

Provider Enrollment Tools Quick Reference Guide

This Quick Reference Guide provides you with a set of steps and associated resources (underlined) to assist with the Texas Medicaid and other state health-care program enrollment, re-enrollment, or revalidation process.



1. Create an account

Before you can begin the enrollment or re-enrollment process, you must first set up a provider account on tmhp.com. The [TMHP Portal Security Provider Training Manual](#) provides a detailed overview of the following features:

- ▶ Creating TMHP user accounts
- ▶ Activating provider accounts
- ▶ Creating new users
- ▶ Updating permissions
- ▶ Granting administrative privileges

To get started, click [here](#).

2. Verify your information

If you are an existing provider and are attempting to re-enroll or revalidate, first ensure that your information is current. The [Provider Information Management System \(PIMS\) User Guide](#) provides instructions how to update your information.

To log in to your account, click [here](#).

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◀ *If you already have an account on tmhp.com, start [here](#).*

If you know your information is current, proceed to the next step. ▶

3. Gather documentation

Once you have created a TMHP User Account, gather the necessary documentation to continue with the enrollment process. Depending on your provider type/specialty you may need any or all of the following:

- ▶ National Provider Identifier (NPI)
- ▶ Taxonomy Code
- ▶ Current Medicare enrollment information
- ▶ Group TPI number
- ▶ Professional License/Certification:
 - ▶ Professional license numbers must include original issue date and expiration date
 - ▶ All licensure must be current and not expired within 30 days
 - ▶ CLIA certification information
- ▶ Physical address where services are rendered
- ▶ Phone and fax number for physical address
- ▶ Principal and/or performing provider information:
 - ▶ Social Security Numbers
 - ▶ Driver's license information
 - ▶ Dates of birth
- ▶ Employer's Tax Identification Number
- ▶ County or counties the provider serves
- ▶ Practice-related age restrictions
- ▶ Copy of W9
- ▶ Bank information for Electronic Funds Transfer (EFT)

◀ *Gather the information necessary to complete enrollment.*
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4. Enroll

The fastest and easiest way to complete the provider enrollment process is through [Provider Enrollment on the Portal \(PEP\)](#). Children's Health Insurance Program (CHIP) providers can refer to the Provider Enrollment on the Portal CBT in this section, or the Provider Information Management System (PIMS) User Guide in section 2 for instructions on how to indicate whether they want to be viewed in the OPL. The following resources are available to assist you:

- ▶ Section 1.1, "Provider Enrollment and Responsibilities," in the current [Texas Medicaid Provider Procedures Manual](#), and section 2.1, "Provider Enrollment and Responsibilities," in the current [Children with Special Health Care Needs \(CSHCN\) Services Program Provider Manual](#).
- ▶ Training on the Learning Management System (LMS) at learn.tmhp.com:
 - ▶ [Provider Enrollment on the Portal \(PEP\) CBT](#)
 - ▶ The Provider Revalidation Job Aid or Provider Revalidation Webinar for instructions on revalidation
- ▶ The [Provider Enrollment Electronic Signature Instructions](#) includes information on electronic signatures, accepting and signing agreements, and attaching documents to the application.
- ▶ The [Quick Tips to Avoid Common Provider Enrollment Deficiencies](#) guide can help ensure that your application has been completed correctly and in its entirety.

5. Get help

For help, providers can contact the TMHP Contact Center at **1-800-925-9126** or the CSHCN Services Program Contact Center at **1-800-568-2413**. Providers may also email TMHP at provider.enrollment.mailbox@tmhp.com for a PEP application walkthrough.

◀ *For help, contact us at one of the numbers listed here.*
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