

Request Types

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Overview

To manage your information using the Minnesota Provider Screening and Enrollment (MPSE) portal, you will create requests that you will complete and submit to Minnesota Health Care Programs (MHCP) for review and approval. The types of requests that can be submitted to manage your information include, but are not limited to, service changes, address changes, phone number changes, and changes in owners and people authorized to act on behalf of owners.

To start a request:

1. Click on the **Create a New Request** button on the **Manage Portfolio** page of the MPSE portal.
2. Select a **Request Type**. The **Request Type** you select will determine the information you are able to update within that request and your assigned [user role](#) will determine the types of requests you are able to create.
3. Enter a **Request Effective Date**. The **Request Effective Date** is the date you want your request to be considered effective by MHCP, but please note that not all dates entered into the **Request Effective Date** can be accommodated. Some service effective dates have requirements that must be met.

There are four main categories of requests that can be made within MPSE:

- [New Profile Request](#)
- [Global Request](#)
- [Enrollment Record Request](#)
- [Affiliation Request](#)

Click on each request type link for more detail of the changes that can be made with each specific request type.