New Enrollment Record

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Overview

Minnesota Health Care Programs (MHCP) requires that providers enroll all locations providing services. Providers can use this guide for the Minnesota Provider Screening and Enrollment (MPSE) portal to add new locations or enrollment record types to their portfolio.

Steps to Add a New Enrollment Record

1. To add a new enrollment record, you will submit an **Enrollment Record Request**. Once you have started an Enrollment Record Request, MPSE will take you to the **Manage Enrollment Record** page.
2. On the **Manage Enrollment Records** page, click **Add a New Enrollment Record** at the bottom, left side of the page.
3. On the **Enrollment Record Information** page, complete the information in the **Enrollment Record Information** section and the **Tribal Information** section.
    a. The field options and requirements will change based on the **Enrollment Record Type** that you select. Note that available services and required credentials found on other pages in the portal are also based on the **Enrollment Record Type** you select.
    b. You cannot select fields that are grayed out. These fields are for MHCP use or informational purposes only. Some examples include the **Medicaid Agreement Indicator** field, **Risk Level** field, and **EFT Effective Date** field. Depending on the selected **Enrollment Record Type** there may be additional fields that are grayed out and for MHCP use only.
    c. For more information about the **EFT Vendor Number** and **EFT Vendor Location Code** fields, refer to the Electronic funds transfer (EFT) or direct deposit section of the MHCP Provider Manual. Here you can enroll to receive payments for approved claims electronically.
    d. Once you have added all the information you need, click the **Continue** button at the bottom of the page to save your information and move to the next page in the MPSE portal.
4. Complete the **Physical Practice Address** section.
    a. There are two columns in the **Physical Practice Address** section. Click the items in the **Available Address Usage Types** column that apply to the address entered on this page. This will move the items to the **Selected Address Usage Types** column.

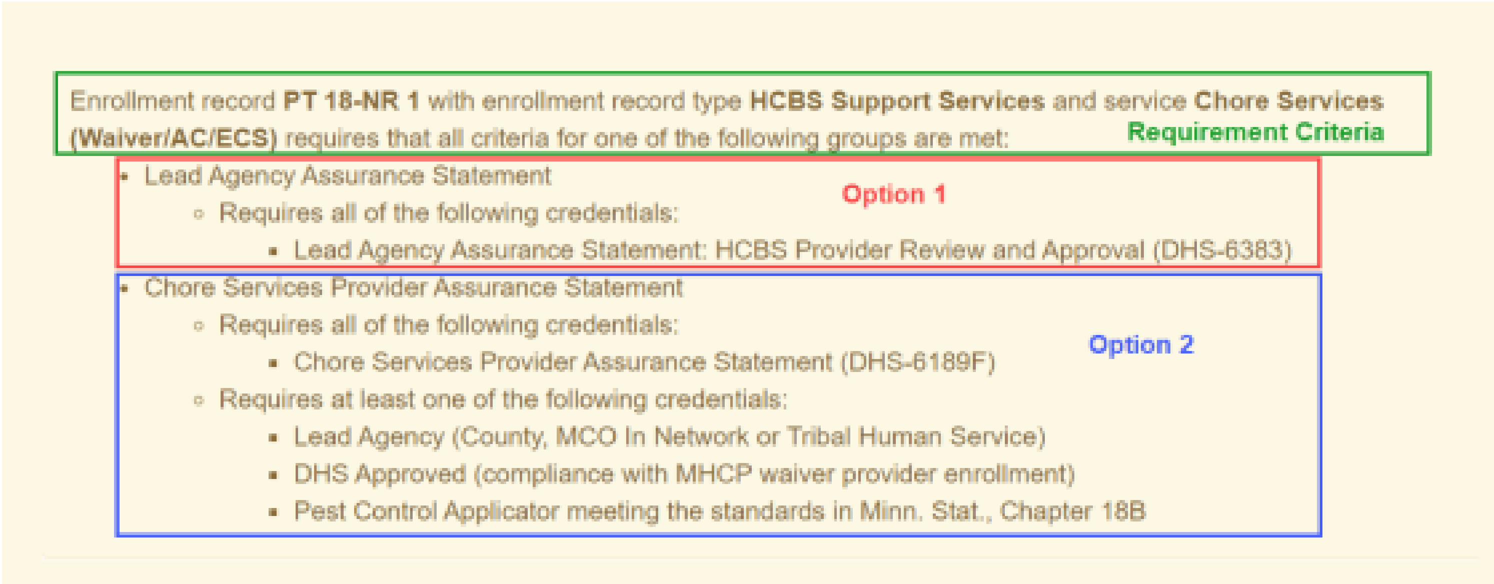
MPSE section to select address usage types

