

Office of the Governor | Mississippi Division of Medicaid

Facility Provider

Initial Enrollment Application

May 14, 2025



Provider Enrollment

- Gainwell does not accept paper enrollment applications.
- Must have a taxonomy to enroll.
- Supporting documentation must be submitted via the web portal with the initial enrollment application submission.
- Required supporting documentation will vary depending on the taxonomy code and enrollment type.
- Incomplete enrollment applications will be returned to the provider or denied.
- If the enrollment application is returned to the provider for missing documentation, you have **60 days** to upload the documents to the web portal. If **not submitted**, the application will be **denied on the 61st day**.

Provider Enrollment

- **All providers must be screened in compliance with 42 CFR 455.410.**
- **Taxonomies considered High-Risk** will require owners that have a 5% or greater direct or indirect ownership interest to submit fingerprints for a Fingerprint Criminal Background Check (FCBC) and participate in a site visit (unless the provider is currently enrolled with Medicare and the application data for Medicare and Medicaid matches).
- **Taxonomies considered Moderate Risk** will require a site visit unless the provider is enrolled with Medicare and the application data for Medicare and Medicaid matches.

Application Tips

- By selecting the “+” sign, you can view or update that specified row.
- To remove a row, select the “Remove” link located in that specific row.
- The red asterisk signifies a required field.
- If the disclosing provider is a group/organization, the signatures should be by the person legally authorized to sign on behalf of the group/organization. Note: This is the individual indicated as the Authorized Official within the application.
- All application attachments must be in pdf, gif, jpg, jpeg, png, tif, tiff or txt format.
- At anytime during the application process, you can select “**EXIT**”, and it will prompt you to save your changes.
- If a new application is not completed within **6** months, it will be removed. Recredentialing and Revalidation is due by the date on the provider portal home page.

Accessing Provider Enrollment

- Go to the Mississippi Division of Medicaid's website to access the MESA Provider Portal. [Mississippi Division of Medicaid](#)
- Select Provider Portal, then Provider Login to access the home page of the Provider Portal. [MESA Provider Portal](#)
- Select the “[Provider Enrollment Access](#)” link.

Login ?

*User ID

Log In

[Forgot User ID?](#)

[Register Now](#)

[Where do I enter my password?](#)

Protect Your Privacy!

Always log off and close all of your browser windows

[Privacy Policy](#)

[Provider Enrollment Access](#)

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MESA
MEDICAID ENTERPRISE SYSTEM ASSISTANCE

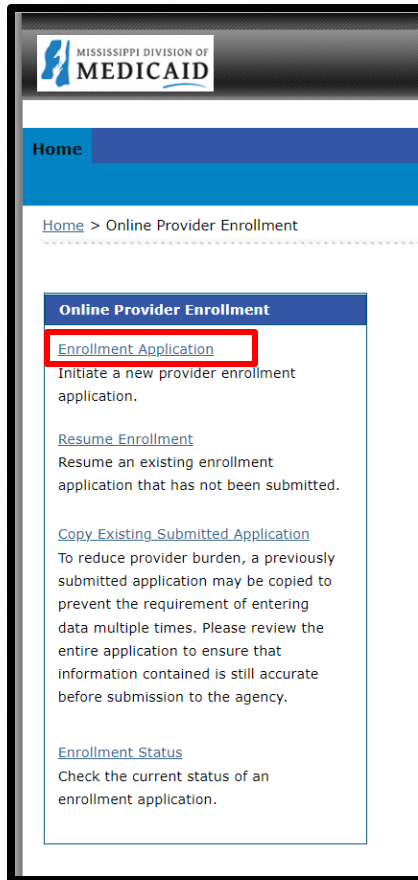
What you can do in the Medicaid Portal for Providers

Through this secure and easy to use internet portal, health care providers can submit claims and inquire on the status of their claims, inquire on a patient's eligibility, upload files, and search for other providers. In addition, health care providers can use this site to locate claim forms, provider participation materials and other Medicaid information and resources.



Call Center Hours!
8:00 a.m. - 5:00 p.m.

Enrollment Application



- Select the “[Enrollment Application](#)” link.
- The Welcome page displays with explanations/definitions for each enrollment application type.

Welcome Page

This section of the Welcome Page provides an explanation of each provider type:

- Fee For Service (FFS)
- Ordering, Referring and Prescribing (ORP)
- Managed Care providers

The next page goes over the remainder of this section.

Provider Enrollment

Thank you for your interest in becoming a provider in the Mississippi Medicaid program. You can enroll as a Mississippi Medicaid fee-for-service (FFS) provider, an ordering, referring, and prescribing (ORP) provider, as well as a managed care contracted provider in the Mississippi Coordinated Access Network (MississippiCAN) and the Children's Health Insurance Program (CHIP) network. Please note that a provider taxonomy code is required for whichever program/application type you choose.

Medicaid Fee-for-Service Providers

Medicaid Fee for Service (FFS) providers are all health care entities including physicians or other professionals, institutions, groups, and organizations that are enrolled in the Medicaid program. FFS providers must complete the full enrollment form to submit claims for reimbursement of services provided for Medicaid members. Group providers must ensure that each of their individual practitioners/providers are enrolled and affiliated to the group. If a FFS provider submits a claim for a referred service for a Medicaid member, the NPI of the ordering, referring, or prescribing (ORP) provider of the service must be included on the claim.

Ordering, Referring, & Prescribing (ORP) Providers

Federal regulation at 42 CFR 455.410 requires the enrollment of physicians or other professionals who only order, refer or prescribe (ORP) services for Medicaid members. Physicians and other eligible practitioners, who order, refer, or prescribe items or services for Medicaid members are referred to as "ORP" providers. ORP providers will not be included in the listing to receive referrals to provide direct services to Medicaid members. Medicaid claims submitted listing an ORP provider as the billing or rendering provider will not be reimbursed. To receive payment from Medicaid for any services provided, the ORP provider must enroll as a FFS provider.

Managed Care Providers

Managed Care includes healthcare plans that are used to manage cost, utilization, and improve quality and health outcomes for their membership. This is accomplished by providing care to members and contracting with health care providers and medical facilities.

► Mississippi Coordinated Access Network (MississippiCAN) Providers

The Mississippi Coordinated Access Network (MississippiCAN) is a Medicaid managed care program, which includes three Coordinated Care Organizations (CCOs). More than half of the Mississippi Medicaid members are enrolled in the MississippiCAN program. For providers to be reimbursed for MississippiCAN member services by these CCOs, they must be enrolled as a Medicaid FFS provider and be contracted with the CCOs. If providers are not contracted and not in same program and CCO network as member receiving services, then the providers are reimbursed at the reduced out-of-network rate.

► Children's Health Insurance Program (CHIP) Providers

CHIP provides health coverage for uninsured children up to age 19 years old. All children enrolled in the Mississippi Separate CHIP program are enrolled with a CCO. For providers to be reimbursed for CHIP member services by these CCOs, they must be enrolled through Medicaid and be contracted with the CCOs. If providers are not contracted and not in same program and CCO network as member receiving services, then the providers are reimbursed at the reduced out-of-network rate.

Welcome Page Cont'd

Explanation of:

- Credentialing/Recredentialing
- Revalidation
- 340B Program
- A link to required documents and enrollment requirements.
- Select Continue to move to the Request Information page.
- To view the requirements for an application, select the link under “Required Documents and Enrollment Requirements”.

Credentialing/Recredentialing

The State of Mississippi is responsible for Credentialing/Recredentialing its providers that participate in the Managed Care programs (Mississippi Coordinated Access Network (MSCAN) and/or Mississippi Children's Health Insurance Program (MSCHIP)). Credentialing/Recredentialing standards are set by national accrediting agencies and state and federal regulating bodies.

State regulation Mississippi Code 43-13-117 requires that the Division develop a single, consolidated credentialing process for providers, and requires managed care entities to accept the Division credentialing for managed care enrollment. Credentialing will be conducted when the provider selects MississippiCAN and/or CHIP. Upon completion of Division credentialing, providers may voluntarily contract with Coordinated Care Organizations (CCOs).

