

ENROLLMENT REVALIDATION

A QUICK REFERENCE



To comply with federal regulations, all Texas Medicaid providers are required to revalidate their enrollment information every five years. In some situations, providers may have to revalidate enrollment on a more frequent basis in accordance with Texas Administrative Code (TAC) §371.1015. Providers may submit their revalidation applications online in the Provider Enrollment and Management System (PEMS). After they have successfully completed their revalidation application, screening activities such as license verifications, background checks, and fingerprint scans may be required.

Note: A revalidation request is submitted if you are within 120 days of your revalidation due date. After that, a reenrollment request is required.

Steps to get started:

1. Log into your TMHP account from [TMHP.com](https://www.tmhp.com).
2. Click **Provider Enrollment and Management System** to open the PEMS Provider Management dashboard. The National Provider Identifiers (NPIs) and their revalidation due dates will display.
3. Locate the NPI that should be revalidated, and select the ellipsis to view that record.
4. Click **Edit Enrollment Record** in the upper right corner.
5. Click **Create Request**.

Required information to update:

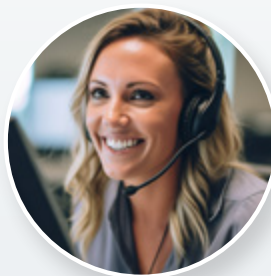
- Primary and secondary email addresses and personal information for individual NPIs
- Expiration dates and attestations for licenses/certifications/accreditations
- Disclosures for enrolling providers and any owners/creditors/principals
- Program and services participation information, demographics, managing employees, and mailing/contact addresses for each practice location
- Accounting/billing tax and electronic funds transfer (EFT) information for billing providers
- Required documents in the W-9 section or attachment page for enrolling providers

Did you know that all practice locations must be revalidated at the same time?

This means that you must include all active practice locations on your revalidation application. As an administrator of the NPI, a performing provider can revalidate all practice locations simultaneously to save time on multiple entries.

If a provider does not have administrator access to the NPI, visit the [TexMedConnect and My Account Guides](#) section on the TMHP website for reference materials.

For more information or help with creating and managing your TMHP user account, refer to the [TMHP Portal Security Training Manual](#).



How to get assistance:

Our contact center can help with enrollment applications and enrollment policy. Agents can answer questions about maintaining provider accounts, completing a Texas Medicaid program application, and policies that affect enrollment.

- For general inquiries, call **800-925-9126**.
- For account assistance, call the EDI Help Desk at **888-866-3638**.

Additional resources:

- [PEMS Instructional Site](#)
- [TMHP video tutorials and demonstrations](#)