STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

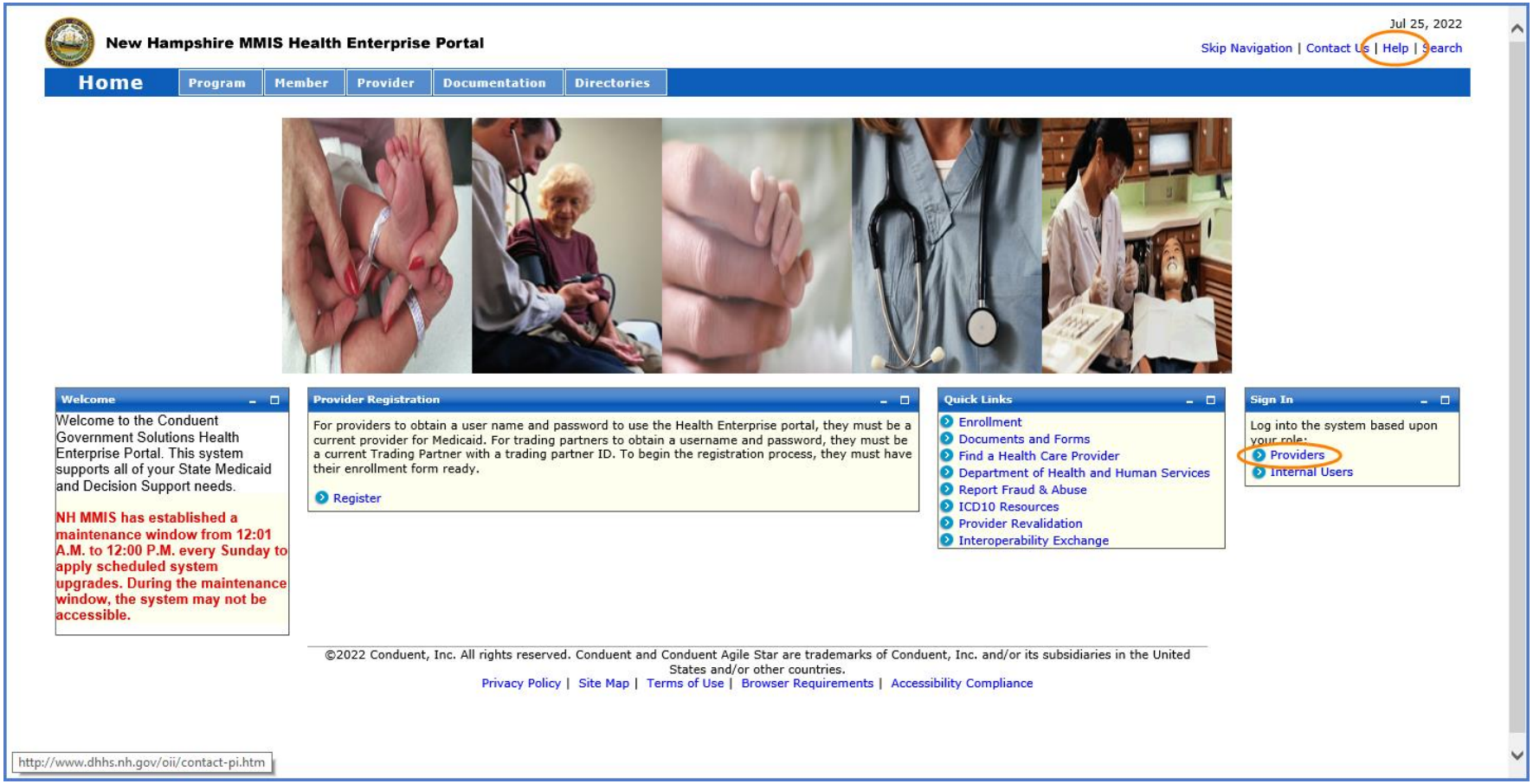
New Hampshire Medicaid Program

NH Medicaid Non-Billing Provider Revalidation Instructions

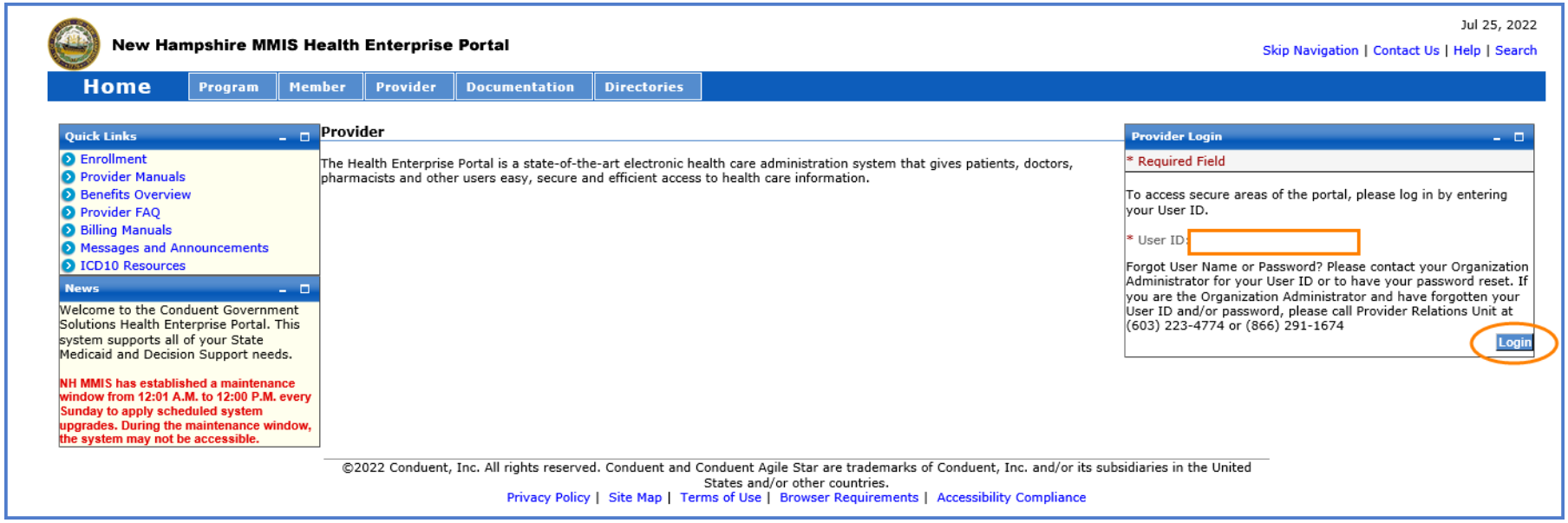
