-Service (FFS) only. Managed Care Organization (MCO) network only.



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a new application for the NM Medicaid program.

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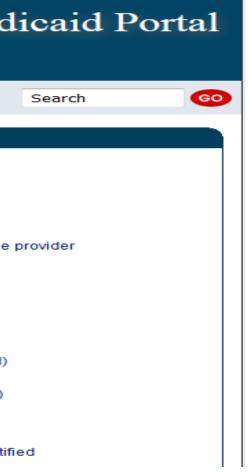
Exit Application



Choosing a provider type: Use the Provider Type & Specialty Listing link on the portal to view your provider type and the required documentation associated with that provider type.

		New Mexico Med
		Home Contact Us
INFORMATION		
Provider Information	Provider Enrollment	
FAQ WEB REGISTRATION	Please click here for additional information reg	arding Provider Type-Specialty .
PROVIDER ENROLLMENT Enroll Online Check Enrollment Status Download Enrollment Application	Provider Type & Specialty Listing Please check your provider type. This applicat type, separate applications must be submitted	tion is limited to one provider type. To apply for more than one p d.
	319 Anesthetist Assistant	335 Optometrist
	331 Audiologist	336 Orthotist
	430 Behavioral Health WORKER	301 PHYSICIAN , MD (specialty required)
	 62 Case Management Agency or Case (specialty required) 	Manager © 302 PHYSICIAN, DO (specialty required)
	341 Chiropractor	320 Pharmacist Clinical
	306 Clinical Nurse Specialist, Medical	453 Physical Therapist, Licensed & Certific



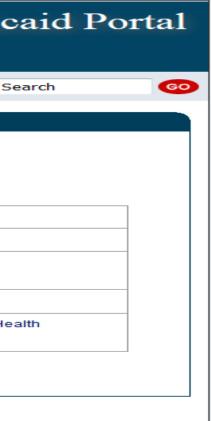


Please click on the specialty being requested

Note: not all provider types require a specialty

				New Mexico Medic
				Home Contact Us S
FAQ	Pleas	ties se click here for additional information regarding Pro	ovider Tr	ne Specialty
WEB REGISTRATION PROVIDER ENROLLMENT Enroll Online Check Enrollment Status		der Type & Specialty Listing		pecialties
Download Enrollment Application		098 Behavior Technician		115 Family Specialist
		113 Behavioral Management Service (BMS) Worker		084 Other Behavioral Health Worker
		116 Community Support Worker		114 Peer Specialist
		117 Correctional Peer Specialist		118 RIMHC Registered Independent Mental He Counselor
		Back Continue Exit Application	1	•





Please take note of your Reference Number. This will be the number you use to retrieve the application later.

	New Mexico Medicaid Portal
	Home Contact Us Search GO
NFORMATION	
Provider Information	Provider Enrollment Reference Number: WR17TT6GA7
FAQ	Instructions
VEB REGISTRATION	
PROVIDER ENROLLMENT	
Enroll Online	Your Reference Number is: WR17TT6GA7
Check Enrollment Status Download Enrollment	Please record your reference number. You may use this number to recall your application.
Application	Contact a Provider Enrollment Specialist
	You may contact a Provider Enrollment Specialist by calling (800) 299-7304 or (505) 246-9988 for any questions
	concerning this application.
	Saving an Application for Recall at a Later Time
	If at any time while completing this application you would like to save your information and finish at a later time, click the
	Save Application button at the bottom of the page. The next time you visit the online application, enter your reference
	number in the Recall Application section.
	This application will only be available for 90 days. After the 90 day limit, the entire application will be purged and all
	information will need to be re-entered.
	PDF Files
	The Provider Enrollment application, signature page, and other documents that are available for download from this web
	site are presented in Adobe PDF file format. To view PDF files you will need Adobe Acrobat Reader installed on your
	computer. For a free download please click the Acrobat Reader icon.
	Get Acrobat" Adobe Reader"
	Back Continue Exit Application
	Terms of Usage Privacy Policy Browser Compatibility Build Version: 3927-2017-08-09_10-26-50 - 19





The provider's name, NPI, Medicare Number (if applicable), and a contact person is entered here.

			New M	exico Mo	edicaid P	ortal
			Home	Contact Us	Search	G
Provider Information	Provider Enrollment SECTION 1	- APPLICANT INFORMATION	I	Refere	nce Number: ATUH	VZWUB9
EB REGISTRATION	Applicant Name (for individuals	 must match license name) 				
ROVIDER ENROLLMENT Enroll Online	*First Name		м	*Last Name		
Check Enrollment Status	Professional Title(MD,DDS, etc	:):				
Download Enrollment Application	An NPI is required unless you provider.	u are a Community Benefit, V	Vaiver, Non-Emergency	y Transportation or	Meal/Lodging	
	I am exempt from this NPI r	requirement.	National Provider Identifier (NPI)			
	Primary Taxonomy					
	Individual's Medicare Provider Number (Please attach a copy of your Medicare Letter)		Upload Attachment	3		
	New Mexico project staff may n information.	need to contact you regarding th	he completion of this for	n. Please list contact	person and contact	
	* Contact Name:		Contact Title:			
	Contact Telephone (Exar	mple:999999999)	*Contact Email			
	Back Continue Sa	we And Exit Exit				
	Terms of Usage Privacy Policy B	rowser Compatibility		Build Versio	on: 3927-2017-08-09_	10-26-50 - 1







	New Mo	exico Medicaid Portal
	Home	Contact Us Search GO
INFORMATION Provider Information FAQ	Provider Enrollment - APPLICANT INFORMATION (Tax Reporting Information)	Reference Number: ATUHVZWUB9
WEB REGISTRATION	Individual Provider's Social Security Number *	
PROVIDER ENROLLMENT Enroll Online Check Enrollment Status Download Enrollment Application	* Date of Birth: Back Continue Save And Exit Exit	mm/dd/ccyy





