

## Facility/Agency Identifier

**Revised:** June 6, 2024

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- [Manage Facility/Agency Identifier](#)

### Overview

A facility or agency identifier is an identification number that Minnesota Health Care Programs (MHCP), or your credentialing state agency, assigns to an organization. The facility or agency identifier is required to complete and submit background studies.

This page is for information purposes and office use only. A facility or agency identifier is assigned to providers by MHCP and cannot be edited by providers.

## Manage Facility/Agency Identifiers

### Portfolio/Profile Information

This is a recurring section that appears on multiple MPSE pages for informational purposes only. See [Portfolio/Profile Information](#) on the Recurring Items page of the Minnesota Provider Screening and Enrollment (MPSE) User Manual.

### Enrollment Record Information

This is a recurring section that appears on multiple MPSE pages for informational purposes only. See [Enrollment Record Information](#) on the Recurring Items page of the MPSE User Manual.

### Facility/Agency Identifiers

The **Facility/Agency Identifiers** section contains information related to your facility or agency identifiers. If you do not yet have a facility or agency identifier, this section will not have any information to display.

### View

Click **View** to go to the [Manage Facility/Agency Identifier page](#). From this page, you can view your facility or agency identifier.

### Add a Facility/Agency Identifier

The **Add a Facility/Agency Identifier** appears but is not enabled. MHCP uses it to add a facility or agency identifier to your record after reviewing your application or to update the facility or agency identifier.

### Continue

Click **Continue** to go to the next page.

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## Manage Facility/Agency Identifier

### Overview

On this page, you can view your facility or agency identifier.

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### **Enrollment Record Information**

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### **Facility/Agency Identifier**

Use the **Facility/Agency Identifier** section of this page to view your facility identifier.

### **Facility ID/Agency ID**

Your facility or agency identifier appears in the **Facility ID/Agency ID** field.

### **Start Date**

The effective start date of your facility or agency identifier appears in the **Start Date** field.

### **End Date**

The effective end date of your facility or agency identifier appears in the **End Date** field. The end date field will remain blank if your facility or agency identifier does not have an end date.

### **Continue**

Click **Continue** to return to the [Manage Facility/Agency Identifiers](#) page.

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