Recredentialing of providers actively enrolled in the Managed Care programs must be conducted at least every three (3) years, unless otherwise required by regulatory or accrediting bodies or a shorter term as determined by the Credentialing Committee. A recredentialing notice letter will initiate the process with each provider. The letter will provide instructions for completing the recredentialing process and will indicate the due date. Each provider must submit all required supporting documentation and is required to be successfully recredentialed for continued participation in a CCO network.

As part of the recredentialing process, providers will be required to review, update application information, and electronically sign the Mississippi Medicaid Provider Agreement and Acknowledgement of Terms of Participation. All required documents must be uploaded. Providers are subject to additional screening activities based on their risk level. The recredentialing process incorporates re-verification and identification of changes in a providers (individual/organization) licensure, sanctions, certifications (including, but not limited to, malpractice experience, sanction history, hospital privilege related or other actions). This information is reviewed to assess whether providers continue to meet the standards set by national accrediting agencies and state and federal regulating bodies, including National Committee for Quality Assurance (NCQA).

The recredentialing service location will also be revalidated with the submission of their recredentialing application. Service location(s) for which a recredentialing application is not submitted will be required to revalidate every three (3) years.

Enrollment will be terminated for any provider who does not comply with recredentialing requirements. A new application will then be required for the provider to re-enroll in the Mississippi Medicaid program.

Revalidation Information

Federal Regulation at 42 CFR 455.414 requires the State Medicaid Agency to revalidate the enrollment of all providers regardless of provider type at least every 5 years. As part of this required revalidation process, providers that are due for revalidation will be required to review, update application information, and electronically sign the Mississippi Medicaid Provider Agreement and Acknowledgement of Terms of Participation. All required documents must be uploaded. Providers are subject to additional screening activities based on their risk level. A revalidation notice letter will initiate the process with each provider. The letter will provide instructions for completing the revalidation and will indicate the due date.

Enrollment will be terminated for any provider who does not comply with revalidation requirements. A new application will then be required for the provider to re-enroll in the Mississippi Medicaid program. Providers are required to establish a Provider Portal account to compete the revalidation process.

340B Program

The 340B program is a Drug Pricing Program established by the Veterans Health Care Act of 1992, which is Section 340B of the Public Health Service Act (PHSA). Section 340B limits the cost of covered outpatient drugs to certain federal grantees, federally qualified health center look-alikes, and qualified hospitals. These providers purchase, dispense and/or administer pharmaceuticals at significantly discounted prices. The significant discount applied to the cost of these drugs makes these drugs ineligible for the Medicaid drug rebate. State Medicaid programs are mandated to ensure that rebates are not claimed on these drugs thereby preventing duplicate discounts for these drugs.

Health Resources and Services Administration (HRSA) is specifically responsible for the enforcement of covered entity compliance with the duplicate discount prohibition. More information regarding eligibility and program logistics can be found on HRSA's website at www.hrsa.gov/opa.

Required Documents and Enrollment Requirements

To view required documents and enrollment requirements, please visit the Mississippi Division of Medicaid's website. [Click here to go directly to the website.](#)

Click the “Continue” button to start the enrollment application.

[Continue](#) [Cancel](#)

Request Information Page

Click the down arrow next to Enrollment Type to select the appropriate application type – Individual, Group, Facility, Other or ORP (Ordering, Referring, Prescribing).

- ▶ Individual Application Type – Individual practice. For a list of applicable Provider Types, [Click Here](#).
- ▶ Group Application Type – Entity that has associated providers. For a list of applicable Provider Types, [Click Here](#).
- ▶ Facility Application Type – Entity that does not have associated providers (example hospitals, long term care facilities, etc.). For a list of applicable Provider Types, [Click Here](#).
- ▶ Other Application Type – Entity that does not easily fit into any of the other Application Types (example DME, Pharmacy, IDD). For a list of applicable Provider Types, [Click Here](#).
- ▶ ORP Application Type – ORP providers are individual providers that may only order, refer or prescribe services within their legal scope of practice. ORP providers will not be reimbursed for any services provided, and are not eligible for contracting with Coordinated Care Organizations (CCOs). For a list of applicable Provider Types, [Click Here](#).

Key the taxonomy code or description which best describes the type of service that will be provided. A list will be displayed based on the information keyed. From the list, select the appropriate taxonomy code.

Complete the fields on each screen and click the Continue button to move forward to the next page.

Click the Finish Later button to save this application.

Enter the name of a contact person to answer any questions regarding the information in this enrollment application.

* Indicates a required field.

Initial Enrollment Information

Click the Additional Enrollment Requirements Checklist link to select a taxonomy.

[Additional Enrollment Requirements Checklist \(Must View\)](#)

*Enrollment Type

*Taxonomy

*Requesting Enrollment Effective Date

There are **five** application types:

- **Individual**
- **Group**
- **Facility**
- **Other**
- **(ORP) Ordering, Referring, and Prescribing**

- Select the “**Click Here**” link beside each enrollment type to view a list of applicable taxonomy codes and descriptions.
- Select the **Additional Enrollment Requirements Checklist** link to view the checklist. **This must be done to move to the next steps.**

Request Information Page Cont'd

Initial Enrollment Information

All required attachments must be uploaded directly to this application.

Please retain the Application Tracking Number (ATN) provided for reference when contacting Provider Enrollment and to quickly access a draft of your application in the future.

Provider may also reach a representative by phone, Monday – Friday 8:00 AM – 5:00 PM CST at 1-800-884-3222

Click the Additional Enrollment Requirements Checklist link to select a taxonomy.
[Additional Enrollment Requirements Checklist \(Must View\)](#)

*Enrollment Type

*Taxonomy

*Requesting Enrollment Effective Date

*Are you enrolling only for the submission of the crossover claims? By selecting Yes, you agree that you will not be paid for any claim types other than crossover claims. ☐ Yes ☒ No

NOTE: In accordance with the Mississippi Division of Medicaid Administrative Code found at [Mississippi Division of Medicaid](#), providers enrolling with certain taxonomies will only be eligible for the payment of crossover claims.

Provider Information

The provider identification numbers listed below are additional identifiers for the enrolling providers. Not all fields are required.

*NPI *NPI Zip + 4

*Tax ID Number Tax ID Type

*Are you currently enrolled as a Provider? ☐ Yes ☒ No

*Were you previously enrolled as a Provider? ☐ Yes ☒ No

Change of Ownership (CHOW)

*Are you assuming ownership? ☐ Yes ☒ No

Program Enrollment

Please choose a selection below (at least one is required). **Note:** When choosing MSCAN, Fee-For-Service (FFS) must also be chosen.
[Click Here](#), to view taxonomies excluded from MSCAN and/or MSCHIP enrollments.

Fee-For-Service (FFS) ☒ MSCAN ☒ MSCHIP ☐

Application Contact Information

Enter the name of a contact person to answer any questions regarding the information provided in this enrollment application.

*Last Name

*First Name

Title

*Phone Ext.

Fax Number

*Work Email

*Confirm Email

Preferred Method of Communication

Continue **Exit**

Select your **Enrollment Type** from the dropdown list. Once selected, additional instructions display.

Enter 2 or more characters of a taxonomy number and a list of available taxonomies will display.

You must select at least one option to enroll in **Fee-For-Service (FFS)**, **MSCAN** and/or **MSCHIP**. Grayed-out options indicate they are not available for the specified taxonomy.

If **MSCAN** is chosen, **Fee For Service (FFS)** must also be chosen.

Complete the fields in the **Application Contact Information** section.

If completing the **CHOW** portion, see the next page for required information.

Select **Continue** to move to the **Password Creation** page.

CHOW

(Change of Ownership)

The **CHOW** panel will only appear for Group, Facility, and Other enrollment type.

*If you are completing a **CHOW** application for Change of Ownership, then you must select **"Yes"** for **"Are you assuming ownership?"**

Select **"Yes"** if you are assuming ownership of the **previous providers NPI**.