Practice location address and mailing address are both required

		New Mexico Medicaid Portal
		Home Contact Us Search 60
INFORMATION Provider Information FAQ	Provider Enrollment SECT	TION II - OFFICE INFORMATION Reference Number: ATUHVZWUB9
WEB REGISTRATION	Please click here for addi	itional information regarding Provider Type-Specialty .
PROVIDER ENROLLMENT Enroll Online	Provider Type & Special	ty Listing
Check Enrollment Status	Physical Street Addres	ss where services are rendered (PO Box NOT Accepted)
Download Enrollment Application	* Street Address	
Application	Suite/Office/Other	
	*City	* State Select One *Zip -
	*County S	elect One 🗸
	* Location phone (e)	xample:9999999999) * Location/Provider Email Address
	Fax Number (ex	xample:9999999999)
	Mailing Address for of	ficial correspondence (May be PO Box)
	Same as Location	
	*Mailing Address	
	Suite/Office/Other	
	*City	Select One Select One Zip
	*County	Select One 🗸
	*Mailing Email	
	Address	
	Back Continue	Save And Exit Exit
	Terms of Usage Privacy Po	licy Browser Compatibility Build Version: 3927-2017-08-09_10-26-50 - 194





The State issuing the professional license and the State in which the provider is practicing must match (with the exception of providers affiliating with IHS)

Note: Telemedicine providers should submit professional license from their home state (not Telemedicine license alone)

				New Mo	exico Me	dicaid P	ortal
				Home	Contact Us	Search	G
INFORMATION Provider Information FAQ	Provider Enrollment SE	CTION IV - Professiona	al or Facility Licens	se	Referen	ce Number: ATUH\	VZWUB9
WEB REGISTRATION	List all current licenses	. Please click here for a	dditional information	regarding specific lic	ense information bas	ed on your provider	type.
PROVIDER ENROLLMENT Enroll Online	Provider Type & Spec	ialty Listing					
Check Enrollment Status Download Enrollment	Professional License	e Information:					
Application	I am exempt from	this licensing requireme	ent.				
	*License Number		*Effective Date	mm/dd/ccyy	*Expiration Date	mm/dd/ccyy	
	* State	Select One	~				
	Add Additional Lice	nse					
	Upload Attachments	3					
	To be completed by	physicians (provider ty	ype 301 or 302) on	ly:			
		copy of certificate; if N in your specialty area	lot Certified or if E	ligible for Certification	on, attach proof of re	esidency	
	Certified	O Eligible for certific	ation	○ Not certified	Upload Attachn	ments	
	Certifications/Regist	tration					
	*Do you have a DEA	Number?	O Yes	O No			
		the DEA Number.			Upload A	ttachments	



Enter billing group information

INFORMATION Provider Information FAQ WEB REGISTRATION PROVIDER ENROLLMENT Enroll Online Check Enrollment Status Download Enrollment Application Upload Attachments Upload Attachments Group Information 1	Contact Us Search
WEB REGISTRATION PROVIDER ENROLLMENT Enroll Online Check Enrollment Status Download Enrollment Application Identify the groups or organization(s) to which payments will be made for your Medicaid information: Name and NM Medicaid Provider Number (if currently enrolled). Each attachment may have a maximum size of 5 MB. It's recommended to attach PDF, do not attach ZIP files, PowerPoint, Excel or password-protected files. Upload Attachments	Reference Number: ATUHVZWUB9
Enroll Online Check Enrollment Status Download Enrollment Application NM Medicaid Provider Number (if currently enrolled). Each attachment may have a maximum size of 5 MB. It's recommended to attach PDF, do not attach ZIP files, PowerPoint, Excel or password-protected files. Upload Attachments	
Is the group or organization to which payments will be made for your Medicaid services an existing New Mexico Medicaid provider?	aid
Organization or Group Name NPI	
Medicare Number	
Add Groups Back Continue Save And Exit Exit	

Terms of Usage Privacy Policy Browser Compatibility



Select professional liability type

			New Me	exico M	edicaid I	Portal
INFORMATION			Home	Contact Us	Search	60
Provider Information FAQ	Provider Enrollment - Malp	ractice, Professional, Medical,	or Other Liability Insurance	e Refere	nce Number: ATU	HVZWUB9
WEB REGISTRATION	Please click here for additi	onal information regarding Provid	ler Type-Specialty .			
PROVIDER ENROLLMENT Enroll Online Check Enrollment Status Download Enrollment Application	services are rendered. Ple attachments show coverage O The provider is covere O The provider is affiliate	A Listing In current malpractice, medical lia passe upload coverage information ge expiring within the next 30 day ad by malpractice, professional, m ad with an IHS facility or public so pating in the birthing options prog Save And Exit Exit	n attachments. Your applicat s. nedical, or other liability insur	tion may be rejected	-	