Completing the Non-Billing Provider Revalidation Application

www.nhmmis.nh.gov

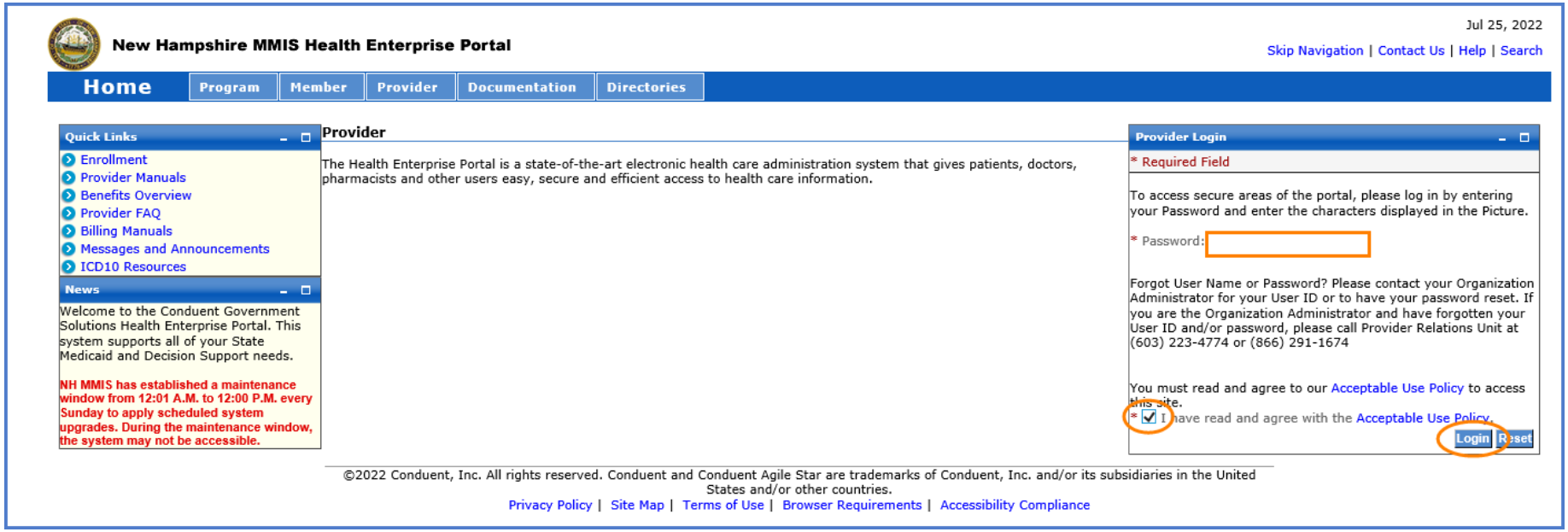
- Select "Providers" under Sign In
- Additional assistance is located in the blue "Help" hyperlink at the top of each page



