

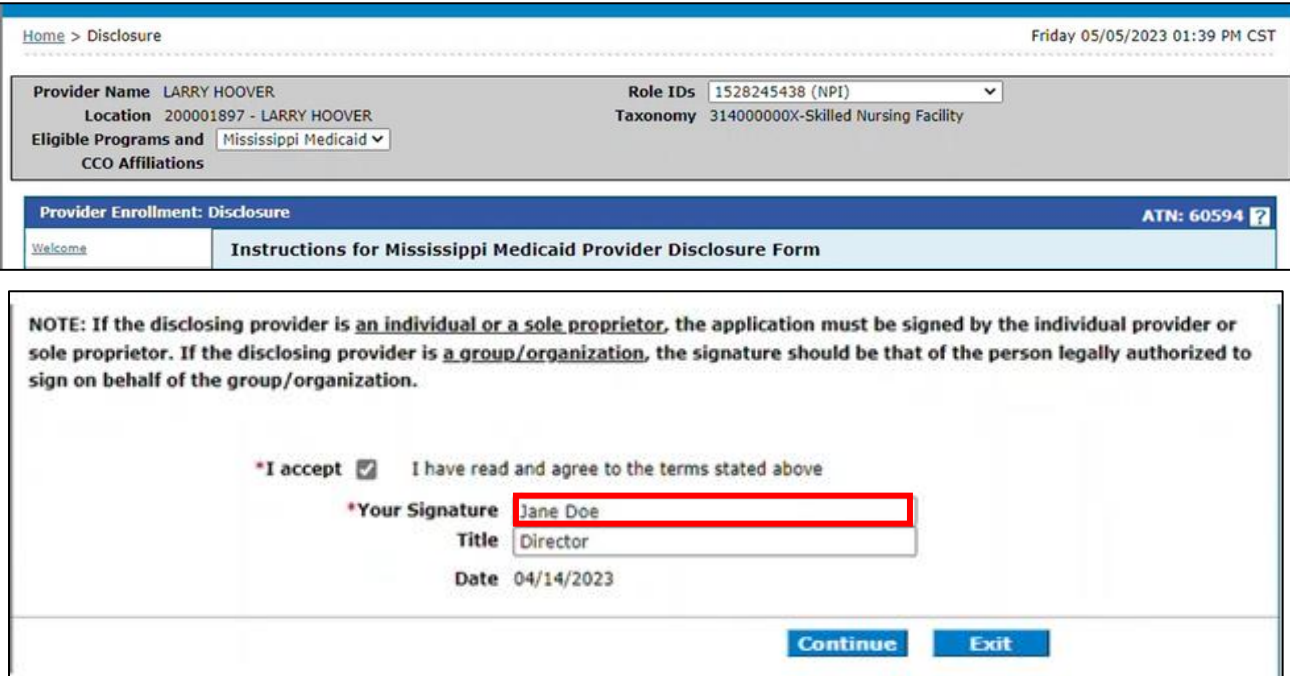
Job Aid

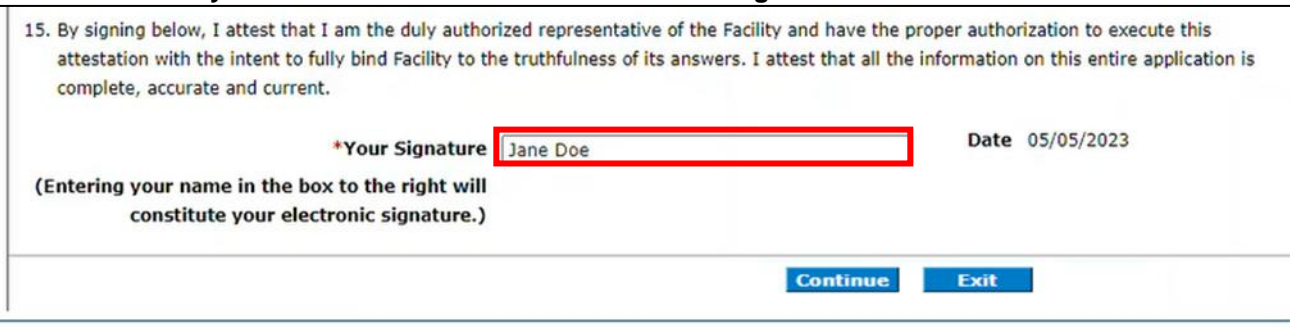
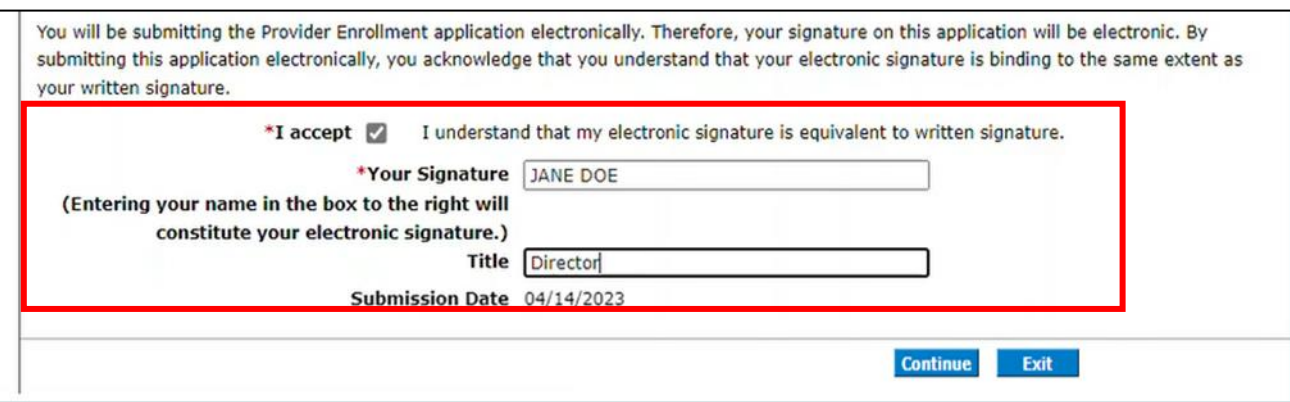
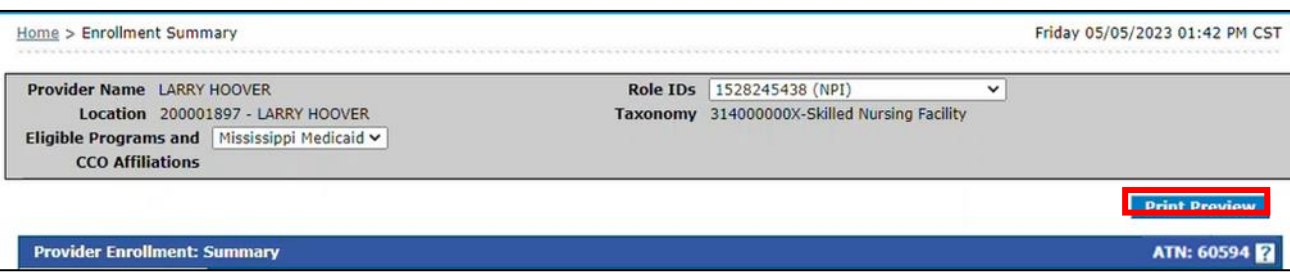
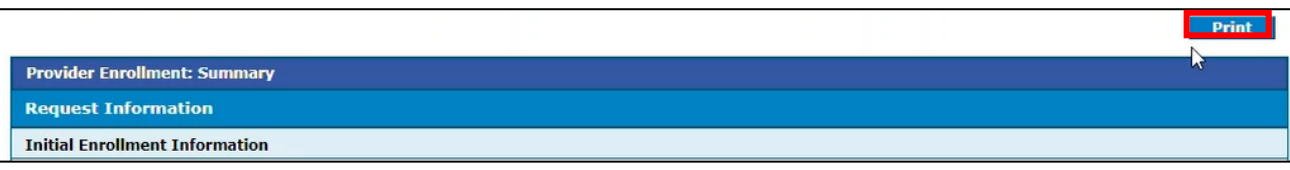
Provider Enrollment Application Needing Signatures of an Authorized Person

This document provides steps to submit a signed application if the application is **not** filed by an authorized person or the provider.