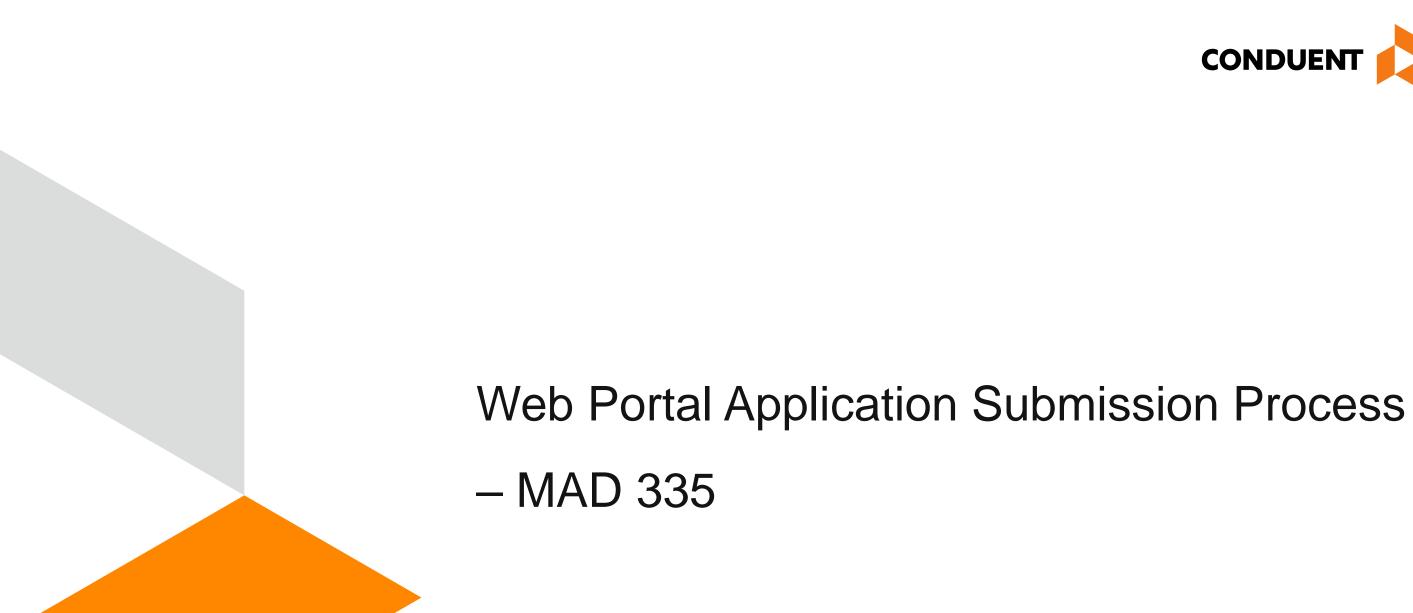


Provider Enrollment Application

Attach proof of professional liability if applicable

ovider Enrollment - Mal	practice, Professio	onal, Medical, or Other Liabilit	y Insurance	Reference Number: BQBYFKVU
Please click here for add	tional information re	egarding Provider Type-Special	У -	
Provider Type & Special	ty Listing			
	lease upload cover	age information attachments. Y		nce. Coverage must be active at the time y be rejected if any of the supporting
 The provider is cove The provider is affilia I am a midwife partic 	ted with an IHS fac	If t	ability insurance.	
Insurance Informat	ion 1			
* Carrier Name				
* Insured Name				
* Policy Number				
Dates of Coverage	* From:		* To:	
Add Additional Carrier				
Upload Attachments				
Upload Attachments Back Continue	Save And Exit	Exit		





Conduent **Government Healthcare Solutions**



- MAD 335 applications are used to enroll providers to whom payment will be made •
- Select either:
 - Fee-For-Service (FFS) and Managed Care Organization (MCO) network or Fee-For-Service (FFS) only. ٠
 - Managed Care Organization (MCO) Only •

Click on "initial enrollment" and "continue" ٠



	New Mexico Medicaid Portal	
INFORMATION Provider Information FAQ WEB REGISTRATION PROVID End Check Enrollment Status Download Enrollment Application	Provider Enrollment Application Setup Setect An Application Type Image: Setect Setup Setu	This Application Is : Initial Enrollment Select to complete a the Back Continue



new application for the NM Medicaid program.

e Exit Application



Choosing a provider type: Use the Provider Type & Specialty Listing link on the portal to view your provider type and the required documentation associated with that provider type.

		New Mexico Medicaid Portal
		Home Contact Us Search Go
INFORMATION Provider Information FAQ	Provider Enrollment	
WEB REGISTRATION	Please click here for additional information regarding P	Provider Type-Specialty .
PROVIDER ENROLLMENT Enroll Online Check Enrollment Status Download Enrollment Application	Provider Type & Specialty Listing Please check your provider type. This application is line type, separate applications must be submitted.	nited to one provider type. To apply for more than one provider
	401 Ambulance, air	354 Laboratory, Diagnostic
	402 Ambulance, ground	346 Lodging, Meals
	364 Ambulatory Surgical Center	414 Medical Supply Company
	319 Anesthetist Assistant	343 Methadone Clinic
	331 Audiologist	322 Midwife, Certified Nurse
	432 Behavioral Health Group	323 Midwife, Licensed (non-nurse)





Click on the specialty being requested

Note: not all provider types require a specialty

		New Mexico Medicaid Portal
INFORMATION	Specialties	Home Contact Us Search GO
Provider Information FAQ WEB REGISTRATION	Please click here for additional information regarding Provider Ty	ype-Specialty.
PROVIDER ENROLLMENT Enroll Online Check Enrollment Status	Provider Type & Specialty Listing Provider Specialty Listing	Specialties
Download Enrollment Application	080 Adult Psychological Rehabilitation Services	082 Day Treatment Services
	130 Assertive Community Treatment (ACT)	133 Evaluation and Therapies
	132 Autism Disorder ABA Services	108 Intensive Out Patient (IOP)
	081 Behavioral Management Services	131 Multi-Systemic Therapy (MST)
	Back Continue Exit Application	



Take note of your Reference Number. This will be the number you use to retrieve the application later.

	New Mexico Medicaid
	Home Contact Us Search
FORMATION Provider Information FAQ	Provider Enrollment Reference Number: WR
EB REGISTRATION	Instructions
ROVIDER ENROLLMENT Enroll Online Check Enrollment Status Download Enrollment Application	<text><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></text>



- If services are provided in NM, a CRS number is needed •
- Only one type of tax identification number can be added to this page (either Employer Identification Number or • Social Security Number, not both)

Mariaa Madiaaid Dart

		Home	Contact Us	Search
MATION wider Information Q	Provider Enrollment - APPLICANT INFORMATION (Tax Reporting	ng Information)	Refe	rence Number: UWQOYY
EGISTRATION	Please click here for additional information regarding Provider Type	pe-Specialty .		
DER ENROLLMENT	Provider Type & Specialty Listing			
eck Enrollment Status	Please enter the identifying number you will use for tax reporting	and 1099 purposes.		
wnload Enrollment olication	*Are the services provided in NM?	● Yes ○ No		
	*NM CRS (Tax & Revenue) Number	-	- 00 -	
	*Are NM CRS tax payments current? If not, attach an explanation.	○ Yes ○ No	Up	load Attachments
	* Select a profit status. If selecting not-for-profit, please attach a 501(c)3). Note that government entities to do not need to attach this document.	For Profit Not-for-profit (a (c)3)	ttach 501	load Attachments
	Federal Tax Number/FEIN (attach IRS letter)		Up	load Attachments
	*Are Federal tax payments current? If not, attach an explanation.	○ Yes ○ No	Up	load Attachments
	Individual Provider's Social Security Number			
	Date of Birth:		mm/dd/ccyy	
	*A fully executed W-9 is required to be attached.	*A fully executed W-9 is required to be attached.		
	Back Continue Save And Exit Exit			





