Provider Revalidation

NH Medicaid
Why Revalidate?

- In accordance with the Affordable Care Act, the New Hampshire Title XIX Medicaid Program requires providers to verify enrollment information at least every five years.
How do I revalidate?

- To simplify the process, New Hampshire developed a quick and easy electronic process.
What information must I provide?

- You must validate the data in your existing provider record.
- You can leave the information as it is, edit the existing data or add new information.

- Name
- Address
- Contact Information
- License/Certification
- SSN/FEIN
- Medicare Information
- NPI
- Exclusions/Sanctions
- Ownership
- Authorized Representative
- Authorized Validator


**What should I do now?**

- When it is your turn to Revalidate you will receive a letter indicating your revalidation due date and actions to take.

- Upon receipt of the letter, please visit [https://nhmmis.nh.gov](https://nhmmis.nh.gov) to begin the process. Once logged in, select Revalidation from the Quick Links and an instruction page will be presented. Click on **START Revalidation**. Your current enrollment data will be displayed. You will be given the option to keep or edit the existing information, or add new information.

- If your NH MMIS user login credentials have lapsed, you must complete the [NH MMIS Health Enterprise Portal Registration Form](https://nhmmis.nh.gov). The form is available in the NH MMIS portal under QUICK LINKS, Documents and Forms. Once completed, please fax the form to **866-446-3318**.
Let’s walk through the process.

Go to - https://nhmmis.nh.gov

Select - Provider
If your NH MMIS user login credentials have lapsed, you must complete the NH MMIS Health Enterprise Portal Registration Form which is available in the NH MMIS portal under QUICK LINKS, Documents and Forms. Once completed, please fax the form to 866-446-3318.
Enter – Password

Enter – Characters Displayed

Select – Login
After successful login...

Select - Revalidation
Select – **Start Revalidation**
What have I done so far?

- You have logged in using your credentials
- Selected Revalidation
- Chosen to Start Revalidation

Now it’s time to review the information on your provider record.
Once “Start Revalidation” is selected the information on your current provider record displays.

You must review each section...

and either keep or edit the existing information, or add new information.
There are multiple sections (portlets) on each page.
To edit or add information click - **Edit Information**.

NH Department of Health and Human Services, Medicaid Services
The portlet opens; existing information is displayed on the top row, and fields for editing on the bottom row.
Blue underlined data indicates a link to additional information.

Click on the link to see the additional information.

This expands to this
A + sign indicates more information is available.

Click the + to see the additional information.
Once clicked, the full address displays.
There are three types of addresses. Each address has an associated telephone number, fax number and contact person.

- **Servicing Location** – The physical address, telephone number, fax number and contact person where the services are performed. Cannot be a P.O. Box.
- **Billing Address** – The address, telephone number, fax number and contact person for billing issues or inquiries.
- **Mailing Address** – The address, telephone number, fax number and contact person for materials that are mailed to the provider (excluding billing items).

The address, telephone number, fax number and contact can be the same in each portlet.
There are multiple “Saves” on each page.

Portlet Save

Header Save

When making changes you **MUST** save both at the Portlet and Header level.
What are the green check marks?

✅ Indicates completed sections.
What does a red X mean?

X Indicates required information is missing.
Let’s walk through a change together.

In this example you will learn how to:

- Review existing information
- Initiate the edit process
- Expand a portlet to view all available information
- Modify existing information
- Save at the portlet level
- Save at the header Level
- Collapse a portlet
Step 1: Review the existing information
Step 2: Select Edit Information

NH Department of Health and Human Services, Medicaid Services
Step 3: Make modifications

We added a Doing Business As (DBA) name

Changed Date of Birth from 6/26/1950 to 6/20/1950
Step 4: Save at the portlet level

Notice the successful **SAVE** message

It appears **inside** the portlet

Click Save

There is one more step to successfully save.....
Step 5: Save at the header level

Notice the successful SAVE message

It appears at the top "HEADER" of the page

Now your change is successfully saved.
Step 6: Collapse the portlet

Deselect the “Edit Information” box

Now you are ready to move to the next section!
Let’s add new information.

In the previous example you learned how to modify existing information.

In this example you will learn how to add new information.
In this example we are adding new licensure information.

Step 1: Select Edit Information

Step 2: Select Add Licensure/Certification

NH Department of Health and Human Services, Medicaid Services
The ADD portlet opens and all fields are blank.
Complete all required fields.
The newly added information is saved and added to the revalidation record.

Remember to save at the HEADER level.
Where is that Header Save again?

<table>
<thead>
<tr>
<th>ID: 7036129</th>
<th>Name: Jason Bowen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type: 031 – Dentist, Group</td>
<td></td>
</tr>
</tbody>
</table>

NH Department of Health and Human Services, Medicaid Services
Helpful Information

- The Exclusions, Sanctions and Ownership sections have been modified and require new responses to all questions.
- Newly added information can be deleted, existing information cannot.
- For places where “End/Expiration” dates are required; if there is no obvious date enter 12/31/9999.
- Authorized Validator is the person(s) completing the revalidation information.
- Wet signatures are no longer required; signature pages can be printed, scanned and uploaded.
What happens after I complete the revalidation process?

• Once you click submit, your record is routed to the NH Medicaid Provider Enrollment team.

• Provider Enrollment reviews the data before adding it to the permanent provider record.

• A letter is issued to the provider acknowledging the revalidation information has been Accepted.

• If additional information is needed, the Provider Enrollment team will contact the person listed as the Authorized Validator on the revalidation record.
If you have further questions, contact New Hampshire Provider Relations between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, at 603-223-4774 or 866-291-1674.