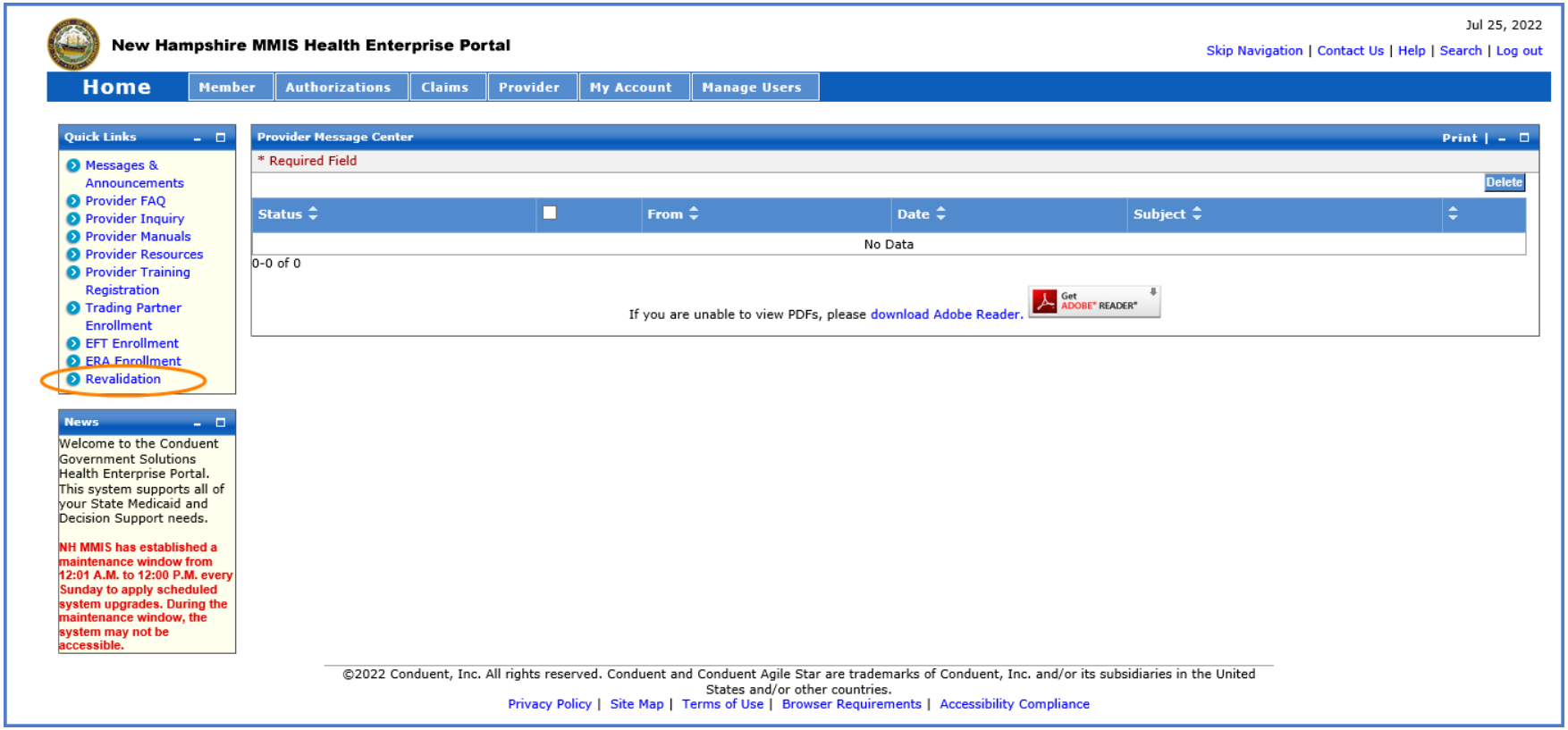
- Enter your User ID and select "Login" NOTE: If you do not have an active User ID to log in with, complete the NH MMIS Health Enterprise Portal Registration Form located on the Documents and Forms page