Practice location address, mailing and billing address are required

Please click here for	additional information regarding Provider Type-Specialty
Provider Type & Spe	ccialty Listing
Physical Street Ad	dress where services are rendered (PO Box NOT Accepted)
* Street Address	
Suite/Office/Other	
*City	*State Select One *Zip
*County	Select One V
* Location phone	(example:9999999999) * Location/Provider Email Address
Fax Number	(example:999999999)
Mailing Address fo	r official correspondence (May be PO Box)
Same as Locati	
*Mailing Address	
Suite/Office/Other	
*City	*State Select One *Zip
*County	Select One 🗸
*Mailing Email Address	
Billing Address (M	ay be PO Box)
Same as Location	
Same as Mailing) Address
*Billing Address	
Suite/Office/Other	
*City	* State Select One V *Zip -
County	Select One V
Billing Phone	(example:999999999) Billing Email Address



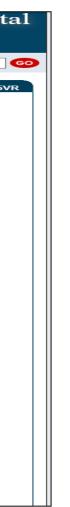


Enter business name or individual name

Note: Type 1 NPIs are assigned to individual providers, and Type 2 NPIs are assigned to organizational providers

						Ne	ew M	exico]	Medicaid I
							Home	Contact L	Js Search
Provider Information	Provider Enrollment SEC	TION 1	I - APPLIC	ANT INFO	DRMAT	ION		R	eference Number: UWQ
REGISTRATION	If you have a previous N	ew Me	xico Medica	aid provid	er num	ber, Please retu	irn to the app	plication setup p	age and complete a re-
VIDER ENROLLMENT	enrollment application.								
	Please click here for add	litional	information	regardin	g Provid	der Type-Specia	alty .		
Check Enrollment Status Download Enrollment	Provider Type & Special	Ity Listi	ing						
Application	Provider Name:								
	Business Name(DBA):								
	or								
	Individual Applicant Nar	ne:							
	First		MI		Last:			Professional	
								Title:	
	Federal Tax (Legal) Na	ame:							
	Business Name:								
	or Individual Applicant Nar	ne:							
	First		MI:		Last:			Professional	
								Title:	
	*Business Type (LLC,	Corp,	, etc.)		Sel	ect One		~	
	An NPI is required uniprovider.	ess yo	ou are a Co	mmunity	Benef	it, Waiver, Non	Emergency	y Transportatio	on or Meal/Lodging
	I am exempt from th	nis	National Pr	ovider			PI	rimary	
	NPI requirement.		Identifier(N	PI):			Та	axonomy:	
	New Mexico project stat information.	ff may	need to cor	ntact you	regardii	ng the completion	on of this for	m. Please list co	ontact person and contact
	* Contact Name:					Contact Title	e:		
	Contact Tolonboro					*Contact E	mail		
	Contact Telephone	(Exa	mple:9999	999999)		Contact E	man		





Select and upload attachments that pertain to your provider type and specialty

*Do you have a DEA Number?	○ Yes ○ No	
If Yes, please enter the DEA Number.		Upload Attachments
CLIA Number		Upload Attachments
Certification Type	Select One	~
Effective Date	mm/dd/ccyy	
Expiration Date	mm/dd/ccyy	
NCPDP/NABP Number (pharmacies only)		
IHS Certified or Tribal 638 Contract Program (If yes, attach copy of certification or contract)	⊖Yes ⊖No	Upload Attachments
Title XVIII Medicare Certified (if yes, attach copy of letter)	⊖Yes ⊖No	Upload Attachments
Fiscal Year End Month	Select One 🗸	
JCAHO Certified? (If yes, attach copy of letter)	⊖Yes ⊖No	Upload Attachments

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Enter any/all providers that are rendering services for your group

	New M	exico Me	dicaid Portal
INFORMATION	Home	Contact Us	Search 60
Provider Information FAQ	Provider Enrollment - Individual Affiliations	Referer	nce Number: SCQWECIGA0
WEB REGISTRATION PROVIDER ENROLLMENT Enroll Online Check Enrollment Status	Identify individuals who will be providing services for which payments will be made to you a file that includes the following individual information:Name and Title, Provider Type, S provider Number(if currently enrolled).		
Download Enrollment Application	Each attachment may have a maximum size of 5 MB. It's recommended to attach PDF, do not attach ZIP files, PowerPoint, Excel or password-protected files.	, JPG, TIF, PNG, and	Word document files. Please
	Back Continue Save And Exit Exit		
	Terms of Usage Privacy Policy Browser Compatibility	Build Version	n: 3927-2017-08-09_10-26-50 - 162



Select professional liability type

				Ν	lew M	exico M	edicaid	Portal
INFORMATION Provider Information	Provider Enroll	ment - Malpractice, F	Professional, Med	ical, or Other Lia	Home bility Insurance	Contact Us	Search	GO TUHVZWUB9
FAQ WEB REGISTRATION	Please click h	ere for additional infor	rmation regarding F	Provider Type-Spe	cialty .			
PROVIDER ENROLLMENT Enroll Online Check Enrollment Status Download Enrollment Application	Please enter in services are re attachments s O The provid O The provid	 & Specialty Listing Information on current endered. Please uplo how coverage expiring der is covered by malg der is affiliated with ar dwife participating in the continue Continue 	ad coverage inform og within the next 30 practice, profession n IHS facility or pub	nation attachments 0 days. nal, medical, or oth plic school.	s. Your applica	tion may be rejected	-	





Attach proof of professional liability if applicable

	practice, Professional, Medical, or Other Liabil	lity Insurance Reference Number: ZGGD9LKCN
Please click here for add	itional information regarding Provider Type-Specia	alty .
Provider Type & Special	Ity Listing	
 ervices are rendered. F attachments show covers The provider is cove Insurance carried by The provider is affilia 	Please upload coverage information attachments. age expiring within the next 30 days. red by malpractice, professional, medical, or other	sional liability insurance. Coverage must be active at the time Your application may be rejected if any of the supporting r liability insurance.
Insurance Informat	ion 1	
	ion 1	
Insurance Informat	ion 1	
Insurance Informat • Carrier Name	ion 1	
Insurance Informati • Carrier Name • Insured Name	ion 1	To: mm/dd/ccyy
Insurance Informati Carrier Name Insured Name Policy Number	From: mm/dd/ccyy	To: mm/dd/ccyy