Enter the **previous provider's Medicaid ID**.

Enter the **Effective Date of Ownership**.

Change of Ownership (CHOW)	
*Are you assuming ownership?	☒ Yes ☐ No
*Are you assuming previous Provider's NPI?	☐ Yes ☐ No
*Provider's Medicaid ID?	
*Effective Date of Ownership	

Password Creation

Create a password according to the Password Assistance panel.

To regain access to the Enrollment portal, you will need the new password along with the tax ID number submitted in the Requested Information page.

Remember to write it down! If you do not have this information, you will have to start the application process over.

Please create a password below to be assigned a unique application tracking number for this application.

The password will be required to resume your application at a later date. Your password must follow the criteria documented in the 'Password Assistance' section which is listed on the left-hand side of this page. Your Tax ID (SSN) is provided, as received within your provider enrollment application.

Be sure to write down your password.

An email confirmation will be sent with the application tracking number. If you don't submit your application right away, you can use this application tracking number, your Tax ID or SSN and password to resume your application later.

If your application isn't updated or submitted within six months, it will be removed, resulting in the loss of your work and progress. Recredentialing and Revalidation applications will be purged if not submitted by the deadline date listed on the Recredentialing/Revalidation Notification Letter.

* Indicates a required field.

Tax ID *****

*Password

*Confirm Password

[Continue](#) [Cancel](#)

Password Assistance

1. A password cannot be reset more than once in a 24 hour period.
2. Passwords will expire every 60 days.
3. The minimum password length is 14.
4. The password cannot repeat any of the previous 24.
5. Passwords must be complex, containing 3 of the following 4 items:
 - Upper case letters (A, B, C...)
 - Lower case letters (a, b, c...)
 - Numbers (1, 2, 3...)
 - Special characters (!, \$, *,...)
6. User ID cannot be part of your password.

Application Tracking Information

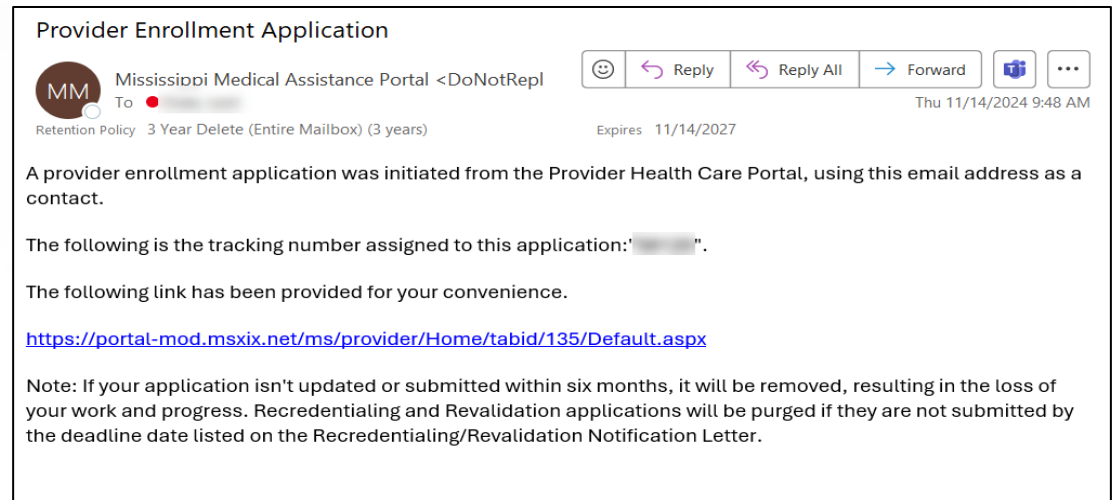
You will receive confirmation that will include **your application tracking number (ATN)**.

You will need this number and the **Tax ID** number to view completed application status.

Also, an email confirmation will be sent to the email provided on the application under the **Contact Person**.



A screenshot of a web application titled "Application Tracking Information". In the top right corner, there is a red button labeled "Print Preview". The main content area contains the following text: "Your enrollment application has been assigned the following tracking number: . Please retain the tracking number for your records." followed by "The tracking number will be used, in addition to your Tax ID and password, as credentials to resume/revise your application at a later date." and "A confirmation email has also been sent to the following contact person's email, designated in the enrollment application:". At the bottom right, there are two buttons: "Continue" (red) and "Exit" (blue).



A screenshot of an email titled "Provider Enrollment Application". The email header shows the sender as "Mississippi Medical Assistance Portal <DoNotRepl>" with a "MM" logo. It includes a "Retention Policy 3 Year Delete (Entire Mailbox) (3 years)" and an "Expires 11/14/2027" date. The email body contains the following text: "A provider enrollment application was initiated from the Provider Health Care Portal, using this email address as a contact." followed by "The following is the tracking number assigned to this application: ' '." and "The following link has been provided for your convenience." with a blue hyperlink: <https://portal-mod.msix.net/ms/provider/Home/tabid/135/Default.aspx>. A note at the bottom states: "Note: If your application isn't updated or submitted within six months, it will be removed, resulting in the loss of your work and progress. Recredentialing and Revalidation applications will be purged if they are not submitted by the deadline date listed on the Recredentialing/Revalidation Notification Letter." The email interface includes standard action buttons like "Reply", "Reply All", "Forward", and a "Thu 11/14/2024 9:48 AM" timestamp.

Credentialing Information

This is only applicable to providers that have selected MSCAN or MSCHIP.

Provider Enrollment: Credentialing Information		ATN: 60595 ?
Welcome	Credentialing Information	
Request Information	Enter Credentialing Delegate Agency Name and Date.	
Credentialing Information	Credentialing Delegate Agency Name	Credentialing Date
CCO Information	Continue Exit	

- Select the Credentialing Delegate Agency Name from the dropdown list.
- If the Credentialing Delegate Agency Name was selected, enter the most recent recredentialing date.

- If not credentialed through a Delegated Credentialing Agency, select Continue.

Coordinated Care Organization Selection (CCO)

This is only applicable to providers that have selected MSCAN or MSCHIP.

Select the CCOs the provider will be contracting with.

Select the attestation statement box.

Select **Continue** to the next page.

You are only attesting to release your credentialing information to the selected CCOs; **you will have to contact each CCO directly to contract with them.**

Coordinated Care Organization Selection

Note: You are only attesting to release your credentialing information to the selected CCOs. You will need to contact each CCO directly to set up a contract with them.

Please select the CCOs the provider will be contracting with:

☐ MAGNOLIA HEALTH

☐ MOLINA HEALTHCARE

☐ TRUECARE

☐ I attest to release the credentialing information upon approved MESA credentialing to the selected CCO's above.

Continue **Exit**



Provider Identification

- ▶ Select the appropriate **Organization Type** from the dropdown list. Fields will change based on selection.
- ▶ Select the appropriate box and enter Business Start or Incorporation Date if applicable.
- ▶ Select **Public/Private** Indicator from drop down.
- ▶ Enter the **Legal Tax Name** and **DBA Name**.
- ▶ See next page for the remainder of this section.

This section is based on enrollment and organization type

Organizational Structure	
▪ If your business is chain affiliated, the information about the company or organization must be included in the disclosure information. ▪ If your business is operated by a management company or leased (in whole or in part) by another organization, information about the management company or organization must be included in the disclosure information. ▪ If you are affiliated with a Military Medical Treatment Facility (MTF), you must select the Military MTF option from the drop down. ▪ If you are affiliated with a Tribal Agency, you must select the Tribal Agency option from the drop down.	
*Organization Type	
Registered with Secretary of State ☐	Business Start Date
Incorporated ☐	Incorporation Date
Chain Affiliated ☐	
Operated by Management Company ☐	
*Public/Private Indicator	
Legal Tax Name	
The provider legal name and information is provided once for each enrollment.	
*Legal Tax Name	
*DBA Name	



Provider Identification Cont'd

- Complete the **License** information and select “**Add**”.
- Enter the **Medicare Participation** fields data if applicable.
- Complete the **CLIA Certification** fields if applicable and select “**Add**”.
- Enter the **DEA #** and **Effective Date**, if applicable.
- Select “**Continue**” to move to the Address section.