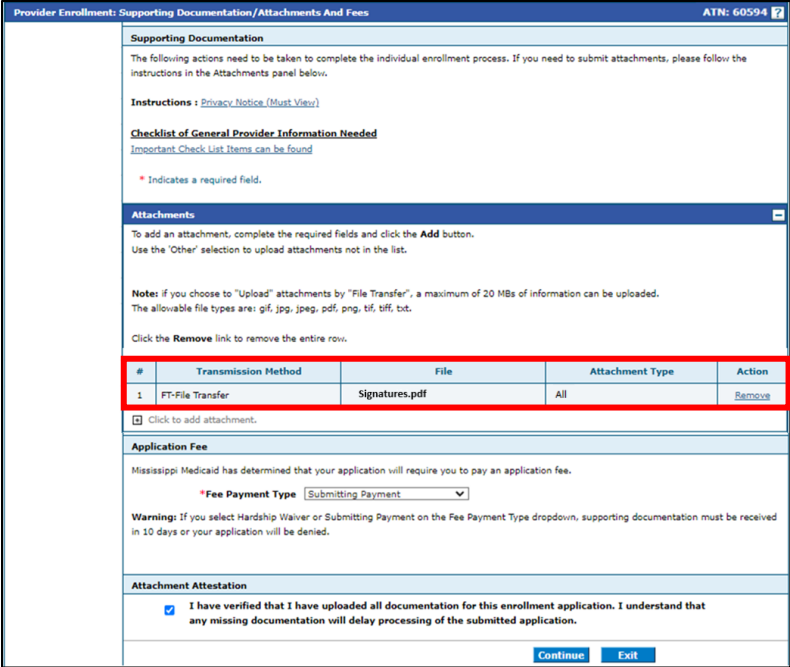
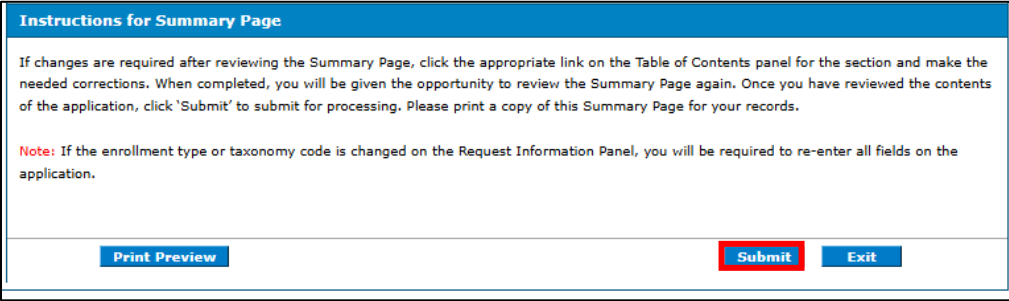
Follow these steps if you are filling out the provider enrollment application on behalf of a provider but you are not the authorized person to sign the application. These steps begin at the disclosure page, but the application has been completed up to this point.

Review the steps to submit a signed application:

Steps	Description
1	<p>Fill out each area that requires signatures with the name of the provider or authorized person to sign, along with their title and the date.</p> <p>End of the Disclosure Page</p>  <p>NOTE: If the disclosing provider is an <u>individual or a sole proprietor</u>, the application must be signed by the individual provider or sole proprietor. If the disclosing provider is a <u>group/organization</u>, the signature should be that of the person legally authorized to sign on behalf of the group/organization.</p> <p>*I accept <input checked="" type="checkbox"/> I have read and agree to the terms stated above</p> <p>*Your Signature <input type="text" value="Jane Doe"/></p> <p>Title <input type="text" value="Director"/></p> <p>Date <input type="text" value="04/14/2023"/></p> <p>Continue Exit</p>