All Managing Employees must be disclosed

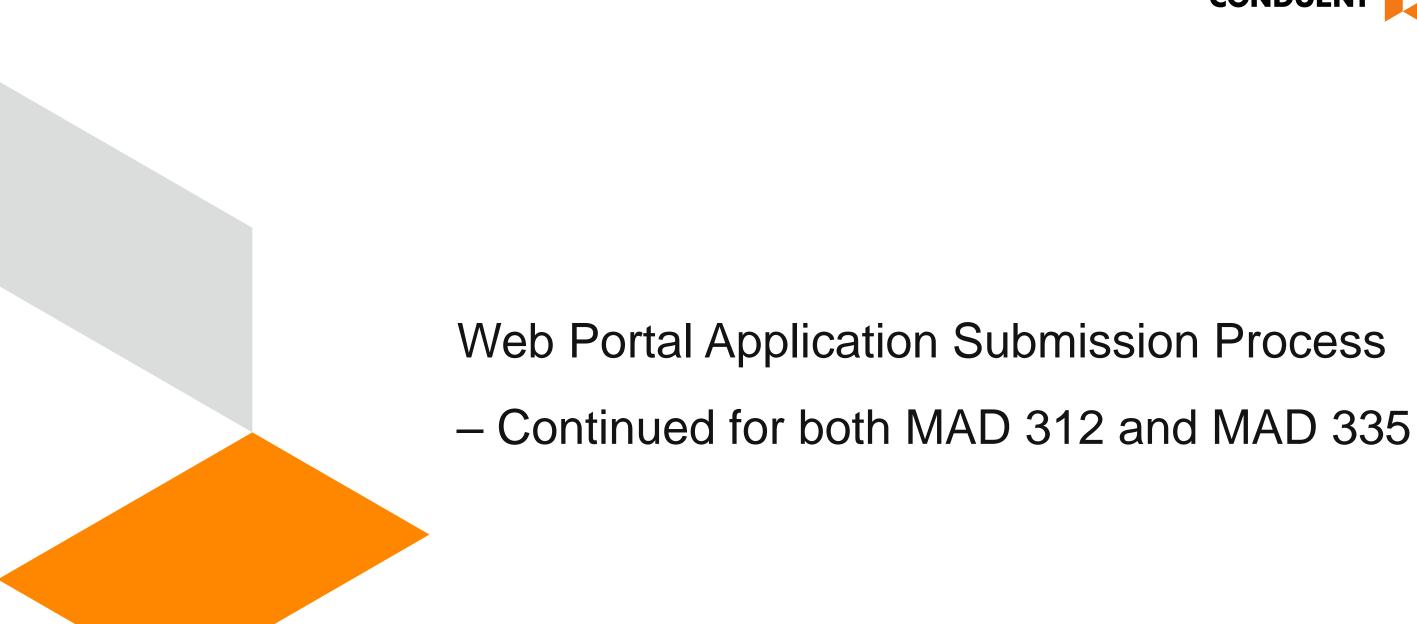
	New Mexico Medicaid Portal						
	Home Contact Us Search GO						
INFORMATION Provider Information FAQ	Provider Enrollment SECTION XI - ADDITIONAL QUESTIONS Reference Number: SCQWECIGA0						
WEB REGISTRATION	Please click here for additional information regarding Provider Type-Specialty .						
PROVIDER ENROLLMENT Enroll Online	Provider Type & Specialty Listing						
Check Enrollment Status Download Enrollment Application	All providers must answer the following question:						
	 1) Has the provider, or any person who has ownership or control interest in the provider, or any person who is an agent or managing employee of the provider, been convicted of a criminal offense related to that person's involvement in any program under Medicare, Medicaid, or the Title XX services program since the inception of those programs? If yes, give the name(s) of person(s) and description(s) of offense (s). You may identify up to five individual persons on each section or upload an attachment listing the required response for each question. 						
	All providers must answer the following question, including non-profit organizations and charities. 2) Definition: A managing employee is a "general manager, business manager, administrator, director or other individual who exercises operational or managerial control over, or who directly or indirectly conducts the day-to-day operations of an institution, organization, or agency." (42 CFR section 455.101) Managing employees are in a position to exert influence over the conduct of the provider's operations and includes officers, governing boards, or board of directors. Federal regulation requires the following information to be disclosed on all managing employees.You may enter up to twenty (20) individual persons.						
	First: Image: Mission of the second						
	Date of Birth mm/dd/ccyy						
	Street Address						
	City State Select One Zip -						
	County Select One Location/Provider Email Address						
	Location						



Applicants must disclose any ownership of 5% or more

All providers	must answer the following ques	stions, except ind	lividual practitioners.								
-		-	or corporation) with an ownership								
-		as direct or indire	ect ownership of five percent or m	ore. You ma	ay enter up to twenty						
(20) individua	l persons.										
First:		MI:		Last:							
Professional		Tax		Тах							
Title:		Number:		Indicator:	Select One 🗸						
Date of											
	mm/dd/ccyy	Legal Nar	ne:								
Birth:				-							
Street											
Address											
City		State	Select One 🗸	Zip							
County	Select One 🗸	Location/F	Provider Email Address								
Location											
phone	(example:999999999)		Fax Number	(example:	(example:999999999)						
Add Additional Person											
Add Additio	onal Person					l I					
(1) Is any pers	on named in question #3 relate	ad to another as	spouse, parent, child, or sibling?	If yos							
			dentify up to five individual person		Yes O No						
					res O No						
each section	or upload an attachment listing	the required res	ponse for each question.								
5) Does ar	v person named in question #2	3 have an owner	ship or control interest in any othe								
-			Medicaid but is required to disclo								
				se							
	ship and control information be										
		-	Act? If yes, give the name(s), Med		Yes O No						
-			icaid provider or entity. You may	-							
-		or upload an att	achment listing the required resp	onse							
for each ques	stion.										





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Any "yes" answers to questions require supporting documentation

Note: If services were rendered to a Medicaid recipient before application approval, ensure dates on all attached documents (license, board cert, insurance) encompass all the Date(s) of Service and are valid for at least 30 days from application submission date.