License
Click "+" to view or update the details in a row. Click "-" to collapse the row. Click "Remove" link to remove the entire row.

License Type	License #	Effective Date	End Date	Assigning Authority	License State	Action
Click to collapse.						
*License Type		*License #		*License State		
*Assigning Authority		*Effective Date		*End Date		
AddReset						

Medicare Participation

Medicare # Effective Date Medicare Type

CLIA Certification

Fields marked required in this section are only required if any information is entered in this section.
Click "+" to view or update the details in a row. Click "-" to collapse the row. Click "Remove" link to remove the entire row.

CLIA #	Effective Date	End Date	Action
Click to collapse.			
*CLIA #	*Effective Date	*End Date	
AddReset			

DEA #

DEA # Effective Date

ContinueExit



Provider Address

Provider Addresses

Click "+" to view or update the details in a row. Click "-" to collapse the row. Click "Remove" link to remove the entire row.

Contact Name	Address Type	Address	City	State	Action
Click to collapse.					
*Address Type Servicing Name Type Mail To Pay To Servicing Corporate Office *Last Name *First Name Middle Title *Address *City *State *Contact Name *Primary Email *Phone Phone *County *Zip Code *Confirm Email Phone Phone					
Add Reset					
Continue Exit					

Up to **four** addresses can be added: **Servicing, Pay To, Mail To** and **Corporate Office**.

At least one Servicing address (physical location) is required. If no other address is provided the servicing address will also default to the Pay To, Mail To and Corporate Office address.

Once "**Servicing**" is selected, the guidelines for "Servicing" address will populate for your review. Also, the service address information section will populate. See next page.

Provider Addresses

The service location name and address generally is the site where members obtain services and is either owned or rented by the provider. This location should be where supporting documentation related to claims is maintained.

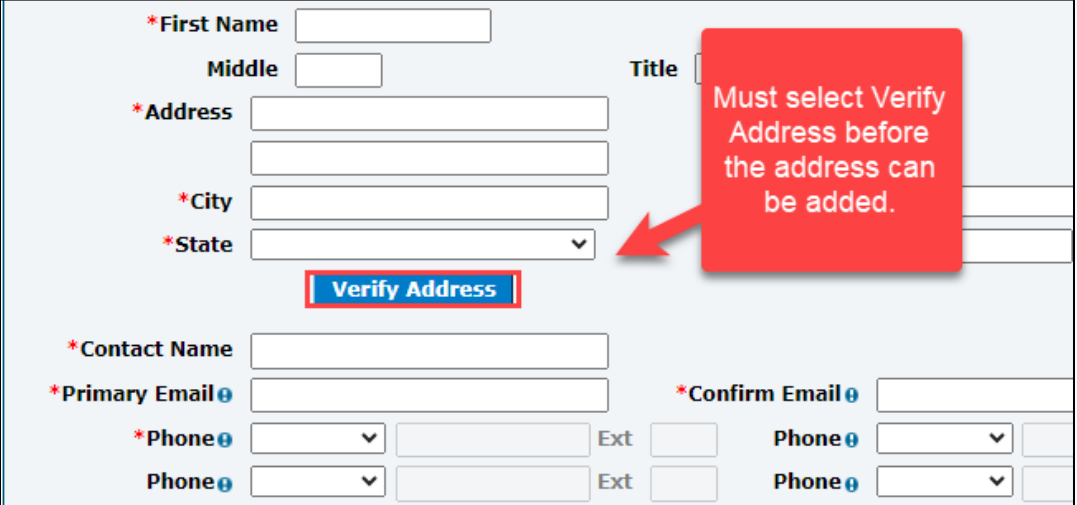
- The service location name must be the Doing Business As (DBA) name registered with the Secretary of State if registered. This does not apply to informal associations such as Sole Proprietorships and General Partnerships that are not registered.
- The service location name must match the business name on the W-9.
- If your business name differs from your legal name, submit copies of registration documentation from the Secretary of State showing your filed business name and DBAs (405 IAC 1-19.1b) as an attachment to the packet.
- The service location address must be a physical location. A post office box is not a valid service location address.
- Providers that provide services at a "place of service site", such as at a hospital or nursing facility, should enter their home/business office as their service location address.
- The standard NPPE/License address must be entered as the Service address for any provider that is not a billing provider.

Click "+" to view or update the details in a row. Click "-" to collapse the row. Click "Remove" link to remove the entire row.

Verify Address

Once the Servicing address or Mail To address has been selected, the address must be verified to save the address.

After selecting **Verify Address** a message will populate either informing that the address can't be matched or for a suggested address to be used.



The screenshot shows a web form for verifying an address. The form includes fields for First Name, Middle, Title, Address (two lines), City, State (dropdown), Contact Name, Primary Email, Confirm Email, and Phone (two lines, each with an area code dropdown and an extension field). A red callout box with the text "Must select Verify Address before the address can be added." has a red arrow pointing to the "Verify Address" button, which is highlighted with a red border.

*First Name Middle Title
*Address
*City
*State
Verify Address
*Contact Name
*Primary Email *Confirm Email
*Phone Ext Phone
Phone Ext

Must select Verify Address before the address can be added.

Verify Address Cont'd

To continue, select one of the options below.

Original Address

***Original address may be undeliverable.

Line 1

Line 2

City Ridgeland

State Mississippi Zip Code 39157-2079

County MADISON

When this message appears, click **Select**.

↓

Suggested Address

Click on **SELECT** to load the address.

Address	City, State	County	ZipCode	Action
HIGHLAND COLONY PKWY	RIDGELAND, Mississippi	MADISON	39157-2073	Select

Unable to match address.

To continue, select one of the options below.

Original Address

***Original address may be undeliverable.

Line 1

Line 2

City Ridgeland

State Mississippi Zip Code 39157-2079

County MADISON

If you get this message and you know the address is correct, select **Use Original Address**

↓

Use Original Address

- If you get a message that is suggesting an address, click **Select** to use that address. In the example shown, the suggested address changed Parkway to PKWY, so the address is still the same. Or the address may show the same as you entered but **Select** must still be clicked.
- If you get a message showing “Unable to match address” and you are certain the address is correct, select **Use Original Address**.
- Once the address has been verified, the Verify Address button will now be grayed out.

Verify Address

Servicing Address Information

Required fields include:

- Office Hours for each day of the week
- Accepting New Patients
- Telehealth Services
- Website
- ADA Compliant (next slide)

These must be answered before the **Servicing** address can be saved.

Service Address Information			
If 'Address Type' is changed from 'Servicing', the service information below will be lost upon 'Add' or 'Save' of address.			
Office Hours			
*Monday	From 08:00 AM	To 05:00 PM	Open 24 hrs ☐ Closed ☐
*Tuesday	From 08:00 AM	To 05:00 PM	Open 24 hrs ☐ Closed ☐
*Wednesday	From 08:00 AM	To 05:00 PM	Open 24 hrs ☐ Closed ☐
*Thursday	From 08:00 AM	To 05:00 PM	Open 24 hrs ☐ Closed ☐
*Friday	From 08:00 AM	To 05:00 PM	Open 24 hrs ☐ Closed ☐
*Saturday	From 09:00 AM	To 03:00 AM	Open 24 hrs ☐ Closed ☐
*Sunday	From 10:00 AM	To 02:00 AM	Open 24 hrs ☐ Closed ☐
Service Provided Within State ☐			
*Accepting New Patients	Yes	Accepting New Patients with Special Needs	☒
Sedation	☐	Permit/Licenses#	
Services for Intellectual Disability	☐	Referral Needed?	☐ Electronic Prescribing ☐
Providing X Rays	☐	Providing PET and MRI	☐ Providing PET CT ☐
Age Restrictions	☐	Other Restrictions	☐
Verify Facility Name fields as it may have been auto populated by your browser.			
Facility Administrator Last Name		First Name	License #
Medical Administrator Last Name		First Name	License #
Service Administrator Last Name		First Name	
TDD Capability	☐	Phone	Ext
TTY Capability	☐	Phone	Ext
*Telehealth Services	Telehealth and In-Person Services		
*Website	Yes	URL	MickeysAdultDaycare.com

Servicing Address Information

- **ADA Compliant** is a required field.
- If the facility is **ADA Compliant**, continue by checking the Available Options as they apply.
- Click **Add** to add certain selections or **Add All** if all apply.