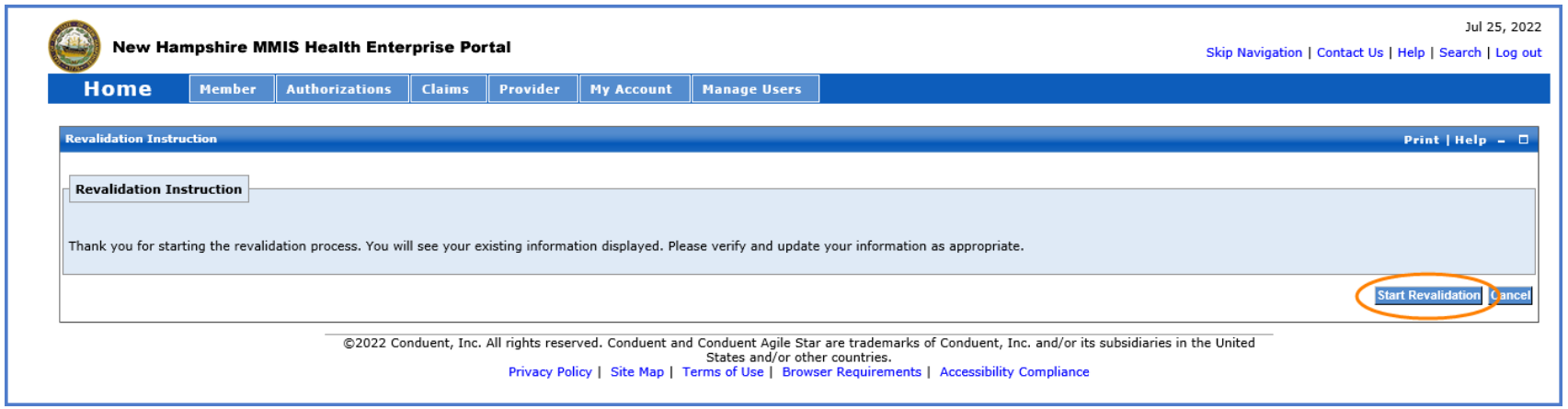
- Enter your Password, check off that you have read and agree with the Acceptable Use Policy, and select "Login"



- Select "Revalidation" under Quick Links NOTE: If this link is greyed out, the Medicaid ID that you are logged in under is not currently due for Revalidation
  NOTE: Prior to submission, you may return to this screen to resume the application if you had not completed



- Select "Start Revalidation"



Demographic Section

- The Revalidation Application will show you what is currently on record for your provider information. It will give you the opportunity to update any of the information we have by checking off the Edit Information buttons in each section

  NOTE: Maintenance of an accurate location address is a requirement of participating with NH Medicaid. Providers are responsible for keeping their addresses up to date. Additionally, physical mail to the mailing address on file is the primary method of communicating crucial updates from the Medicaid program to the provider.

  NOTE: When entering the provider addresses, ensure you enter the Zip + 4 code to ensure proper claim mapping

1. Review the information in the General Information section and check off Edit Information if anything needs to be edited