		New	Mexic	$\mathbf{o} \mathbf{M}$	edicaid	Portal
		Но	me Conta	act Us	Search	GO
INFORMATION Provider Information FAQ	Provider Enrollment SECTION XI - ADDITIONAL QUESTIONS			Refere	ence Number: AT	UHVZWUB9
WEB REGISTRATION	Please click here for additional information regarding Provider Ty	pe-Specialty .				
PROVIDER ENROLLMENT Enroll Online	Provider Type & Specialty Listing					
Check Enrollment Status Download Enrollment Application	If services have already been rendered to a NM Medicaid recipie	ent, please ente	er Date of Service	۶ <u>.</u>		
	DOS	mm/dd/ccyy				
	To be completed by out-of-state providers only:					
	Home State Medicaid Provider Number					
	*Have you ever had a license revoked, suspended or denied in a	any state?		o Up	load Attachments	
	*Have you ever been convicted of any criminal offense?			o Up	load Attachments	
	 Have you or any ever been excluded or suspended from par Title XVII (Medicare), Title XIX (Medicaid) or any other health car 			o Up	load Attachments	
	Back Continue Save And Exit Exit					
l						
	Terms of Usage Privacy Policy Browser Compatibility		B	uild Versi	on: 3927-2017-08-0	09_10-26-50 - 194





Any additional documentation as required by the provider type and specialty list should be uploaded

	New Mexico Medicaid Porta	al
	Home Contact Us Search	60
INFORMATION Provider Information FAQ	Provider Enrollment - Required Attachments Reference Number: ATUHVZWUB If you have not included the required documentation, please use the page below to attach files to be included in your enrollment	39
	application.	
PROVIDER ENROLLMENT Enroll Online Check Enrollment Status	NPI Supplement Attachment(healthcare providers only) Upload Attachments	
Download Enrollment Application	Certification or Licensure Documentation	
	Back Continue Save And Exit Exit	
	Terms of Usage Privacy Policy Browser Compatibility Build Version: 3927-2017-08-09_10-2	26-50



	Home Contact Us Search	GO				
FORMATION Provider Information FAQ	Provider Enrollment Reference Number: ATUHVZWUE	9				
EB REGISTRATION	This AGREEMENT, between the State of New Mexico (STATE), herein referred to as "the STATE," the New Mexico Human Services Department (HSD), herein referred to as "the DEPARTMENT" and the applicant as provider, herein referred to as "the PROVIDER",	•				
Check Enrollment Status Download Enrollment Application	programs, and other health care programs administered by the Department and other departments of the State of New Mexico for which the Department is authorized to make payment to the PROVIDER. Administration of health care programs including, but not limited to, service authorizations, billing instructions and payment, may be performed by the DEPARTMENT and its agents including other departments and agencies of the State of New Mexico and their contractors, as authorized by joint power of agreements, contracts, or other binding agreements, herein referred to as its "AUTHORIZED AGENTS". This AGREEMENT shall be effective when completed in full with all required documentation attached and when signed by the PROVIDER and the Human Services Department Medical Assistance Division (HSD/MAD) or its designees and shall remain in effect until terminated pursuant to the terms set forth below. ARTICLE 1 – OBLIGATIONS OF THE PROVIDER					
	 The PROVIDER shall: 1.1. Abide by all federal, state, and local laws, rules and regulations, including but not limited to, those laws, regulations, and rules applicable to providers of services under Title XIX (Medicaid) and Title XXI (SCHIP) of the Social Security Act and other health care programs administered by the DEPARTMENT and its AUTHORIZED AGENTS. 1.2. Furnish services, bill for services, and receive payment for services only upon approval of this AGREEMENT by the HSD /MAD Director or his/her designees or its AUTHORIZED AGENTS. 					
	1.3. Be responsible for the accuracy and validity of all claims for which reimbursement is sought by causing claims to be manually or electronically submitted to the DEPARTMENT or its AUTHORIZED AGENTS.					
	The provider applicant certifies that he or she has read and understands the information on this page.					

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Electronically sign here to acknowledge application is true and correct

	New Mexico Medicaid Portal
INFORMATION Provider Information FAQ	Home Contact Us Search Contact
WEB REGISTRATION PROVIDER ENROLLMENT Enroll Online Check Enrollment Status Download Enrollment Application	Whoever knowingly and willfully makes or causes to be made a false statement or representation of this statement, may be prosecuted under applicable federal or State laws. In addition, knowingly and willfully failing to fully and accurately disclose the information requested may result in denial of a request to participate or, where the entity already participates, a termination of its agreement or contract with the State agency. I understand that payment of claims will be from federal and state funds and that any faisification or concealment of a material fact may be prosecuted under federal and state law. O The provider applicant certifiles that the information on this application is true and correct. INDIVIDUAL PROVIDER: Name of Individual Practitioner: Back Accept Decline Save And Exit Exit

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	New Mexico Medicaid Portal				Portal
INFORMATION		Home	Contact Us	Search	60
Provider Information FAQ	Provider Enrollment - Submit Application		Referen	ce Number: QEM	9SSXSKJ
WEB REGISTRATION	Please click Submit to complete the application process and	submit your provider particip	ation agreement.		
PROVIDER ENROLLMENT Enroll Online Check Enrollment Status Download Enrollment Application	Submit Save And Exit				





Congratulations! Your application has been submitted. Be sure to keep your reference number, tracking number, and

correspondence number.

	New Mexico Medicaid Por				
	Home Contact Us Search				
INFORMATION Provider Information FAQ	Provider Enrollment - SUBMISSION CONFIRMATION Reference Number: QEM9SSXSKJ				
WEB REGISTRATION PROVIDER ENROLLMENT Enroll Online Check Enrollment Status Download Enrollment Application	Your application has been submitted for review. You may use the Tracking Number or Correspondence Number to monitor the status of your application. You may also use the Web Reference Number to retrieve a copy of your submitted application. The Web Reference Number for your application is QEM9SSXSKJ The Tracking Number for your application is 0 The Correspondence Number for your application is 2523965				
	Please print or record the information on this page for your reference. You may also print or save a copy of the Enrollment Application for your records. If you have ANY questions at all, please do not hesitate to contact the Conduent Provider Enrollment Helpdesk at 1-800-299-7304 or 505-246-9988. Print or Save Copy of Enrollment				





Provider Enrollment Application Initial Screen

Recall Your Existing Application section:

If a provider left an application incomplete and did **NOT** submit it at all, you will have 90 days to **recall** the •

application, complete it, and submit via the portal.



If you forgot your reference number, enter your email and click submit. ٠





Application Tips



Conduent **Government Healthcare Solutions**



Provider Enrollment Applications Top Errors

Expired License or Insurance

Tip: To ensure processing is not delayed, validate that the license or Certificate of Insurance (COI) expiration dates is greater than 30 calendar days from the day Conduent receives your application.

Incorrect National Provider Identification Number (NPI)

Note: Applications using a Social Security Number (SSN) need a Type 1 NPI, and applications using a Federal Employer Identification Number (FEIN) need a Type 2 NPI.

