

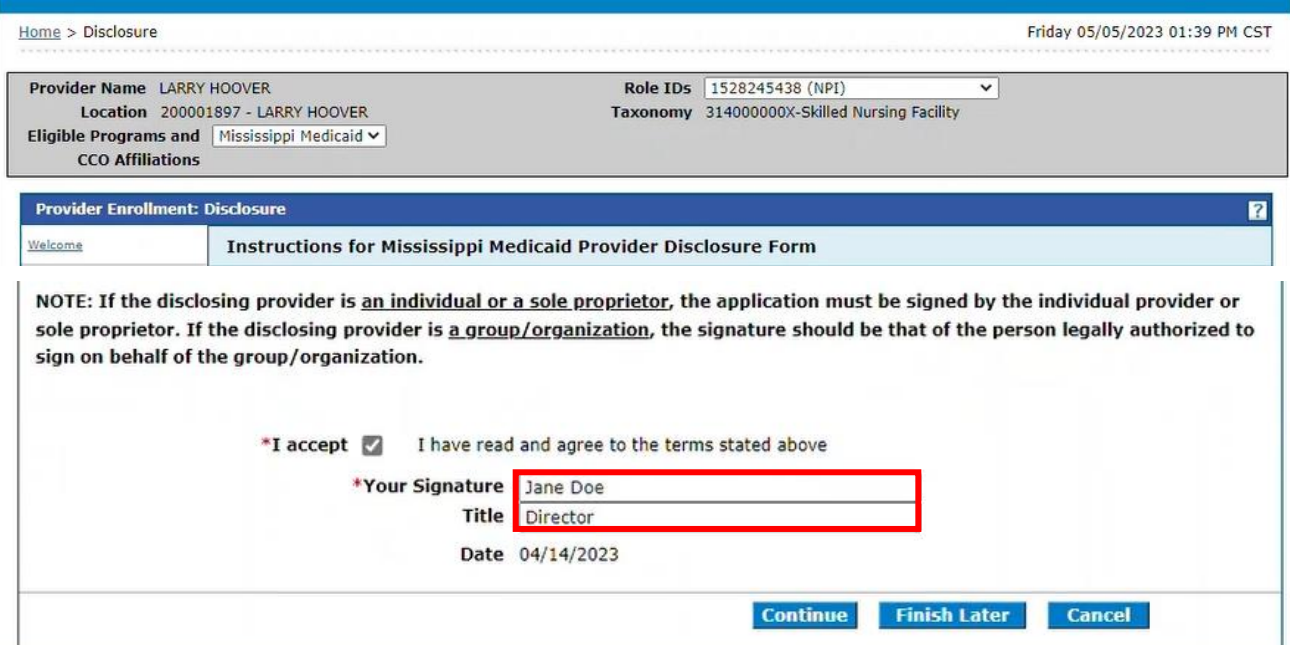
Job Aid

Provider Enrollment Application Needing Signatures of An Authorized Person


This document provides steps to submit a signed application if the application is **not** being 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>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>*Your Signature <input type="text" value="Jane Doe"/> Date 05/05/2023</p> <p>(Entering your name in the box to the right will constitute your electronic signature.)</p>

Steps	Description						
	<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> <div style="border: 2px solid red; padding: 10px; margin: 10px 0;"> <p>*I accept <input checked="" type="checkbox"/> I understand that my electronic signature is equivalent to written signature.</p> <p>*Your Signature <input type="text" value="JANE DOE"/></p> <p>(Entering your name in the box to the right will constitute your electronic signature.)</p> <p>Title <input type="text" value="Director"/></p> <p>Submission Date 04/14/2023</p> </div> <p style="text-align: right;"> <input type="button" value="Submit"/> <input type="button" value="Finish Later"/> <input type="button" value="Cancel"/> </p>						
<p>2</p>	<p>Select Submit</p> <p>The application isn't being submitted by selecting Submit. This option provides an additional option before submitting the application. While on the Summary page, select Print Preview in the top right-hand corner of the page.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Home > Enrollment Summary Friday 05/05/2023 01:42 PM CST</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Provider Name LARRY HOOVER</td> <td style="width: 50%;">Role IDs 1528245438 (NPI) <input type="button" value="v"/></td> </tr> <tr> <td>Location 200001897 - LARRY HOOVER</td> <td>Taxonomy 314000000X-Skilled Nursing Facility</td> </tr> <tr> <td>Eligible Programs and CCO Affiliations <input type="button" value="Mississippi Medicaid v"/></td> <td></td> </tr> </table> <p style="text-align: right;"><input type="button" value="Print Preview"/></p> <p>Provider Enrollment: Summary <input type="button" value="Print"/> <input type="button" value="Help"/></p> </div> <p>*A separate page will populate.</p>	Provider Name LARRY HOOVER	Role IDs 1528245438 (NPI) <input type="button" value="v"/>	Location 200001897 - LARRY HOOVER	Taxonomy 314000000X-Skilled Nursing Facility	Eligible Programs and CCO Affiliations <input type="button" value="Mississippi Medicaid v"/>	
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<p>3</p>	<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> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: right;"><input type="button" value="Print"/></p> <p>Provider Enrollment: Summary</p> <p>Request Information</p> <p>Initial Enrollment Information</p> </div>						
<p>4</p>	<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>*The application can be submitted with electronic or physical signatures but the physical signature must be signed in black ink.</p>						

Steps	Description
	 <p>After you Save or Print the application, select the X in the right-hand corner to close out the page.</p> <p>Scroll to the end of the application, and select Finish Later to save the application since signatures need to be obtained.</p> <p>You are then auto directed to the Home Page. Once the signatures have been obtained, select the Recredentialing/Revalidatin link, add the PDF document with the signatures as an attachment, and select Submit when you are ready to submit the completed application.</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