The screenshot shows a web form for selecting ADA compliant options. At the top, there is a label '*ADA Compliant?' followed by a dropdown menu currently set to 'Yes'. Below this, the form is divided into two main sections: 'Available Options' on the left and 'Selected Options' on the right. The 'Available Options' section contains a list of checkboxes for various facilities: EXAM TABLE, GURNEYS/STRETCHERS, PARKING (checked), PATIENT LIFTS, PUBLIC TRANSPORTATION, ACCESS, RADIOLOGIC EQUIPMENT, RESTROOM (checked), SIGNAGE, and WHEELCHAIR WEIGHT SCALE. Between the two sections are four buttons: 'Add >', 'Add All >>', 'Remove All <<', and 'Remove <'. The 'Selected Options' section on the right shows a list of the selected items: PARKING and RESTROOM.

Servicing Address Information

- Once you select “**Add**”, your address section will populate with the data you entered.
- Select “**+**” to add each additional applicable address, including any additional servicing addresses (up to 21 addresses). You must select “**Add**” after any data has been entered.
- Once all addresses have been added and saved, select “**Continue**” to move to the Languages page.

Provider Addresses

The service location name and address generally is the site where members obtain services and is either owned or rented by the provider. This location should be where supporting documentation related to claims is maintained.

- The service location name must be the Doing Business As (DBA) name registered with the Secretary of State if registered. This does not apply to informal associations such as Sole Proprietorships and General Partnerships that are not registered.
- The service location name must match the business name on the W-9.
- If your business name differs from your legal name, submit copies of registration documentation from the Secretary of State showing your filed business name and DBAs (405 IAC 1-19.1b) as an attachment to the packet.
- The service location address must be a physical location. A post office box is not a valid service location address.
- Providers that provide services at a “place of service site”, such as at a hospital or nursing facility, should enter their home/business office as their service location address.
- The standard NPPES/License address must be entered as the Service address for any provider that is not a billing provider.

Click “+” to view or update the details in a row. Click “-” to collapse the row. Click “Remove” link to remove the entire row.

	Contact Name	Address Type	Address	City	State	Action
☐	LD	Servicing			Mississippi	Copy Remove
☒	Click to add address.					

Continue

Exit

Languages page

Providers that have the ability to translate should select the appropriate language below.
Click "+" to view or update the details in a row. Click "-" to collapse the row. Click **"Remove"** link to remove the entire row.

Language	Action
[-] Click to collapse.	
*Language ENGLISH	
Add	

- ▶ Use the drop down to select the applicable Language, then select **"Add"**. If more than one language is available, follow the same steps to add each language. At least **one** language must be selected.
- ▶ Once all languages are added, select **"Continue"** to the EFT Enrollment page.

EFT Information

- All providers agree to direct deposit through electronic funds transfer (EFT).
- EFT information is required and must be completed to continue.
- A pre-printed voided check (no starter checks) or letter from your financial institution must be uploaded as a PDF document.

All providers agree to electronic direct deposit transfer payments for claims reimbursement by the Division of Medicaid and to submit, in accordance with instructions from the Division of Medicaid or its agent.

* Indicates a required field.

*Financial Institution Name	
*ABA Routing Number	
*Type of Account at Financial Institution	v
*Provider's Account Number with Financial Institution	
*Confirm Account Number	

[Continue](#) [Exit](#)

Other Information

Certification required when no license information provided.

* Indicates a required field.

Board Certification

Click "+" to view or update the details in a row. Click "-" to collapse the row. Click "Remove" link to remove the entire row.

If board certified, please provide the board certification type, number, effective date, and expiration date of certification.

Certification Type	Certificate #	Effective Date	End Date	Action
☐ Click to collapse.				
*Certification Type	*Certificate #	*Effective Date	*End Date	
Add Reset				

Facility Information

*Administrator First Name MI

*Administrator Last Name

*Phone

*Fax Number

*Email

*Number Medicaid Beds *Dually-Certified Beds

*Number Medicare Beds *Total Beds

This page will change depending on the enrollment type. Some fields will not be visible to all provider types.

Using the drop down, select the applicable **Certification Type**, JCAHO, ASHA Certification or Certification of Disease Management. Along with the Certificate #, Effective date and End Date.

Select "**Add**" after entering each certification.

Complete the fields under **Facility Information**. These fields must be filled in to continue.

Select "**Continue**" to the Applicant History page.

Applicant History

This is only applicable to providers that have selected MSCAN or MSCHIP.

Read and answer “Yes or No” under Training. If “No,” is answered, please list explanation in the box provided.

Training

*Are you and your staff annually trained on Fraud, waste, and abuse?

☒ Yes ☐ No

If No, please explain:

Read and answer “Yes” or “No” to each question. If “yes,” please enter your explanation in the box provided.

Hospital Privileges and Other Affiliations

*Have your clinical privileges or medical staff membership at any hospital or healthcare institution, voluntarily or involuntarily, ever been denied, suspended, revoked, restricted, denied renewal or subject to probationary or to other disciplinary conditions (for reasons other than non-completion of medical record when quality of care was not adversely affected) or have proceedings toward any of those ends been instituted or recommended by any hospital or healthcare institution, medical staff or committee, or governing board?

☐ Yes ☒ No

*Have you voluntarily or involuntarily surrendered, limited your privileges or not reapplied for privileges while under investigation?

☐ Yes ☒ No

*Have you ever been terminated for cause or not renewed for cause from participation, or been subject to any disciplinary action, by any managed care organizations (including HMOs, PPOs, or provider organizations such as IPAs, PHOs)?

☐ Yes ☒ No

If Yes, please explain:

Criminal / Civil History

*In the past ten years have you been convicted of, pled guilty to, or pled nolo contendere to any misdemeanor (excluding minor traffic violations) or been found liable or responsible for any civil offense that is reasonably related to your qualifications, competence, functions, or duties as a medical professional, or for fraud, an act of violence, child abuse or a sexual offense or sexual misconduct?

☐ Yes ☒ No

*Have you ever been court-martialed for actions related to your duties as a medical professional?

☐ Yes ☒ No

If Yes, please explain:

Read and answer “Yes” or “No” to each question and provide applicable date. If yes, please enter your explanation in the box provided. Select “Continue” to the Disclosure page.

Malpractice Claims History

*Have you had any professional liability actions (pending, settled, arbitrated, mediated or litigated) within the past 10 years?

☐ Yes ☒ No

If Yes, provide information for each case using the Professional Liability Claims Information Form.

Professional/General Liability Insurance Information and Claims History

*Has your professional/general liability coverage ever been cancelled, restricted, declined or not renewed by the carrier based on your individual liability history?

☐ Yes ☒ No

*Have you ever been assessed a surcharge, or rated in a high-risk class for your specialty, by your professional/general liability insurance carrier, based on your individual liability history?

☐ Yes ☒ No

If Yes, please explain:

Corporate Integrity Agreements

*Are you currently or have you ever been subject to the terms of a Corporate Integrity Agreement (CIA)?

☐ Yes ☒ No

If yes, are you currently subject to the provisions of a Corporate Integrity Agreement?

☐ Yes ☒ No

What date did the facility enter into the Corporate Integrity Agreement?

If you are currently subject to the provisions of a CIA, provide the CIA and a Compliance letter.

Investigations

*Has your organization ever been the subject of an investigation or ever been terminated, suspended, sanctioned or otherwise restricted from participating in any private or public program including, but not limited to, Medicare, Medicaid, military and State Department of Health programs?