Tip: We recommend visiting the National Plan and Provider Enumeration System (NPPES) website to ensure the correct NPI is entered on the application. The NPPES website is listed directly below: https://npiregistry.cms.hhs.gov/









Provider Enrollment Applications Top Errors Continued

Incomplete or Missing Information – IRS Letter/W-9 or Approval Letters

Tip: We recommend you refer to the Provider Type and Specialty List before submitting your application in order to review the required attachments for your specific provider type.





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- If an application contains errors and/or missing/incorrect documentation, the provider will receive • timely notification (via email) detailing the corrections needed before resubmitting the complete application to Conduent for review
- This process is referred to as "Return to Provider" (RTP)



Reopen and Resubmit Your Returned Application section:

• Have 6 months to **reopen** the application, make corrections and resubmit to us via the portal

	New Mexico Medicaid Port
	Home Contact Us Search
Provider Information FAQ	Provider Enrollment Application
WEB REGISTRATION	
PROVIDER ENROLLMENT Enroll Online Check Enrollment Status Download Enrollment	Please note: effective July 31st, 2017 all incomplete/incorrect Provider Enrollment applications will be returned to the portal once reviewed and will no longer be held by Conduent. Correspondence noting required corrections will be sent via email (if available) or mailed. The entire application will need to be corrected and resubmitted to Conduent.
Application	Create a New Application
	Please enter your email address and click CREATE
	•Email: Create
	Recall Your Existing Application To recall an application that you have partially completed, enter your reference number and click RECALL •Reference #: Recall
	Forgot Your Reference Number? If you have forgotten your reference number, please enter your email address below and click SUBMIT. The email address you submit will be validated against the one on file for you and your reference number will be sent to you by email. •Email:
	Reopen and Resubmit Your Returned Application
	To reopen a submitted application that has been returned for missing or incomplete information
	Reference #: Reopen
	Пененося.





If a provider reopens their RTP application and does not resubmit during that session, you will have

90 days to resubmit that application using the recall option.

Recall Your Existing Application				
To recall an application that you have partially completed, enter your reference number and click RECALL				
*Reference #:		Recall		



Turn Around Document (TAD)



Conduent **Government Healthcare Solutions**



Turn Around Document (TAD)

The purpose of the Turn Around Document (TAD) is to re-verify the provider information we have is current.

TADs are issued to all enrolled providers every three years.

A total of five TADs are issued (if necessary) according to the following schedule:

- Two months prior to renewal date (1st & 2nd notices) •
- Renewal month (3rd notice) ٠
- One month after renewal date (4th notice) ٠
- Two months after renewal date (5th notice) ٠

If the provider fails to submit a completed TAD in response to at least one of the notices, the provider record will be terminated for no re-verification.



Turn Around Document (TAD)

Common Mistakes:

- Altering a document to match a different person/business The TAD belongs to the person/business it ٠ is printed for and is identified by the provider number/NPI.
- Using white out or line out If a correction is required, strike a line through it and initial next to the • correction.
- Missing or invalid signature Signature must be in blue ink. •
- **Missing initials** An initial next to the three disclosure questions is required. •
- **Faxing in a TAD** Faxes are not accepted, only hard copies with original signature will be processed. •



Online Provider Update

Conduent Government Healthcare Solutions



Advantage of Submitting Updates Online

- Previously, providers were required to manually complete the MAD 304 form and submit to Conduent via US Mail, fax, or in person. This could take up to 10 business days to process.
- Submitting update requests online significantly reduces the processing time; within 5 business days to process.
- Using the online form will ensure that providers are using the most up-to-date version for update requests. This will reduce delays in processing of the update.



New Mexico Medicaid Web Portal Login

Log in at: https://nmmedicaid.portal.conduent.com/static/providerlogin.htm

Non Secure F	eatures	Ne	ew M	lexico Me	exico Medicaid Portal		
		Home	Help	Contact Us	Search	GO	
INFORMATION							
Provider Information	Welcome to the New Mexico Medicaid P	Portal					
FAQ							
Help	The New Mexico Web Portal extends th			User Login			
WES REGISTRATION	providers by offering user-friendly tools			*Uses ID:			
PROVIDER ENROLLMENT	users may Log In to access the following	ng interactive features of the porta	l:	*User ID:			
Enroll Online	Claim Status Inquiry			*Password:			
Check Enrollment Status	Prior Authorization Inquiry						
Download Enrollment	Eligibility Inquiry						
Application	 Payment History Inquiry 				Log In		
	 Reports and Data Files 			I forgot my passw	ord		
	Currently enrolled providers can registe	er for nortal access using Web Re	distration	I'm a new user (W	eb Registration)		
	New providers seeking to join the program		-				
	Packet for step-by-step instructions.						
	The left navigation menu contains hype	erlinks for the interactive features t	hat you may	access while logged	in. Hyperlinks loc	ated in the	
	top and bottom navigation menus allow	w you to access additional useful i	nformation.				
	For more information about the web as	atal ar New Mavice Mediacid press	om turn to t	the EAO Minete New /	undated: 00/40/0	010)	
	For more information about the web po Current Remittance Advice Newsletter,		am, tum to i	ine FAQ, What's New (upuateu, vo/12/2	.010),	
	Current Remittance Aurice Newsletter,	or obaron functionality.					



New Mexico Medicaid Web Portal Login

Log in at: https://nmmedicaid.portal.conduent.com/static/providerlogin.htm

	New Mexico Medicaid Portal	Master Administrators (
	Home Help Conta requires login	who can initially access section as well as assig others.
	Home Help Conta Tequites logiti	
INFORMATION	Welcome to the New Mexico Medicaid Portal	
Provider Information	Welcome to the New Mexico Medicald Portal	
FAQ Help		If you are not the MA, y
нер	The New Mexico Web Portal extends the business capabilities of Medicaid program User Login	make updates by conta
WEB REGISTRATION	providers by offering user-friendly tools and resources electronically. Registered	
PROVIDER ENROLLMENT	users may Log In to access the following interactive features of the portal:	asking them to grant yo
Enroll Online	Claim Status Inquiry *Password:	Security Privilege.
Check Enrollment Status	Prior Authorization Inquiry	
Download Enrollment	Eligibility Inquiry	
Application	Payment History Inquiry	
	Reports and Data Files I forgot my password	
	Currently enrolled providers can register for portal access using Web Registration. I'm a new user (Web Registration)	
	New providers seeking to join the program can download a Provider Enrollment	If you need assistance lo
	Packet for step-by-step instructions.	
		please contact the HIPA
	The left navigation menu contains hyperlinks for the interactive features that you may access while logged in. Hyperlinks located in the	options 6, then 4 or by e
	top and bottom navigation menus allow you to access additional useful information.	HIPAA.Desk.NM@Cond
	top and bottom navigation menus allow you to access additional useful mormation.	
	For more information about the web portal or New Mexico Medicaid program, turn to the FAQ, What's New (updated: 08/12/2010),	
	Current Remittance Advice Newsletter, or Search functionality.	



