

Services

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[Steps to Add a New Service](#)

[Steps to Update an Existing Service](#)

Overview

This section in the Minnesota Provider Screening and Enrollment (MPSE) portal contains services that this enrollment record provides. The **Enrollment Record Type Default Service Categories** section contains services that are automatically added to an enrollment record based on the enrollment record type selected on the **Enrollment Record Information** page. The default services cannot be modified or removed. The **Provider Specialty and Packaged Services** section contains services that are added by the provider and can be modified as needed.

Note that any service added in this section will require proof that the provider is eligible to provide this service. Proof of eligibility is added in a separate page of the MPSE portal called **Credentials**. Providers can learn more about the credentials required to provide a service by visiting the [Enroll with MHCP](#) section of the Provider Manual and reviewing the appropriate enrollment page for their provider type.

Steps to Add a New Service

1. Once you have started an [Enrollment Record Request](#), MPSE will take you to the **Manage Enrollment Record** page. Click **Edit** next to the enrollment record you have selected to add a new service to.
2. Using the Right-Side Navigation, click **Services**.
3. At the bottom of the page, click **Add a Service**.
4. Click the box next to **Service Name** to view all available services for the enrollment record type and select the appropriate one from the list.
5. Enter a **Service Begin Date**.
6. Do not enter a **Service End Date** unless this service is no longer being provided at this enrollment record location.
7. Click **Continue**.
8. Repeat Steps 3 through 7 if you need to add additional services.
9. Using the Right-Side Navigation, click **Credentials**. (Note: This link will take you to the steps for updating or adding credentials.)

Steps to Update an Existing Service

1. Once you have started an [Enrollment Record Request](#), MPSE will take you to the **Manage Enrollment Record** page. Click **Edit** next to the enrollment record you have selected to update.
2. Using the Right-Side Navigation, click **Services**.
3. Locate the service that needs to be updated and click **View/Edit** in the **User Actions** column.
4. Make updates as necessary. Note that you will not be able to edit the **Service Name** field.
5. Do not enter a **Service End Date** unless this service is no longer being provided at this enrollment record location.
6. Click **Continue**.
7. Repeat Steps 3 through 6 if you need to update additional services.
8. If the **Service Begin Date** was updated, note that the **Credentials** page of the MPSE portal may need to be updated to reflect provider eligibility for the new service date range. If this is applicable, use the Right-Side Navigation to click **Credentials**. (Note: This link will take you to the steps for updating or adding credentials.)

9. If there are no other updates you need to make to this enrollment record request, use the **Right-Side Navigation** and click **Submit Request** to submit your request for approval.

Screenshot of MPSE right-side navigation