    b. You are required to move **Practice Location** to the **Selected Address Usage Types** column. Select all other applicable items in the **Available Address Usage Types** that can be used for the address on this page. If the enrollment record requires separate addresses to be added for any of the other items in the **Available Address Usage Types** column, leave the applicable item(s) in the **Available Address Usage Types** column.
    c. Once you have added all the information you need, click the **Continue** button at the bottom of the page to save your information and move to the next page in the MPSE portal.
5. Skip to Step 12 if you did not leave items in the **Available Address Usage Types** in **Step 4**. If there were items left in the **Available Address Usage Types** in **Step 4**, continue to **Step 6**.
6. On the **Manage Mailing Addresses** page, click **Add a Mailing Address**.

   a. There are two columns in the **Mailing Address** section. Click the name of the items in the **Available Address Usage Types** column that applies to the address entered on this page. This will move the items to the **Selected Address Usage Types** column.
   b. Select all the applicable items in the **Available Address Usage Types** that can be used for the address on this page. If the enrollment record requires separate addresses to be added for any of the other items in the **Available Address Usage Types** column, leave the applicable item(s) in the **Available Address Usage Types** column. You will be able to add up to two mailing addresses. If you do not add **File Location** to the **Selected Address Usage Types** field in the **Mailing Address** section, you will be required to enter that address on a separate page in **Step 10**.
   c. Once you have added all the information you need, click the **Continue** button at the bottom of the page to save your information and return to the **Manage Mailing Addresses** page.
7. Repeat Step 6 if you need to add additional mailing addresses or continue to **Step 8**.
8. Once you have added all the **Mailing Addresses** you need, click the **Continue** button at the bottom of the page to save your information and move to the next page in the MPSE portal.
9. Skip to Step 12 if the **Manage File Location Address** page does not appear for you. The **Manage File Location Address** page only appears if **File Location** was not added to the **Selected Address Usage Types** column in either **Step 4** or **Step 6.**
10. On the **Manage File Location Address** page, complete the fields in the **File Location Address** section, and click **Continue** to go to the next page in the MPSE portal.
11. At the bottom of the **Provider Identifiers** section, click **Add a Provider Identifier.**
    a. If you have a National Provider Identifier (NPI) from the National Plan and Provider Enumeration System (NPPES), enter your **NPI** in the **NPI/UMPI** field. If you do not have an NPI number, click **Yes** next to the **Use UMPI** field.
    b. The **Effective Date** is either the date your NPI was effective or is the date you are requesting your unique Minnesota provider identifier (UMPI) to be made effective.
    c. The **Active** field is for MHCP staff use only and you will not be able to select it.
    d. You can learn more about getting a provider identification number on the Enroll with MHCP section of the Provider Manual
    e. Once you have added or updated all the information you need, click the **Continue** button at the bottom of the page to save your information and move back to the **Provider Identifiers** page in the MPSE portal.
12. From the **Provider Identifiers** page. Click the **Continue** button at the bottom of the page to save your information and move to the next page in the MPSE portal.
13. On the **Manage Services** page, review the **Enrollment Record Type Default Service Categories** section to see a list of services that are automatically applied based on the **Enrollment Record Type** selected in **Step 3**. If there are no additional services to add for this provider, skip to Step 16.
14. If there are other services you provide that are not listed on the **Manage Services** page for this enrollment record, add additional services by clicking the **Add a Service** button at the bottom of the page.
    a. Select the **Service Name** from the list provided and select a **Service Begin Date**. Note that **Service End Date** should not be entered at this time as that indicates that the service is no longer being provided.
    b. Once you have added the information you need, click the **Continue** button at the bottom of the page to save your information and move back to the **Manage Services** page in the MPSE portal.
15. Repeat Step 14 until all services you provide have been added. Note that the services you added appear in the **Provider Specialty and Packaged Services** section of the **Manage Services** page of the MPSE portal.
16. Click the **Continue** button at the bottom of the **Manage Services** page to save your information and move to the next page in the MPSE portal.