Steps	Description
	<p>End of the Facility Attestation/Authorization and Release Page</p>  <p>15. By signing below, I attest that I am the duly authorized representative of the Facility and have the proper authorization to execute this attestation with the intent to fully bind Facility to the truthfulness of its answers. I attest that all the information on this entire application is complete, accurate and current.</p> <p style="text-align: center;">*Your Signature <input type="text" value="Jane Doe"/> Date 05/05/2023</p> <p style="text-align: center;">(Entering your name in the box to the right will constitute your electronic signature.)</p> <p style="text-align: right;">Continue Exit</p> <p>End of the Agreement Page, the final section that requires a signature</p>  <p>You will be submitting the Provider Enrollment application electronically. Therefore, your signature on this application will be electronic. By submitting this application electronically, you acknowledge that you understand that your electronic signature is binding to the same extent as your written signature.</p> <p style="text-align: center;">*I accept <input checked="" type="checkbox"/> I understand that my electronic signature is equivalent to written signature.</p> <p style="text-align: center;">*Your Signature <input type="text" value="JANE DOE"/></p> <p style="text-align: center;">(Entering your name in the box to the right will constitute your electronic signature.)</p> <p style="text-align: center;">Title <input type="text" value="Director"/></p> <p style="text-align: center;">Submission Date 04/14/2023</p> <p style="text-align: right;">Continue Exit</p>
2	<p>Select Continue</p> <p>The application is not being submitted by selecting Continue. While on the Summary page, select Print Preview in the top right-hand corner of the page.</p>  <p>Home > Enrollment Summary Friday 05/05/2023 01:42 PM CST</p> <p>Provider Name LARRY HOOVER Role IDs 1528245438 (NPI) Taxonomy 314000000X-Skilled Nursing Facility</p> <p>Location 200001897 - LARRY HOOVER Eligible Programs and CCO Affiliations Mississippi Medicaid</p> <p style="text-align: right;">Print Preview</p> <p>Provider Enrollment: Summary ATN: 60594 ?</p> <p>*A separate page will populate.</p>
3	<p>Select the blue Print icon in the top right-hand corner.</p> <p>Once this is selected, the option to print or save the application is provided.</p>  <p style="text-align: right;">Print</p> <p>Provider Enrollment: Summary</p> <p>Request Information</p> <p>Initial Enrollment Information</p>

Steps	Description
4	<p>From here, you can Print the application on a physical printer to obtain the physical signatures or Save the document as a PDF to obtain the electronic signatures. Once the signatures are obtained, save the document with the signatures as a PDF. All attached documents must be PDFs.</p> <p><i>*The application can be submitted with electronic or physical signatures but the physical signature must be signed in black ink.</i></p> <div data-bbox="656 407 1099 684" data-label="Image"> <p>The image shows a 'Print' dialog box with a title bar containing a question mark icon. Below the title bar, it says 'Total: 14 pages'. Underneath is a 'Printer' section with a dropdown menu where 'Save as PDF' is selected and highlighted with a red rectangle. Below that is a 'Layout' section.</p> </div> <p>After you Save or Print the application, select the X in the right-hand corner to close out the page. Scroll to the end of the application, and select Exit to save the application since signatures need to be obtained. You are then auto directed to the Home Page.</p>
5	<p>Once the signatures have been obtained, select the Recredentialing/Revalidation link on the provider portal home page, add the PDF document with the signatures as an attachment, and select Submit when you are ready to submit the completed application.</p> <p style="text-align: center;">Recredentialing/Revalidation Link</p> <div data-bbox="691 1012 1062 1369" data-label="Image"> <p>The image shows a 'Provider Services' dashboard. Under the 'Upcoming Actions' section, there are two revalidation entries: 'Revalidation 07/05/2022 Start Date' and 'Revalidation 09/03/2022 Due Date'. Below these is a red-bordered box containing a yellow warning icon and the text 'Revalidate your Provider Enrollment'. Below this is another 'Provider Services' section with links for 'Member Focused Viewing' and 'Search Payment History'.</p> </div>

Steps	Description
	<p style="text-align: center;">Documentation/Attachments</p>  <p style="text-align: center;">Summary Page/ Application Submission</p> 

Change History

The following change history log contains a record of changes made to this document:

Version #	Published/ Revised	Author	Section/Nature of Change
0.1	05/16/2023	Gainwell	Initial publication
0.2	05/24/2023	Gainwell	Updated per SME review
0.3	06/01/2023	Gainwell	Updated per Technical Writer Review
0.4	04/14/2025	Gainwell	Updated per CR2571