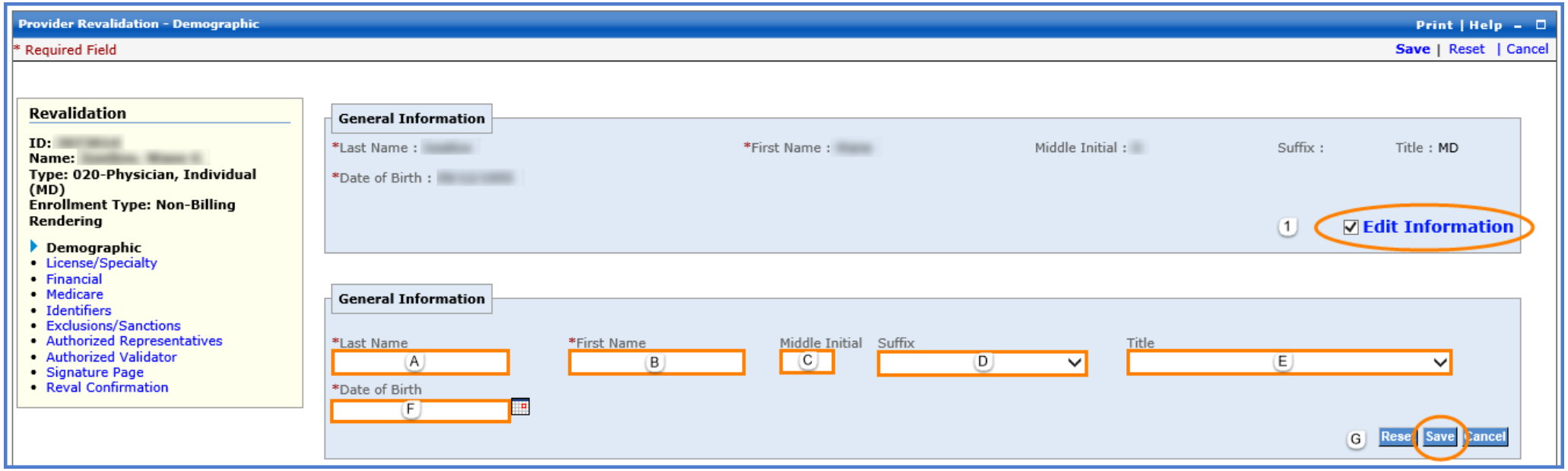
   A-C. Enter your Name

   D. Select a Suffix from the drop-down list if applicable

   E. Select a Title from the drop-down list if applicable

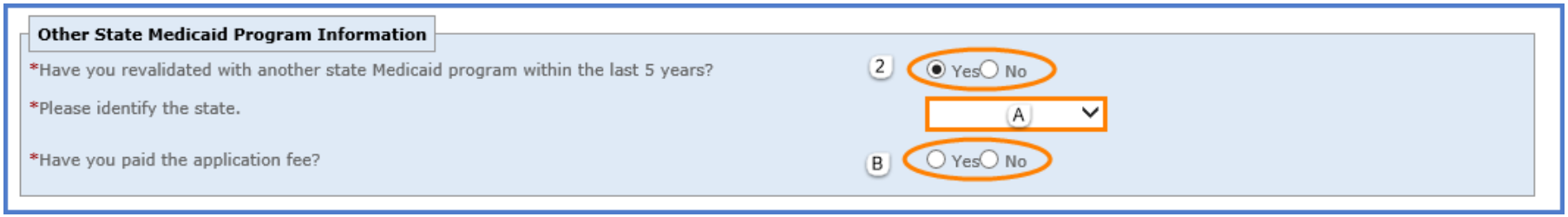
   F. Enter your Date of Birth

   G. Select "Save"

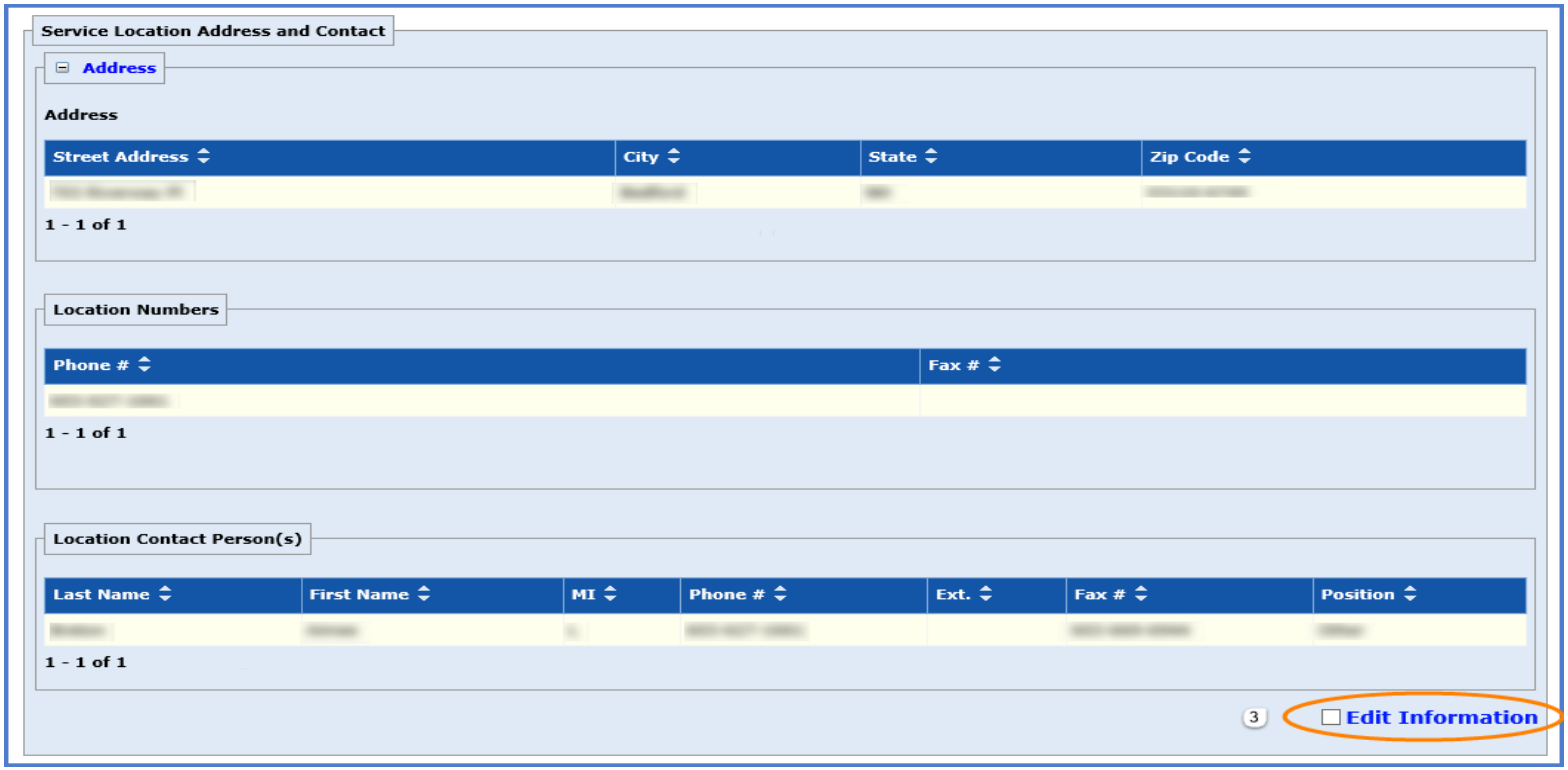


Demographic Section

2. Select Yes or No. If Yes is selected, options for A and B will appear
    A. Select a state from the drop-down list
    B. Select Yes or No



3. Review the information in the Service Location Address and Contact section and check off Edit Information if anything needs to be edited

