

INSTRUCTIONS FOR HTW CERTIFICATION AND ATTESTATION

PROVIDER ENROLLMENT AND MANAGEMENT SYSTEM (PEMS)



Overview

Providers who want to participate in the Healthy Texas Women (HTW) program must complete the HTW Certification Form to provide services to HTW clients in accordance with Texas Health and Human Services Commission (HHSC) rules and contract requirements. The HTW program offers services such as women's health exams, health screenings, and birth control.

During a new enrollment in the Provider Enrollment and Management System (PEMS), providers will electronically complete the HTW certification process in the Licenses/Certifications/Accreditations page in PEMS.

When a provider needs to recertify with the HTW program, a letter is posted to the Message Dashboard in My Account. Providers will submit a Maintenance - Licenses request in PEMS and submit the updated HTW attestation in the Licenses/Certifications/Accreditations page in PEMS.

The following HTW provider types are not required to certify:

- Teaching hospitals
- Independent laboratories
- Radiology facilities

Accessing PEMS

- 1) Go to the TMHP website at <u>tmhp.com</u>.
- 2) Click My Account.



3) Enter your TMHP secure account username and password. Click Sign in.

Sign in		
https://secur	re.tmhp.com	
Username		
Password		
		Sign in Cancel

4) Click the **Provider Enrollment and Management** link to open PEMS.

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Navigation	
B	Welcome to My Account. This section allows a user to perform various maintenance activities for their TMHP account. Click the appropriate link for access to the maintenance options. Manage Provider Accounts- Administer a Provider Identifier Become a Provider Administrator for a Provider Identifier (authorization required). Provider Enrollment and Management System Enroll a provider and manage provider enrollment information Modity. Permissions Add remove permissions and/or unlink users for a Provider Identifier that you administer. Create a new user Create a new user Link an existing user Link an existing user to a Provider Identifier that you administer. Texas Medicaid EHR Incentive Program Register, attest, appeal and/or check your status Enroll to receive Eletronic Remittance Advice (ERA) Enroll to receive Eletronic Remittance Advice (BA) Enroll to receive Eletronic Remittance Advice (BA) Enroll to receive Keletunic Remittance Advice (BA) Enroll to receive Seletronic Remittance Advice (BA) Enroll to receive Keletunic Remittance Advice (BA) Enroll to receive Keletronic Remittance Advice (BA) Enroll to receive Keletunic Remittance Advice (BA) Enroll to receive Keletunic Remittance Advice (BA) Enroll to receive Ke

5) Locate the enrollment record and click the **ellipses**, then **View** to open.

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123456789	JOHN SMITH	Individual	11522308	02/05/2023	Approved	

6) Click **Licenses/Certifications/Accreditations** in the left navigation menu to view the current HTW Attestation status in the License Status column.

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Recertify Your HTW Attestation

Providers must recertify annually between October and December. If you recertify after December, you will still follow the same steps to recertify for the current year.

It is extremely important to review the Practice Location Information page to ensure accuracy. This information will be included in the HTW Online Provider Look-up, located at <u>healthytexaswomen.org</u>, which is available to clients searching for a provider.

Once a provider's certification status is updated, no further action is required until the next certification period; however, if a provider wants to make a change to the current year's certification and certify for the following year, follow the steps below and choose to terminate the certification.

1) To recertify your HTW Attestation, click **Edit Enrollment Record** in the blue header bar.



2) Click **Create Request** for the request type Maintenance - Licenses.

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Maintenance - Ownership/Controlling Interest			Create Request
Maintenance - Disclosure			Create Request
Maintenance - Attachments			Create Request
Existing Enrollment			Create Request
Maintenance - Provider Information - Change Email			Create Request
Maintenance - Practice Location - Demographics			Create Request
Naintenance - Practice Location - Address Change			Create Request
Maintenance - 691			Create Request

3) The Licenses/Certifications/Accreditations page opens. On the ATTESTATION - HEALTHY TEXAS WOMEN line, click the **ellipsis**, then **Open**.

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4) Review the attestation. To recertify, click the check box next to "Certify for Next Year". Then, click the check box next to "Yes, I affirm that the statements listed in the certification are true and correct". The effective and expirations dates automatically update.

If you do not want to continue as a HTW provider, click the check box next to "Terminate certification". The expiration date automatically updates to today's date.

Click Save.

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ERSHIP CONTROLLING INTEREST	•	By certifying on the Texas Medicaid & Healthcare I false:	Partnership website, I affirm that each of the following statements is true.	I understand that my failure to certify will be regarded as my representation that the statement is
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		 1 am not an Affiliate of an entity that perform 3. None of the funds that I receive for perform 	ts or promotes elective Abortions. Ing Healthy Texas Women Program services are used to pay the clirect or in-	direct costs lincluding marketing, overhead, rent, phones and utilities) of Abortion procedures.
		 None of the funds that I receive for perform individuals or entities for the performance of 	ing Healthy Texas Women Program services are distributed to individuals o If elective Abortion procedures.	v entities that perform elective Abortion procedures or that contract with or provide funds to
ACATION FEE	•	In addition, I understand and acknowledge that:		
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ELMEN'S	•	 If, after Esoberit this signed certification, Epo dispubliced from the HKSC program and HH 	rform or agree to perform, or Promote elective Abortions, I will notify HHS SC will deny any claims I submit for Healthy Toxos itomen Program sorvice	SC at least 30 calendar days before such action is taken, if I fail to notify HHSC as required, I will be 5
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5) A new row is added for the updated HTW certification. Click **Submit All Changes**.

