

## Individual to Organization

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## Manage Individual to Organization Provider Affiliations

### Overview

Use this page to create a new affiliation or make changes to an existing affiliation between this enrollment record and the enrollment record of an MHCP-enrolled organization. You can only edit the information on this page if you are in an [MPSE Request](#).

Affiliations refer to a partnership between an organization and individual provider. Affiliations are required when a claim submitted to Minnesota Health Care Programs (MHCP) needs both a pay-to provider and a rendering provider. You can find more information about the affiliation requirements for each provider type on the [Eligible Providers](#) list of the MHCP provider manual.

### 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.

### Modified Individual to Organization Provider Affiliations

The **Modified Individual to Organization Provider Affiliation** section displays information on your current affiliation request. If you do not have a current request, this section will not appear.

### View/Edit

Click **View/Edit** to go to the [Manage Individual to Organization Provider Affiliation](#) page. From this page, you can view and edit your affiliation information.

### Delete

Click **Delete** to delete an organization to individual affiliation that was added during this request. The **Delete** option does not appear for affiliations that were previously approved by MHCP.

### All Individual to Organization Provider Affiliations

The **All Individual to Organization Provider Affiliations** section shows information related to existing individual to organization affiliations for this enrollment record. If there are no individual to organization affiliations, this section will not have any information to display.

### View/Edit

Click **View/Edit** to go to the [Manage Individual to Organization Provider Affiliation](#) page. From this page, you can view and edit your affiliation information. The **View/Edit** option only appears when you are in an [MPSE Request](#).

## View

Click **View** to go to the [Manage Individual to Organization Provider Affiliation](#) page. From this page, you can view your affiliation information. You will not be able to make any changes while in view mode.

## Create New Affiliation

To add a new individual to organization affiliation, click **Create New Affiliation** to go to the [Individual to Organization Provider Affiliation Search](#) page.

## Continue

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

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# Individual to Organization Provider Affiliation Search

## Overview

Use this page to search for an organization to affiliate this enrollment record to.

## 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 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.

## Search Information

In the **Search Information** section, provide the National Provider Identifier (NPI) or Unique Minnesota Provider Identifier (UMPI) of the organization you are requesting to affiliate with an individual provider.

## NPI/UMPI

Type the NPI or UMPI of the organization you would like to affiliate with in the **NPI/UMPI** field. You must click **Search** after entering the NPI or UMPI to get your search results.

## Search Results

The **Search Results** section displays the results of the search criteria you entered in the **Search Information**.

If the NPI or UMPI entered in the **NPI/UMPI** field produces no results, the following message will display: "No enrollment records were found that are eligible for the affiliation type you are requesting."

## Select

Click **Select** to go to the [Manage Individual to Organization Provider Affiliation](#) page. From this page, you can enter your affiliation information to affiliate with this organization.

The **Select** option appears in the **User Actions** column of the **Search Results** section if the search produces results and the enrollment record can have an affiliation applied to it. If the **User Actions** column is not visible to you, use the horizontal scroll bar at the bottom of the **Search Results** section to display additional columns.

## Search

Click **Search** to begin your search of the criteria entered in the **Search Information** section. You must enter a valid NPI or UMPI number into the **NPI/UMPI** field for the **Search** button to work.

### **Cancel**

Click **Cancel** to go back to the previous page.

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## **Manage Individual to Organization Provider Affiliation**

### **Overview**

Use this page to manage your existing affiliation or to add a new affiliation with an organization's enrollment record.

### **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 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.

### **Provider Information**

The **Provider Information** section displays details of the organization selected for affiliation. This section is informational only and you cannot make any changes to the organization's information that is displayed.

### **Affiliation Information**

In the **Affiliation Information** section, provide information for your affiliation request.

### **Start Date**

Enter the start date of your affiliation with this organization in the format of MM/DD/YYYY in the **Start Date** field.

### **End Date**

Enter the date this enrollment record's affiliation with the organization's enrollment record has ended in the format of MM/DD/YYYY in the **End Date** field.

Only enter an **End Date** when you are requesting to end this affiliation.

### **Continue**

Click **Continue** to save your changes and go to the next page.

### **Cancel**

Click **Cancel** to go back to the previous page.

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