☐ Yes ☒ No

[Continue](#)

[Exit](#)



MISSISSIPPI DIVISION OF
MEDICAID

Disclosure Section B-1

- The **Disclosure** page will change depending on provider type. This example is for Facility Provider Types.
- In Section **B-1** report any organization that has ownership (direct or indirect) of your business. Select the “+” to add the details of the organization and then again to add their address. Select the **Primary Address** box. If more than one address, make sure to select “Add” after each address. There must be a primary address listed.
- If data is entered, you must enter the **Percent Ownership** and the **Ownership Type**.
- Select “Add” after entering the data.

NOTE: ONLY REPORT ORGANIZATIONS IN SECTION B-1. INDIVIDUALS WITH OWNERSHIP/MANAGING CONTROL MUST BE REPORTED IN SECTION B-2. The disclosing entity is responsible for reporting all ownership and managing control.

SECTION B-1
Entity with Direct/Indirect Ownership Interest and/or Managing Control Identification Information

Click “+” to view or update the details in a row. Click “-” to collapse the row. Click “Remove” link to remove the entire row.

Row	Legal Business Name as Reported to the Internal Revenue Service	Employer Identification Number (EIN)	Percent Ownership	Action								
☐ Click to collapse.	* Legal Business Name as Reported to the Internal Revenue Service DBA Name * Effective Date Percent Ownership * Employer Identification Number (EIN) * Owner/ Partner Ownership Type											
Addresses Click “+” to view or update the details in a row. Click “-” to collapse the row. Click “Remove” link to remove the entire row. <table border="1"> <thead> <tr> <th>Row</th> <th>Address</th> <th>Primary</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>☐ Click to collapse.</td> <td colspan="3"> * Address * City * State * Country * Zip Code Primary Address ☐ Add Reset </td> </tr> </tbody> </table> Add Reset					Row	Address	Primary	Action	☐ Click to collapse.	* Address * City * State * Country * Zip Code Primary Address ☐ Add Reset		
Row	Address	Primary	Action									
☐ Click to collapse.	* Address * City * State * Country * Zip Code Primary Address ☐ Add Reset											



Disclosure Section B-2

- In Section **B-2**, report any Individuals with Ownership Interest (direct or indirect) and/or Agents/Managing Control. Select the “+” to add the details.
- Select “**Add**” after entering the data.
- Select the **Official Type** and effective date.
- At least **one managing employee** and **one authorized official** must be noted in section **B-2**.
- When adding an **Owner**, you must include the **percentage** of ownership and must select the **ownership type**.
- When adding a **Managing Employee**, you must select each one that applies and provide the effective date.
- If applicable, enter the data under Relationships and select “**Add**.”

SECTION B-2
Individuals with Ownership Interest and/or Agents/Managing Control

The following individuals must be reported in Section B-2:

- ▶ All individual owners with 5% or more direct/indirect ownership
- ▶ All officers and directors of the disclosing provider (whether for profit or non-profit)
- ▶ All managing employees of the disclosing provider
- ▶ All authorized and delegated officials noted in the Mississippi Medicaid Enrollment application

Click “+” to view or update the details in a row. Click “-” to collapse the row. Click “Remove” link to remove the entire row.

Row	Last Name	First Name	SSN	Birth Date	Action
Click to collapse.					
*Last Name *Birth Date *SSN *Home Address *City *State *Country *First Name *Gender Female *Owner/Managing Employee *Zip Code MI Title					
If the above noted Individual is an authorized or delegated official, please select one of the following options and give the effective date: Official Type Official Effective Date Add Reset					

Relationships

If the individual or legal entity (disclosed in Section B) has ownership or control interest, is an officer, agent, managing employee, director, or shareholder and is related to each other as spouse, parent, child or sibling, please note the name and relationship:

Click “+” to view or update the details in a row. Click “-” to collapse the row. Click “Remove” link to remove the entire row.

Row	Owner/Managing Employee 1	Relationship	Owner/Managing Employee 2	Action
Click to collapse.				
*Owner/Managing Employee 1 *Relationship *Owner/Managing Employee 2				
Add Reset				

Disclosure Section C and D

ENTER ANY APPLICABLE DATA AND SELECT 'ADD' AFTER ANY INFORMATION IS ENTERED.

SECTION C

Criminal Convictions and Other Sanctions

Provide the requested information in this section for any person who:

- (1) Has an ownership or control interest in the disclosing provider OR is an agent or managing employee of the disclosing provider AND
- (2) Has been convicted of a criminal offense related to any program under Medicare, Medicaid, or Title XX services since the inception of those programs,
- OR
- (3) Has been convicted of a crime referenced in Miss. Code Ann. § 43-13-121(7)(c-h),
- (4) Has been convicted of a felony under state or federal law that is not otherwise referenced in Miss. Code Ann. § 43-13-121(7)(c-h),
- (5) Has been subject to a previous or current exclusion, suspension, termination from or the involuntary withdrawing from participation in the Medicaid program, any other state's Medicaid program, Medicare or any other public or private health or health insurance program,
- (6) Has been sanctioned for violation of federal or state laws or rules relative to the Medicaid program, any other state's Medicaid program, Medicare or any other public health care or health insurance program,
- (7) Has had his/her/its license or certification revoked, or
- (8) Has failed to pay recovery properly assessed or pursuant to an approved repayment schedule under the Medicaid program.

Identify the person and each conviction/sanction, when it occurred, the Federal or State agency or the court/administrative body that imposed the action, and the resolution, if any. Provide a copy of any documentation.

Click "+" to view or update the details in a row. Click "-" to collapse the row. Click "Remove" link to remove the entire row.

Row	Name	Criminal/Sanction Info	Date	Action
☐ Click to collapse.				
*Name 		*Criminal/Sanction Info 		
*Date 				
*Agency/Court/Administrative Body 		*Resolution 		
Add Reset				

SECTION D

Relationships to Excluded, Penalized, or Convicted Persons in Accordance with 42 CFR § 1002.3

Identify and provide the requested information in this section regarding any person who:

- (1) has been convicted of a criminal offense as described in Sections 1128(a) and 1128(b) (1), (2), or (3) of the Social Security Act;
- (2) has had civil money penalties or assessments imposed under Section 1128A of the Social Security Act
- OR
- (3) has been excluded from participation in Medicare or any of the state health programs AND
- (4) also has one or more of the following relationships to the disclosing provider:
- i. has a direct or indirect ownership interest (or any combination thereof) of five percent (5%) or more in the group/organization;
 - ii. is the owner of a whole or part interest in any mortgage, deed of trust, note, or other obligation secured (in whole or in part) by the group/organization or any of the property assets thereof, in which whole or part interest is equal to or exceeds five percent (5%) of the total property and assets of the group/organization;
 - iii. is an officer or director of the group/organization, if the group/organization is organized as a corporation;
 - iv. is a partner in the group/organization, if the group/organization is organized as a partnership;
 - v. is an agent of the group/organization;
 - vi. is a managing employee, that is, an individual (including a general manager, business manager, administrator, or director) who exercises operational or managerial control over the group/organization or part thereof, or directly or indirectly conducts the day-to-day operations of the group/organization or part thereof; or
 - vii. was formerly described in subparagraphs (i) through (vi), immediately above, but is no longer so described because of a transfer or ownership or control interest to an immediately family member or a member of the person's household as defined in this section, in anticipation of or following a conviction, assessment of a civil monetary penalty, or imposition of an exclusion.

NOTE: Please refer to the Instructions for Provider Disclosure Form for applicable definitions.

Click "+" to view or update the details in a row. Click "-" to collapse the row. Click "Remove" link to remove the entire row.

Row	Name	Relationship	Action
☐ Click to collapse.			
*Name 		*Relationship 	*Relationship Status
*Conviction Information (Crime) 		*Date of Conviction 	
*Reason for Penalty or Assessment Information 		*Date Imposed 	
*Reason for Medicare Exclusion Information 		*Date Imposed 	
*State Health Care Program Exclusion 		*State Agency and Reason 	*Date of Exclusion
Add Reset			

Disclosure Section E and F

ENTER ANY APPLICABLE DATA AND SELECT 'ADD' AFTER ANY INFORMATION IS ENTERED.