17. The **Manage Medicare Enrollment Information** page only appears if you answered **Yes** to the question **"Are you, or is this facility enrolled with Medicare?"** in **Step 3.** If you answered **No** in **Step 3**, Skip to Step 21.
18. At the bottom of the **Manage Medicare Enrollment Information**, click the **Add Medicare Enrollment Information** button.
19. In the **Medicare Enrollment Information** section, answer the required questions.
    a. The **Medicare ID Number** you enter must already be enrolled with Medicare. Do not enter a number here if you have not completed the process to enroll in Medicare.
    b. Once you have added the information you need, click the **Continue** button at the bottom of the page to save your information and move back to the **Manage Medicare Enrollment Information** page in the MPSE portal.
20. Click the **Continue** button at the bottom of the **Manage Medicare Enrollment Information** page to save your information and move to the next page in the MPSE portal.
21. The **Manage Tribes** page only appears if you answered **Yes** to at least one of the questions in the **Tribal Information** section in **Step 3**. If you selected **No** to both questions in the **Tribal Information** section of the **Enrollment Record Information** page in **Step 3,** Skip to Step 24.
22. At the bottom of the **Manage Tribes** page, click **Add a Tribe.**
    a. Complete the required information in the **Manage Tribes** section.
    b. Once you have added the information you need, click the **Continue** button at the bottom of the page to save your information and move back to the **Manage Tribes** page in the MPSE portal.
23. Click the **Continue** button at the bottom of the **Manage Tribes** page to save your information and move to the next page in the MPSE portal.
24. Answer the questions in the **Additional Enrollment Questions** section.
    a. Answer all questions on this page.
    b. Click the **Continue** button at the bottom of the page to save your information and move to the next page in the MPSE portal.
25. On the **Manage Credentials** page, carefully review the required credentials, if any exist. Review the following information on how to know if there are required credentials for your enrollment.
    a. The **Credentials** section in the MPSE portal has a built-in guidance system that appears as a yellow box in the middle of the **Manage Credentials** page.
    b. If there is no yellow text box, the yellow text box is empty, or the only items in the yellow text box are marked as optional, skip to Step 29.
    c. This guidance system uses the **Enrollment Record Type** selected in **Step 3** and the selections made on the **Services** page in **Steps 13 through 16** to determine the credentials you are required to have. If you do not have the required credentials, review those previous steps to ensure your selections are accurate before continuing with your enrollment application.
    d. Some credentials that you are required to add in this section will be MHCP electronic forms. You can access these forms at E-Docs Searchable Document Library.
    e. You can learn more about the credentials required in the Enroll with MHCP section of the Provider Manual and reviewing the appropriate enrollment page for your provider type.
    f. The MPSE credentials guidance is laid out as a list of options available for you to meet enrollment requirements. In the following example, the box labeled Requirement Criteria lists the enrollment record type and service that determine the options available for meeting the credential requirements. The box labeled Option 1 indicates that **all** the items that follow it are required. The box labeled Option 2 indicates that **only one** of the items that follow it are required for verification. It is important to review these sections carefully as each credentialing requirement has its own specifications for being met.