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OWNERSHIP/CONTROLLING INTEREST	۰				+ Add Licenses/c	ertifications/Accreditations				
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6) You can view the status of your request on the Requests dashboard.

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Adding a New HTW Attestation

When completing the initial HTW certification process, it's important to associate the HTW Attestation to applicable programs and practice locations.

1) To add a new HTW Attestation, click Edit Enrollment Record in the blue header bar.

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2) Click **Create Request** for the request type Maintenance-Licenses.

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Naintenance - Disclosure			Create Request
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Existing Enrollment			Create Request
Maintenance - Provider Information - Change Email			Create Request
Maintenance - Practice Location - Demographics			Create Request
Maintenance - Practice Location - Address Change			Create Request
Maintenance - 697			Create Request

3) The Licenses/Certifications/Accreditations page opens. Click + Add Licenses/Certifications/Accreditations.

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4) From the License/Certification/Accreditation field drop-down menu, select **Attestation - Healthy Texas Women**.

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5) Click the check box next to "Yes, I affirm that the statements listed in the certification are true and correct." Then click **Save** at the bottom of the page.

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accountine-religing information	•	Throughout the remainder of this document, the word "\" will represent completed on behalf of an organizational provider, the word "\" is inclu-	t the individual provider that is completing this from nove of the organization's contert, officers, employe	at or the organizational provider on whose behalf the form is being completed. If this form is being res, and volumeers, or any combination of these.
ORNERSHIP/CONTROLLING INTEREST	•	By certifying on the Texas Medicaid & Healthcare Partnership website, Salae:	I affirm that each of the following statements is true	e. I understand that my failure to certify will be regarded as my representation that the statement is
PROGRAMS	•	 i do not perform or premote elective Abortions i am not an Affiliate of an entity that performs or promotes elect 	we Abortions.	
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6) A new row is added for the HTW Attestation and the license status *Not Associated* appears, indicating the HTW Attestation is not associated with any program for any practice location. Each attestation must be associated with a program.

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Note: If more than one HTW Attestation appears in the list, note the location (e.g., first, second, third, etc.) in the list. This will help you select the correct version to associate to the practice location.

7) To add the HTW Attestation to the appropriate program, click **Practice Location Information**.



8) Locate the practice location and click the **ellipses**, then **Open** to view the record.

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ACCOUNTING/ BILLING INFORMATION	0			Gym •

9) Click **Programs and Services Participation**.

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10) Locate the program needing the HTW Attestation added, and click **Open**.

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	Surety Bond					
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11) In the Licenses/Certifications/Accreditations section, click + Association License/Certification/Accreditation.

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	Licenses / Certifications / Accreditations	
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	Association License/Certification/Recreditation	

12) Select the HTW Attestation for the current year. The attestations are listed in the same order as on the Licenses/ Certifications/Accreditations page. Click **Save**.

Select One		v
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Select One	LICENSE/CERTIFICATION/ACCREDITATION	
	Select License/Certification/Accreditation	4
Licenses / Certifications / Accred	Select License (Certification / Accreditation Attristation - HEALTRY TIXAS TRACEN - NOT	
See the <u>instructional Site</u> for information about the		Cancel Save
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13) The HTW Attestation is now added and associated with the program.

Licenses / Certifications / Accreditations										
See the <u>Instructional Site</u> for information abou	It the licensing requireme	nts for your enrollmen	t FACILITY TYPE	NUMBED	EFFECTIVE DATE	EXPIRATION DATE	LICENSE STATUS	REQUEST ACTION		
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ATTESTATION - HEALTHY TEXAS WOMEN				N01	04/26/2023	12/31/2023		ADDED	4/26/2023 - Present	

14) To verify the HTW Attestation has updated to the status *Active*, navigate back to the Licenses/Certifications/ Accreditations page.

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15) Click **Submit All Changes** to save the changes and send for approval.

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JOHN SM	гтн		Report 200007 Save Sudt Salerait All Changes
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NPI TAXONOMY INFORMATION	•	Licenses/Certifications/Accreditations	Pending Change Request Number 20093327
SERVICES PROVIDED	•	Note - Only enter licenses/cortifications/accreditations for the ensoling provider.	Recent Licenses Only

16) You can view the status of your request on the Requests dashboard.

TMPP A STOTE MIDBOAD CONTRACTOR							username Start New Ov	oliment. View Help
REQUESTS								
S HONOLE WWW	AGEMENT					HI ADVANCED SEA	ACH Q. 20093028	
Reas Medicald walked provider revalidations has sent an email to affected providers with a	during the federal COMD-IP Po receivabled revelidation due	thic sealth (mergency: the l date. Providers can also find	last day of the federal COND-19 Heb / Deir Revolution Dae Dates in th	tic meable tenergency wi e 'Recalidation Due Date	ii be May IT, 2013. The provider re " field on the Provider Informatio	validation walvers for the dedeval CON is Rege in the Eurolineut Information	ia-19 Aublic neeks twogency w section	ill end on that date. 1999
ten must respond to and resolve all deficient	ies within 45 beamst days.							
REQUEST TYPE	MPL (APL	REQUEST NUMBER	PROVIDER MARE	MPI TYPE	INITIATED BY SHOLF	\$10.755	RESPONSE DAE BATE	
PERS Maintenance - Licenses	12343671990	20040327	JOHN SMITH	Individual		Closed - Approved		