SECTION E

Disclosure of Other Ownership and Control

Identify individuals or legal entities as having an ownership or control interest who also have an ownership or control interest in any other disclosing group/organization.

Click "+" to view or update the details in a row. Click "-" to collapse the row. Click "Remove" link to remove the entire row.

Row	Name of the Individual/Legal Entity	Action															
☐ Click to collapse.																	
*Name of the Individual/Legal Entity (noted in this application or Section B) *Other Legal Entity Name *Other Legal Entity Address *EIN of the Other *Are any individuals or legal entities (disclosed in Section B and/or B-2) as having an ownership or control interest, officer, agent, managing employee, director, or shareholder related to the individual/group/organization (noted in Section C) as a spouse, parent, child or sibling? ☐ If yes, please provide the requested information for each (if more than 4 relationships for each individual are needed, please click 'Add' and select the same individual and add additional relationships): <table><thead><tr><th>Name</th><th>Relationship</th><th>Name listed in Section B (1 / 2)</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table> Add Reset			Name	Relationship	Name listed in Section B (1 / 2)												
Name	Relationship	Name listed in Section B (1 / 2)															

SECTION F

Disclosure of Subcontractor Information

Identify any person (individual or legal entity) with an ownership or control interest in any subcontractor in which the disclosing group/organization has a direct or indirect ownership of five percent (5%) or more.

Click "+" to view or update the details in a row. Click "-" to collapse the row. Click "Remove" link to remove the entire row.

Row	Name of the Individual/Legal Entity	Action															
☐ Click to collapse.																	
*Name of the Individual/Legal Entity (noted in this application or Section B) *Name of the Subcontractor Address of the Subcontractor (Individuals must provide their home address. Legal entities must provide, as applicable, their primary business address, every business location, and P.O. Box addresses.) *Address *City *State *SSN/EIN of the subcontractor *Zip Code County *Are any individuals or legal entities (disclosed in Section B and/or B-2) as having an ownership or control interest, officer, agent, managing employee, director, or shareholder related to the individual/group/organization (noted in Section D) as a spouse, parent, child or sibling? ☐ If yes, please provide the requested information for each (if more than 4 relationships for each individual are needed, please click 'Add' and select the same individual and add additional relationships): <table><thead><tr><th>Name</th><th>Relationship</th><th>Name listed in Section B (1 / 2)</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table> Add Reset			Name	Relationship	Name listed in Section B (1 / 2)												
Name	Relationship	Name listed in Section B (1 / 2)															



Disclosure Section G and H

ENTER ANY APPLICABLE DATA AND SELECT 'ADD' AFTER ANY INFORMATION IS ENTERED.

READ SECTION H THEN SELECT THE "I ACCEPT BOX" AND ENTER THE REQUIRED SIGNATURE AND TITLE.

SECTION G

Business Transactions (This section should only be completed at the direction of Division of Medicaid (DOM))

Identify the ownership of any subcontractor with whom the provider has had business transactions totaling more than \$25,000 during the 12-month period before the date of this request. If there are multiple owners or shareholders, list only those with direct or indirect ownership of five percent (5%) or more.

Click "+" to view or update the details in a row. Click "-" to collapse the row. Click "Remove" link to remove the entire row.

Row	Name of the Subcontractor	Name of Owner	Action
☐	Click to collapse.		
	*Name of the Subcontractor *Address *City *State	*SSN or EIN County *Zip Code	
	*Name of Owner *Address *City *State	County *Zip Code	
Identify any significant business transactions between the provider and any wholly owned supplier or between the provider and any subcontractor during the five-year period before the date of this request below. If there are no significant business transactions to report, please respond "None". *			
Add Reset			

SECTION H

Attestation and Signature of the Disclosing Provider

I certify that the information on this form, and any submitted statement(s) that I have provided, has been reviewed and signed by me, and is true, accurate, and complete, to the best of my knowledge. I understand that I sign under penalty of perjury, and may be subject to civil penalties or criminal prosecution for any falsification, omission, or concealment of any material fact contained herein.

In addition, I understand that:

- In accordance with 42 CFR § 455.104(e), federal financial participation (FFP) is not available in payments made to a disclosing entity that fails to disclose ownership or control information as required.
- In accordance with 42 CFR § 455.106(c), DOM may refuse to enter into or renew an agreement with a provider if any person who has an ownership or control interest in the provider, or who is an agent or managing employee of the provider, has been convicted of a criminal offense related to that person's involvement in any program established under Medicare, Medicaid or the Title XX Services Program. Further, DOM may refuse to enter into or may terminate a provider agreement if it determines that the provider did not fully and accurately make any disclosure required under 42 CFR § 455.106(a).
- In accordance with Miss. Code Ann. § 43-13-121, Medicaid enrollment may be denied or revoked when providers or their agents, managing employees, or those with minimum ownership interests are convicted of certain crimes and other circumstances. These circumstances include failure to truthfully or fully disclose any and all information required on this form, or making a false or misleading statement to DOM relative to the Medicaid program.
- In accordance with 42 CFR § 455.436, the State Medicaid agency and all Medicaid contractors shall do the following:
 - Confirm the identity and determine the exclusion status of providers and contractors/subcontractors and any person with an ownership or control interest or who is an agent or managing employee of the provider or contractor/subcontractor through routine checks of federal databases; and,
 - Consult appropriate databases to confirm identity of the above-mentioned persons and entities by searching the List of Excluded Individuals/Entities (LEIE) and the System for Award Management (SAM) upon enrollment, re-enrollment, revalidation, and no less frequently than monthly thereafter, to ensure that the State does not pay federal funds to excluded persons or entities.

NOTE: If the disclosing provider is an individual or a sole proprietor, the application must be signed by the individual provider or sole proprietor. If the disclosing provider is a group/organization, the signature should be that of the person legally authorized to sign on behalf of the group/organization.

*I accept ☐ I have read and agree to the terms stated above

*Your Signature
Title
Date 10/18/2023

Supporting Documentation

You must select the **“Instructions = Privacy Notice Link.”** A separate window will open to the Mississippi Division of Medicaid website. Once you have read the notice the window can be closed. If this is not selected, you cannot move to the next page.

Select **“Choose File”** to locate the appropriate file to be added. Select the **“Attachment Type”** drop-down that matches your file attachment. If your documents are saved in one document, select **“All”** for the type. If not, select the appropriate type.

Select **“Add”** to attach the document. It must be in gif, jpg, jpeg, png, tif, tiff, pdf or txt format to be added. If additional documents need to be attached, select **+ Click to add attachment”**.

Select the **box** for the **Attachment Attestation statement**. Select **“Continue”** to the Agreement page.

Supporting Documentation

The following actions need to be taken to complete the enrollment process. If you need to submit attachments, please follow the instructions in the Attachments panel below.

Instructions : [Privacy Notice \(Must View\)](#)

Checklist of General Provider Information Needed
[Important Check List Items can be found](#)

* Indicates a required field.

Attachments

To add an attachment, complete the required fields and click the **Add** button.
Use the 'Other' selection to upload attachments not in the list.

Individual providers are required to upload a proof of Professional Liability Insurance and Facility/Other Providers are required to upload a proof of General Liability Insurance when enrolling/adding Managed Care Program(s) MSCAN and/or MSCHIP) and requiring credentialing by the DOM CVO.

Note: if you choose to "Upload" attachments by "File Transfer", a maximum of 20 MBs of information can be uploaded.
The allowable file types are: .gif, .jpg, .jpeg, .pdf, .png, .tif, .tiff, .txt.

Click the **Remove** link to remove the entire row.

#	Transmission Method	File	Attachment Type	Action
☐ Click to collapse.				
*Transmission Method FT-File Transfer *Upload File Choose File No file chosen *Attachment Type Add Cancel				
Attachment Attestation				
☐ I have verified that I have uploaded all documentation for this enrollment application. I understand that any missing documentation will delay processing of the submitted application. Continue Exit				
#	Transmission Method	File	Attachment Type	Action
1	FT-File Transfer	JATCM.pdf (91K)	All	Remove
☐ Click to add attachment.				