Example of MPSE requirements yellow box

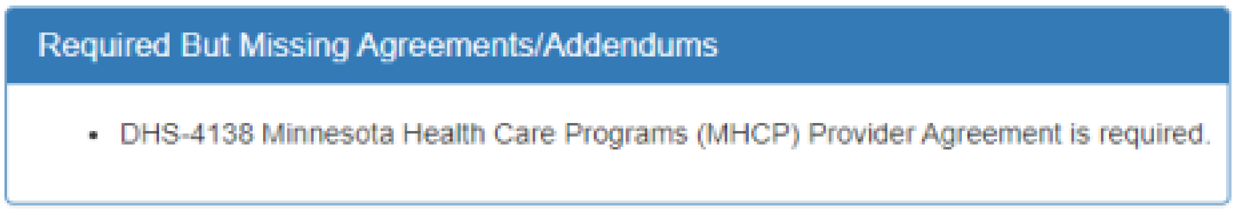


26. If there are required credentials, or you need to add any optional credentials, click **Add a Credential** at the bottom of the **Manage Credentials** page. Take careful note of the credential you are going to add in this step because the credential selection screen mirrors the content in the yellow box, but you will not have access to the yellow box when selecting the credential.
    a. Select the appropriate credential listed in the yellow box from the previous page. Note that you can only select one credential at a time. If needed, there is a search bar above the available credentials that you can use to filter through the credential options.
    b. Click **Continue** at the bottom of the page to be taken to the **Manage Credential** page to enter in additional details about this credential.
27. On the **Manage Credential** page, complete the required fields.
    a. Required fields have an asterisk (*) next to the field name. It is important to only complete the required fields as these pages impact the credentials guidance system.
    b. Once you have added all the information you need, click the **Continue** button at the bottom of the page to save your information. This will take you back to the **Manage Credentials** page.
28. **Repeat Steps 26 through 28** until all required credentials and optional credentials you wish to add are in the **Credentials** section of the **Manage Credentials** page.
29. On the **Manage Credentials** page, click the **Continue** button at the bottom of the page to save your information and move to the next page in the MPSE portal.
30. On the **Manage Fees** page, review the application fee section of the MHCP provider manual to see if your provider type requires an application fee.
    a. If your provider type does not require a fee, skip to Step 32.
    b. If an application fee is required, the fee can be paid on the MHCP Provider Screening Fee Collections System.
    c. After paying your application fee, continue to the next step.
31. On the **Manage Fees** page, click **Add Fee Payment Information**.
    a. Complete the **Fee Information** section.
    b. If you paid your application fee using the MHCP Provider Screening Fee Collections System, select **Minnesota** in the **Fee Payment Type** field. If you paid your fee to another state or to Medicare within the past 5 years, select **Medicare** or the **State Name** in the **Fee Payment Type field**.
    c. Once you have added all the information you need, click the **Continue** button at the bottom of the page to save your information. This will take you back to the **Manage Fees** page.
32. On the **Manage Fees** page, click **Continue** to move to the next page in the MPSE portal.
33. On the **Manage Site Visits** page, if you do not have proof of a site visit performed by Medicare or another state's Medicaid program, click **Continue** to move to the next page in the MPSE portal and skip to Step 34.
    a. If you have proof of a site visit performed by Medicare or another state's Medicaid program, click **Add Site Visit**.
    b. Use the drop-down list in the **Referred To/Performed By** field to select the state that performed the site visit, or select Medicare if Medicare performed the site visit.

   c. Enter the **Completion Date** of the site visit.
   d. Click on the **Eye Icon** to upload proof of the completed site visit.
   e. Click **Continue** to return to the **Manage Site Visits** page.
   f. Click **Continue** to move to the next page in the MPSE portal.

34. The **Manage Facility/Agency Identifiers** page is for office use only. Click **Continue** at the bottom of the page to move to the next page in the MPSE portal.
35. On the **Manage Agreements/Addendums** page, review the **Required But Missing Agreements/Addendums** section. This section indicates any agreements or addendums that may be required as part of your enrollment but your organization has not yet uploaded to the enrollment record. Once you have uploaded the required agreement(s) or addendum(s), the **Required But Missing Agreements/Addendums** section will automatically be updated.