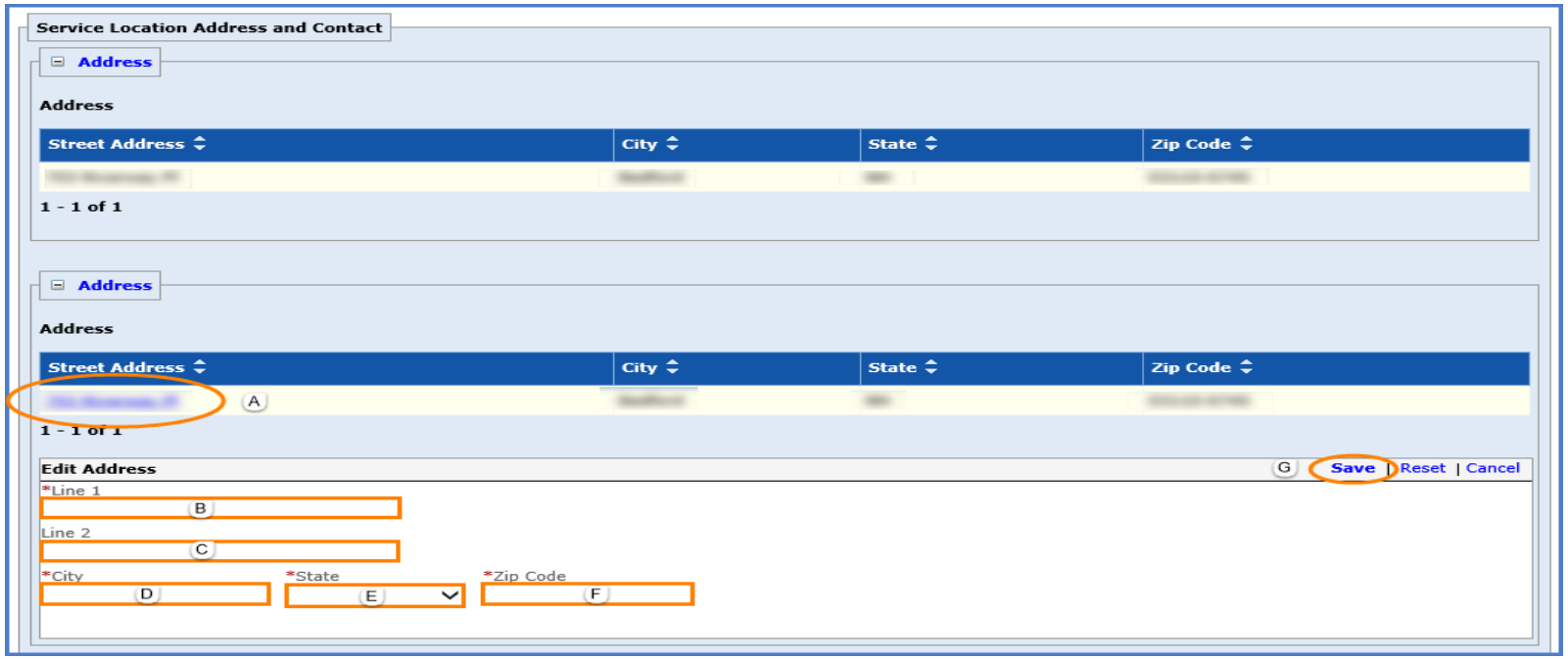


Demographic Section

A. Select the blue hyperlink for the Street Address to edit the Service Location Address

B-F. Enter the updated Service Location Address

G. Select "Save"

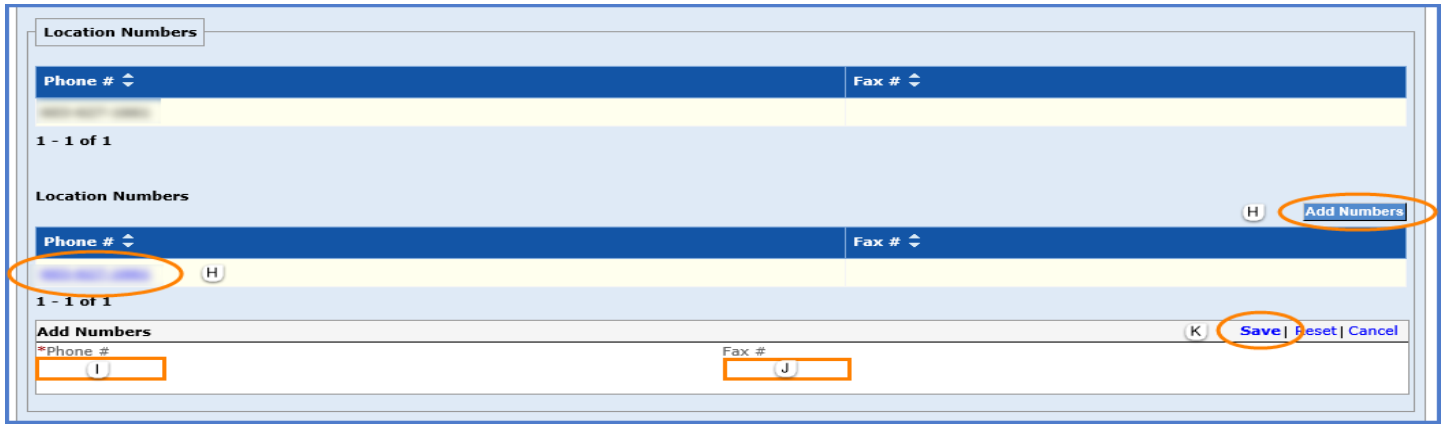


H. Select the blue hyperlink for the Phone Number to edit the current numbers or select "Add Numbers" to add additional numbers