Terms of Agreement

The terms of enrollment are stated. You must accept these terms to submit the enrollment application.

Read all the instructions until you reach the bottom of the page.

Select “I accept” box.

Enter the **Signature** of the **Provider or Authorized Official**. Enter the **Title** (if applicable).

Select “Continue”.

This image only shows part of the terms for the Medicaid provider are listed.

Terms of Agreement

Provider Name
Address
Tax ID
NPI
Contact Name DS L
Contact Email

Programs selected for application:

- Fee-For-Service (FFS)

Division of Medicaid The Office of the Governor Medical Assistance Participation Agreement
(Medicaid – Title XIX Program)

The Medicaid Provider Agrees

- To provide medical services to eligible Medicaid beneficiaries without regard to race, color, religion, sex, national origin, handicap, or limited English proficiency.
- To abide by federal and state laws and regulations affecting delivery of services.
- Not to refuse to furnish services covered under the Medicaid program to an individual who is eligible for Medicaid because of potential third party liability for the services or to discriminate as to recipients served or services provided because of Medicaid eligibility or potential third party liability.

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.

☒ **I accept** I understand that my electronic signature is equivalent to written signature.

***Your Signature**
(Entering your name in the box to the right will constitute your electronic signature.)
Title

Submission Date 10/18/2023

[Continue](#) [Exit](#)

Summary

- The **Summary** page shows your entire enrollment application. If any changes need to be made, select the appropriate link on the **Table of Contents** panel (left side) and make needed corrections.
- Select **Print Preview**, top right or **bottom left**, to either save or print the application. Once selected, another window will populate, select **"Print"**. Final window will populate providing a printer to physically print or change the drop down to "Microsoft Print to PDF" that will allow you to save an electronic copy of the application. Select **"Print"** for the final time.
- Once you have reviewed/saved/printed the application select **"Submit"**. This will submit the application.

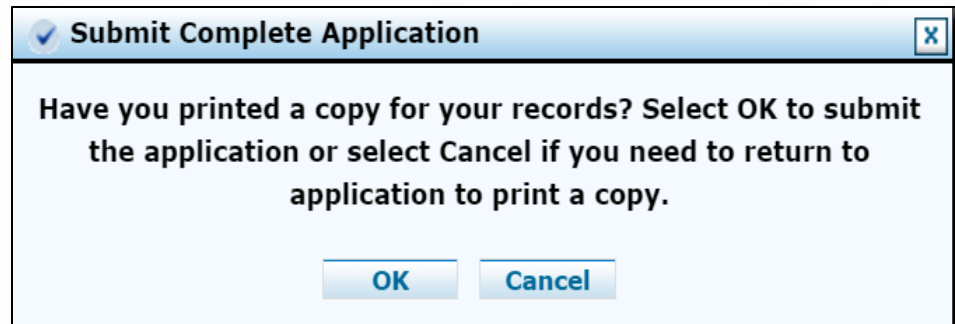
This screenshot shows the 'Summary' page for an individual enrollment. At the top right is a 'Print Preview' button. The page title is 't: Summary'. Below it is a 'Request Information' section. Under 'Initial Enrollment Information', the following details are shown: 'Requesting Enrollment Effective Date' is 10/25/2023, 'Enrollment Type' is Individual, and 'Taxonomy' is a blurred field. A question asks, 'Are you enrolling only for the submission of the crossover claims? By selecting Yes, you agree that you will not be paid for any claim types other than crossover claims.' The answer is 'No'. A note states: 'NOTE: In accordance with the Mississippi Division of Medicaid Administrative Code found at [Mississippi Division of Medicaid](#), providers enrolling with certain taxonomies will only be eligible for the payment of crossover claims.' Below this, 'NPI' and 'SSN' are blurred, and 'NPI Zip + 4' is also blurred. At the bottom, two questions are asked: 'Are you currently enrolled as a Provider?' (No) and 'Were you previously enrolled as a Provider?' (No).

This screenshot shows the 'Summary' page for a facility enrollment. The top right corner displays the date and time: 'Wednesday 03/19/2025 10:23 AM CST'. There are 'Print' and 'Print or Save' buttons. The page title is 'Provider Enrollment: Summary'. Below it is a 'Request Information' section. Under 'Initial Enrollment Information', the following details are shown: 'Requesting Enrollment Effective Date' is 02/14/2025, and 'Enrollment Type' is Facility. The ATN number is 60526.

This screenshot shows the 'Instructions for Summary Page' section. It contains the following text: 'If changes are required after reviewing the Summary Page, click the appropriate link on the Table of Contents panel for the section and make the needed corrections. When completed, you will be given the opportunity to review the Summary Page again. Once you have reviewed the contents of the application, click \'Submit\' to submit for processing. Please print a copy of this Summary Page for your records.' A note states: 'Note: If the enrollment type or taxonomy code is changed on the Request Information Panel, you will be required to re-enter all fields on the application.' At the bottom, there are 'Print Preview', 'Submit', and 'Exit' buttons.

Print a Copy

- After selecting **Submit** on the summary page, a box will populate asking if you have printed a copy for your records. If you have **not**, please select “**Cancel**” and print/save a copy.
- Select “**OK**” once you have printed a copy.



Application Submission and Tracking Number (ATN)

- You will receive confirmation that the application was submitted. Click the **EXIT** button to leave the application portal.
- Also, an email confirmation will be sent to the email provided on the application under the **Contact Person**.

Provider Enrollment Application



Mississippi Medical Assistance Portal <DoNotReply@gainwelltechnologies.com>
To ● Willems, Christine

Retention Policy 3 Year Delete (Entire Mailbox) (3 years)

 Reply

Expires 3/18/2028

A provider enrollment application was initiated from the Provider Health Care Portal, using this email address as a contact.

The following is the tracking number assigned to this application:"60526".

The following link has been provided for your convenience.

<https://portal-mod.msxix.net/ms/provider/Home/tabid/135/Default.aspx>

View Application Status

Online Provider Enrollment

[Enrollment Application](#)

Initiate a new provider enrollment application.

[Resume Enrollment](#)

Resume an existing enrollment application that has not been submitted.

[Copy Existing Submitted Application](#)

To reduce provider burden, a previously submitted application may be copied to prevent the requirement of entering data multiple times. Please review the entire application to ensure that information contained is still accurate before submission to the agency.

[Enrollment Status](#)

Check the current status of an enrollment application.

Provider Enrollment - Status

[Back to Home](#) ?

Enter your assigned tracking number and Tax ID to verify the current status of your enrollment application. For further questions, please contact Provider Services at 1-800-884-3222.

* Indicates a required field.

*Tracking Number

*Tax ID Number

Search

Cancel

- Select **Provider Enrollment Access** on the Provider Home Page.
- Select the **Enrollment Status** link under Online Provider Enrollment.
- Provide the **tracking number** and **Tax ID** number submitted on the application.

View Application Status

Home > Online Provider Enrollment > Enrollment Status Wednesday 03/19/2025 10:43 AM CST

Provider Enrollment - Status [Back to Home](#) ?

Enter your assigned tracking number and Tax ID to verify the current status of your enrollment application. For further questions, please contact Provider Services at 1-800-884-3222.

* Indicates a required field.

*Tracking Number *Tax ID Number

[Search](#) [Cancel](#)

Provider Enrollment - Summary

Below is the status of your provider enrollment application. For further questions, please contact Provider Services at 1-800-884-3222.

Tracking Number 60526	Status SUBMITTED
Date Submitted 03/19/2025	Status Date 03/19/2025

For a new copy of your enrollment application cover sheet for your records [click here](#).

Provider Letters

Enter your Password in order to view the provider letters.

* Indicates a required field.

*Password

[Submit](#)

- The **Provider Enrollment Summary** lists the application status and the date for the status and submission date.
- To view any **Provider Letters**, enter the password for the application submitted.