Example of MPSE message that appears if documents are required

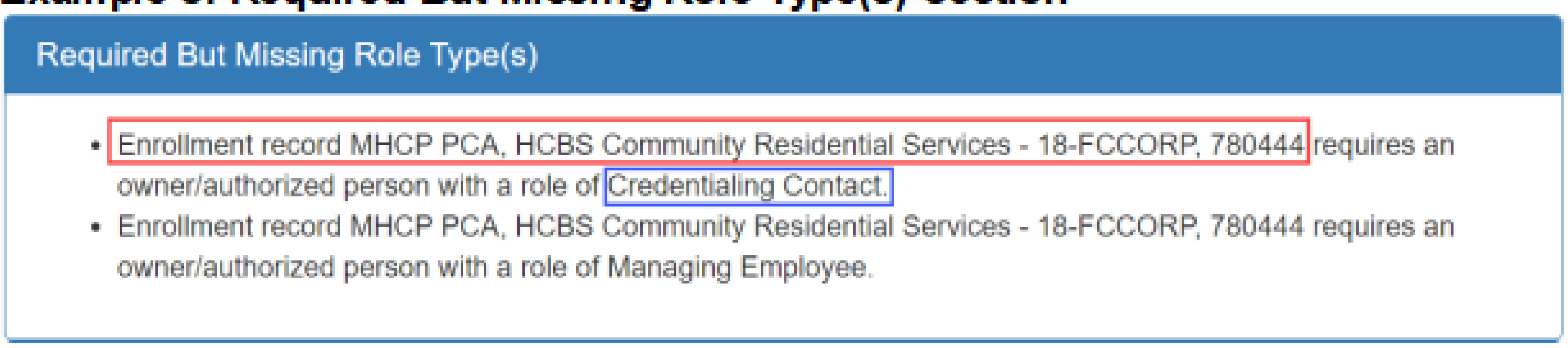


36. At the bottom of **the Manage Agreements/Addendums** page, click **Add Agreement/Addendum**.
    a. Complete the fields with an asterisk (*) next to the field name. Note that the **Digital Signature** and **Signers Title** should be signed by the person with the authority to sign agreements or addendums, and the **Signature Date** should be the date the agreement or addendum was uploaded in MPSE. The person uploading the document in MPSE may or may not be the same as the person signing the actual agreement or addendum.
    b. Once you have added all the information you need, click the **Continue** button at the bottom of the MPSE page to save your information and return to the **Manage Agreements/Addendums** page.
37. **Repeat Step 36** until the **Required But Missing Agreements/Addendums** section has disappeared from the **Manage Agreements/Addendums** page.
38. At the bottom of the **Manage Agreements/Addendums** page, click **Continue** to move to the next page in the MPSE portal.
39. On the **Manage Limiting Caseload** page, you can submit forms to limit their acceptance of new MHCP members to your practice while remaining in compliance with Rule 101. If this applies to you, complete the information on this page. If this does not apply to you, click **Continue** at the bottom of the page to move to the next page in the MPSE portal.
40. You can use the **Manage Notes** page to communicate information to MHCP that you cannot communicated in other areas of the enrollment application. It is optional to add a note. If you choose to not add a note, skip to Step 42.
41. Click **Add a Note** at the bottom of the **Manage Notes** page.
    a. Enter your **Note Text**.
    b. Click **Continue** at the bottom of this page to go back to the **Manage Notes** page.
42. At the bottom of the **Manage Notes** page, click **Continue** to move to the next page in the MPSE portal.
43. The **Manage Enrollment Status** page is for MHCP staff use only. Click **Continue** at the bottom of the page to move to the next page in the MPSE portal.
44. You will not use the **Manage Revalidations** page during the initial enrollment. Click **Continue** at the bottom of the page to move to the next page in the MPSE portal.
45. The **Manage Service Provider to Trading Partner Affiliations** page is optional. Providers who choose to affiliate themselves to a trading partner must add the organization they are being affiliated to. If you choose not to affiliate your enrollment record to a trading partner, skip to Step 47.
46. At the bottom of the **Manage Service Provider to Trading Partner Affiliations** page, click **Create New Affiliation**.

   a. Enter the **NPI** or **UMPI** of the trading partner you are affiliating the enrollment record to and click **Search** at the bottom of the page.
   b. If an organization matching the entered NPI or UMPI is enrolled with MHCP, their enrollment record will appear in the **Search Results** section of this page.
   c. Click **Select** in the **User Actions** column of the **Search Results** section. Note that, depending on the size of your browser window, you may need to scroll the search bar on the right to see this column.
   d. Complete the **Affiliation Information** section of this page.
   e. Once you have added the information you need, click the **Continue** button at the bottom of the page to save your information and return to the **Manage Service Provider to Trading Partner Affiliations** page in the MPSE portal.

47. At the bottom of the **Manage Service Provider to Trading Partner Affiliations** page, click **Continue** to move to the next page in the MPSE portal.
48. On the **Manage Enrollment Records** page, click **Continue** at the bottom of the page.
49. In the previous steps, you added owners to your enrollment record. In the following steps, you will add any other authorized person for your organization or add additional required roles to the owners you added in the previous steps. Review the **Required But Missing Role Type(s)** section on the **Manage Owners/Authorized Persons** page.