MA) are the only users the Provider Update on User Rights to

ou can gain access to acting your MA and bu the Provider Update

ogging in to the NM Web Portal, A Helpdesk at 1-800-299-7304 mail at: duent.com.



Provider Update

Web Portal Master Administrators and Users with the assigned privilege will be able to access the tool from the left navigation pane after logging in.

	New Mexico Medicaid Portal	
	Logout User logged in as [test421UAT] 10488227-TEST 312FFS	
	Home Contact Us Search	9
INFORMATION Provider Information FAQ	User Home	
PROVIDER - Secure Options ADMINISTRATION CLAIMS ENTRY INQUIRIES REPORTS PROVIDER UPDATE Provider Update	Welcome, test421UAT (UAT 421 Test)! Today is Monday, July 09, 2018. You last signed in on Sunday, July 08, 2018 at 01:11 PM. Please note that after 15 minutes of inactivity you will be automatically logged out. You will be notified in advance so you can extend the session time.	
WEB REGISTRATION		
ASK SERVICE REPRESENTATIVE		
PROVIDER ENROLLMENT Enroll Online Check Enrollment Status Download Enrollment Application		



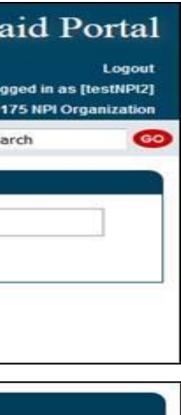




Provider Update Access Continued

		New	New Mexico Medica				
			1861760175	User lo 1861760			
		Ho	ome Contact Us	Se			
INFORMATION Provider Information FAQ	Provider Update						
PROVIDER - Secure Options ADMINISTRATION CLAIMS ENTRY INQUIRIES REPORTS PROVIDER UPDATE Provider Update 	Provider ID: Continue Reset						
Select 'Continue' after a provider number has been	Provider Update						
selected.	Provider ID:						
	Continue Reset	04173252 19473842 29379377 63604019 85889733					









Provider Update Access

Providers may see the following error message to contact Conduent for guidance on moving forward with any provider record changes.

	New Mexico Medicaid Portal					
			18617601		Logout User logged in as [testNPI1] 1861760175 NPI Organization	
		Home	Contact Us	Search	60	
INFORMATION						
Provider Information	Provider Update					
FAQ	- This provider cappet submit upd	atop to their provider record at this tim	Diana contac	t the Conducat D	rovidor	
PROVIDER - Secure Options	Enrollment Helpdesk at 1-800-299-	ates to their provider record at this tim 7304 or 505-246-9988.	ie. Piease contac		IOVIDEI	
CLAIMS ENTRY	Provider ID:	▼				
INQUIRIES INQUIRIES INQUIRIES INQUIRIES						
	Continue Reset					
PROVIDER UPDATE						
Provider Update						



Provider Update Access Continued

- Upon enrollment with NM Medicaid, providers are classified as billing providers, rendering/servicing providers, or • unrestricted providers
- Fee for Service billing, rendering, and unrestricted providers will have separate screens tailored to their application • needs for updating purposes
 - **Billing Provider** A provider or organization that can bill for a claim ٠
 - **Rendering Provider** A healthcare provider who performs the service(s). Also called 'servicing' provider •
 - **Unrestricted Provider -** Providers that are billing **and** servicing providers •
- Active providers or providers with a recently expired license will be able to access the tool



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New Mexico Medicaid Resources

- New Mexico Medicaid Online
 - **Provider Information**
 - Provider Login Screen Notices
 - **Provider E-News Newsletters**
- Medicaid Provider Relations Call Center •
- Provider Communication Updates ٠
- Provider Field Representative •
- **Provider Webinars** ٠
- Open Forums and Live Training Sessions ٠

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New Mexico Medicaid Resources Continued

New Mexico Medicaid Portal – <u>https://nmmedicaid.portal.conduent.com/static/index.htm</u> Claim Inquiries, Eligibility Verification, Electronic Claim Submission, Provider Manuals, E-News

NM Human Services Department – <u>http://www.hsd.state.nm.us/mad/</u> Supplements, Memos, Provider Billing Packets and Policy

Medical Assistance Division – PE Program Staff – <u>HSD.PEDeterminers@state.nm.us</u> Assistance with PE Applications, PE Determinations, MAD 070, PE Training, PE Certification

Conduent Provider Relations Call Center – (800) 299 - 7304 option 6 or (505) 246 - 0710 option 6. Claim Status, Eligibility, Prior Authorization, Medicaid Updates

Conduent Provider Relations Helpdesk – <u>NMProviderSUPPORT@conduent.com</u> Claim research assistance and general Medicaid inquiries

Conduent HIPAA Helpdesk – <u>HIPAA.Desk.NM@conduent.com</u> Assistance on NM Web Portal, EDI inquiries, and Online Claim Submission with DDE (Direct Data Entry)

Conduent Provider Enrollment Helpdesk - <u>NMProviderSUPPORT@conduent.com</u> Provider Enrollment Applications, Forms & Instructions

NM Medicaid Recipient Helpdesk – (888) 997 – 2583 or (505) 247 – 1042 Eligibility inquiries, Fee-for-Service Replacement Medicaid Identification Card, Enroll or change a Managed Care Organization and Eligibility application status

Medical Assistance Division, Program Rules – <u>http://www.hsd.state.nm.us/providers/rules-nm-administrative-code-.aspx</u> NMAC for Programs administered by the Medical Assistance Division

Yes New Mexico - <u>https://www.yes.state.nm.us/yesnm/home/index</u> Apply, check, update, or renew Medical Assistance (Medicaid) benefits





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