Example of Required But Missing Role Type(s) Section



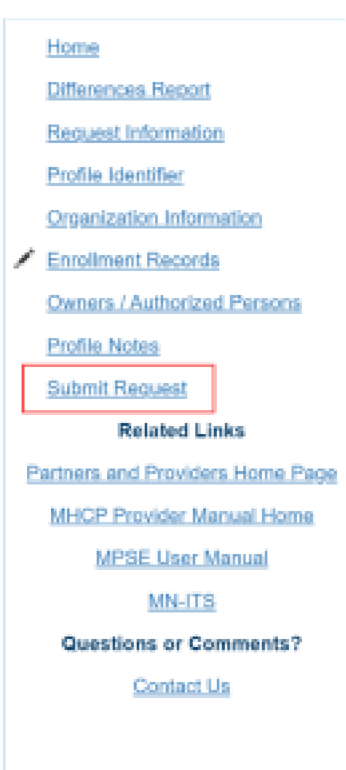
In this example, the red box shows the enrollment record that requires the role type. The blue box shows the role type that the enrollment record requires. This is important as some role types are specific to an enrollment record and the requirement(s) will not allow you to continue until the instructions are followed successfully.

50. On the **Manage Owners/Authorized Persons** page, you have three options:
    a. If you have added all the applicable **Role Types** for your owners and authorized people, continue to Step 71.
    b. If the person you want to assign a **Required But Missing Role Type** to has already been added to the **Owners/Authorized Persons – Master List** section, follow Steps 51 through 60.
    c. If the person you want to assign a **Required But Missing Role Type** to has not been added to the **Owners/Authorized Persons – Master List** section, follow Steps 61 through 70.
       i. Note – Never add a person more than once. A person may have multiple role types but should only have one row on the **Manage Owners/Authorized Persons** page. Adding a person more than once will result in errors in your enrollment application.
51. On the **Manage Owners/Authorized Persons** page, click **View/Edit** in the **User Actions** column associated with the person.
    a. On the **Owner/Authorized Person Name** page, click **Continue**.
52. At the bottom of the **Manage Owner/Authorized Person Roles** page, click **Add a Role Type.**
    a. In the **Owner/Authorized Person Role Type** section, select the appropriate **Role Type** from the list and click **Continue**.
    b. Complete the **Owner/Authorized Person Role Information** section. Do not enter the **End Date** at this time.
    c. Click **Continue** to return to the **Owner/Authorized Person Roles** page.

53. Repeat Step 52 until all **Role Types** for this person has been added. Once you have added all desired **Role Types**, continue to the **Step 54**.
54. On the **Manage Owner/Authorized Person Roles** page, click **Continue** to move to the next page in the MPSE portal.
55. On the **Manage Owner/Authorized Person Detail** page, complete the **Owner/Authorized Person Detail** section, the **Residential Address** section, and the **Relationship Information** section of this page for any authorized person.
    a. The **Relationship Information** section is only needed in specific circumstances. There are detailed instructions in this section for when this section is required in the blue box under the title of this section.
    b. Once you have added all the information you need, click the **Continue** button at the bottom of the page to save your information and move to the next page in the MPSE portal.
56. On the **Owners/Authorized Person Training Courses** page, some provider types are required to add training courses for their owners and authorized employees. More information about training course requirements can be found on the specific enrollment page for your provider type in the Enroll with MHCP part of the MHCP Provider Manual.
    a. If you do not need to add training courses, skip to Step 57.
    b. Click **Add a Course.**
    c. Select the **Course Name** from the list and click **Continue**.
    d. Complete the **Owners/Authorized Persons Training Course Information** section
    e. Click **Continue** to be brought back to the **Owners/Authorized Persons Training Courses** page.
    f. If additional training courses need to be added for this person, repeat Step 56.
    g. Click **Continue** to be brought to the next page in the MPSE portal.
57. On the **Owners/Authorized Person Training Courses** page, click **Continue**.
58. On the **Manage Owner/Authorized Person Background Studies** page, click **Continue**.
59. On the **Owner/Authorized Person or Business Residential Properties** page, click **Continue**.
60. On the **Manage Owners/Authorized Persons** page, return to Step 50.
61. At the bottom of the **Manage Owners/Authorized Persons** page, click **Add a Person**.
    a. In the **Owner/Authorized Person Name** section, the **First Name, Middle Name**, and **Last Name** entered must match the individual's records with the Internal Revenue Service (IRS).
    b. **Middle Name** is required unless the individual does not have a middle name with the IRS. If the **Middle Name** is not applicable, check the box indicating this next to the field.
    c. Once you have added all the information you need, click the **Continue** button at the bottom of the page to save your information and move to the next page in the MPSE portal.
62. At the bottom of the **Manage Owner/Authorized Person Roles** page, click **Add a Role Type**.
    a. In the **Owner/Authorized Person Role Type** section, select the appropriate **Role Type** for the authorized person you added from the list and click **Continue**.
    b. Complete the **Owner/Authorized Person Role Information** section. Do not add the **End Date** at this time.
    c. Click **Continue** to return to the **Owner/Authorized Person Roles** page.
63. Repeat Step 62 until all **Role Types** for this person has been added. Once you have added all desired **Role Types**, continue to the next step.
64. On the **Manage Owner/Authorized Person Roles** page, click **Continue** to move to the next page in the MPSE portal.
65. On the **Manage Owner/Authorized Person Detail** page, complete the **Owner/Authorized Person Detail** section, the **Residential Address** section, and the **Relationship Information** section of this page for any authorized person.
    a. The **Relationship Information** section is only needed in specific circumstances. There are detailed instructions in this section for when this section is required in the blue box under the title of this section.
    b. Once you have added all the information you need, click the **Continue** button at the bottom of the page to save your information and move to the next page in the MPSE portal.

66. On the **Owners/Authorized Person Training Courses** page, some provider types are required to add training courses for their owners and authorized employees. You can find more information about training course requirements on the specific enrollment page for your provider type in the Enroll with MHCP part of the MHCP Provider Manual.
    a. If you do not need to add training courses, skip to Step 71.
    b. Click **Add a Course**.
    c. Select the **Course Name** from the list and click **Continue**.
    d. Complete the **Owners/Authorized Persons Training Course Information** section.
    e. Click **Continue** to be brought back to the **Owners/Authorized Persons Training Courses** page.
    f. If additional training courses need to be added for this person, repeat Step 66.
    g. Click **Continue** to be brought to the next page in the MPSE portal.
67. On the **Owners/Authorized Person Training Courses** page, click **Continue**.
68. On the **Manage Owner/Authorized Person Background Studies** page, click **Continue**.
69. On the **Owner/Authorized Person or Business Residential Properties** page, click **Continue**.
70. On the **Manage Owners/Authorized Persons** page, return to Step 50.
71. At the bottom of the **Manage Owners/Authorized Persons** page, click **Continue**.
72. You can use the **Manage Notes** page to communicate information to MHCP that you cannot communicated in other areas of the enrollment application. It is optional to add a note. If you choose to not add a note, skip to Step 74.
73. Click **Add a Note** at the bottom of the **Manage Notes** page.
    a. Enter your **Note Text**.
    b. Click **Continue** at the bottom of this page to go back to the **Manage Notes** page.
74. At the bottom of the **Manage Notes** page, click **Continue** to move to the next page in the MPSE portal.
75. On the **Submit Request** page, review for any **Request Errors** that may appear.
    a. You will need to resolve any errors that appear prior to submitting the request. If there are errors listed, click the **Go To** link that appears next to the error to be taken to the MPSE page where the error can be resolved. Once the error is resolved, click **Submit Request** in the right-side navigation to return to the **Submit Request** page.
    b. If there are no errors listed on this page, complete the **Attestation** by reading the statement and then click the checkbox if you agree.
    c. At the bottom of the **Submit Request** page, click Submit for Approval.

Screenshot of MPSE right-side navigation



76. On the **Submission Approval** page, there are a few features available to you:
    a. An optional survey where you can report your experience using the MPSE portal. We encourage you to take this survey as we continue to make updates and improvements to the MPSE portal.
    b. Contact the MHCP Provider Resource Center with any questions you may have.
    c. A **Download All Documents** button at the bottom of the page that you can use to download a zip file containing all documents that you uploaded as part of this enrollment application as well as a **Summary Report,** which is a detailed PDF containing all the information you submitted for your enrollment application.
    d. Click **Continue** at the bottom of this page to be taken to your **Manage Portfolio** page.