I. Enter the Phone Number

J. Enter the Fax Number if applicable

K. Select "Save"



Demographic Section

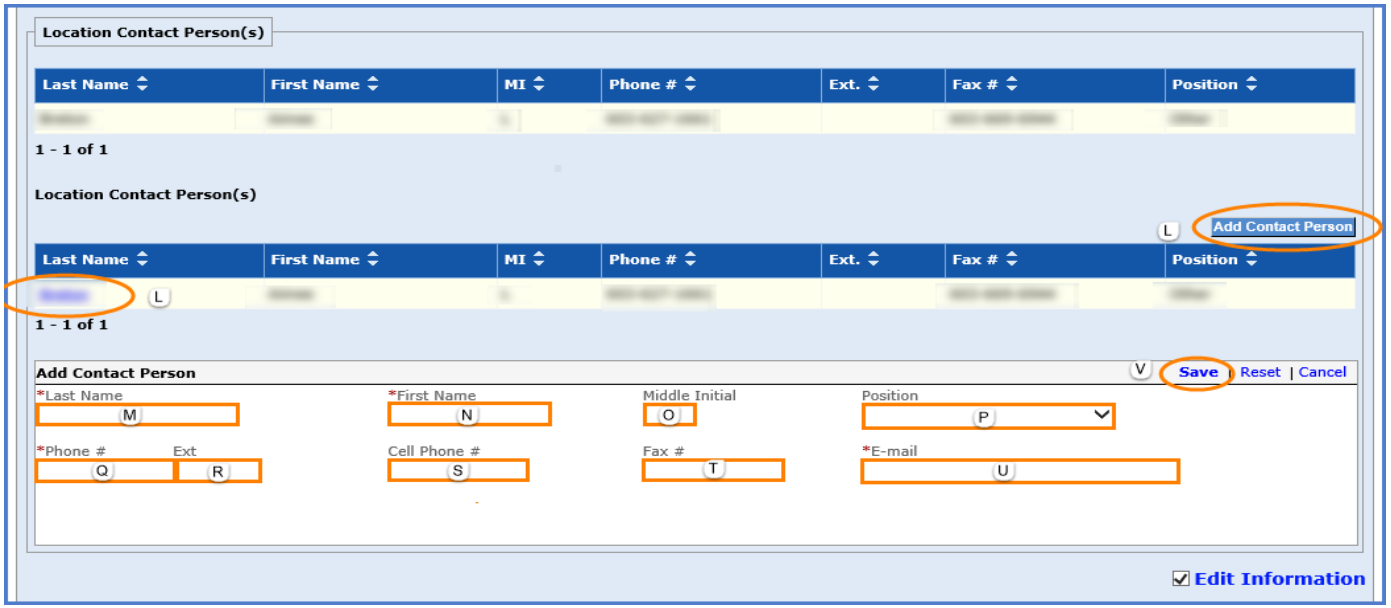
L. Select the blue hyperlink for the Name to edit the current location contact person or select "Add Contact Person" to add additional location contact persons

NOTE: The service location contact person should be someone who can respond to enrollment related issues for this location

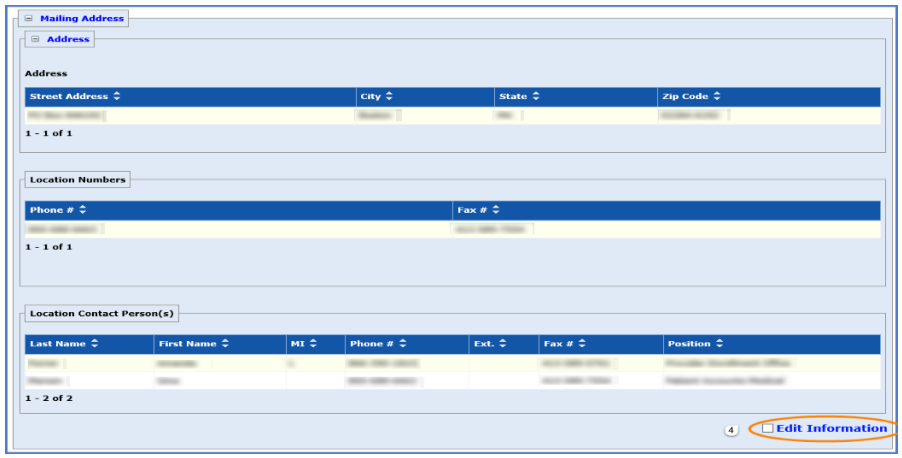
NOTE: Please ensure any current contact persons listed have their email address entered

M-U. Enter the applicable information for the location contact person

V. Select "Save"



4. Review the information in the Mailing Address section and check off Edit Information if anything needs to be edited

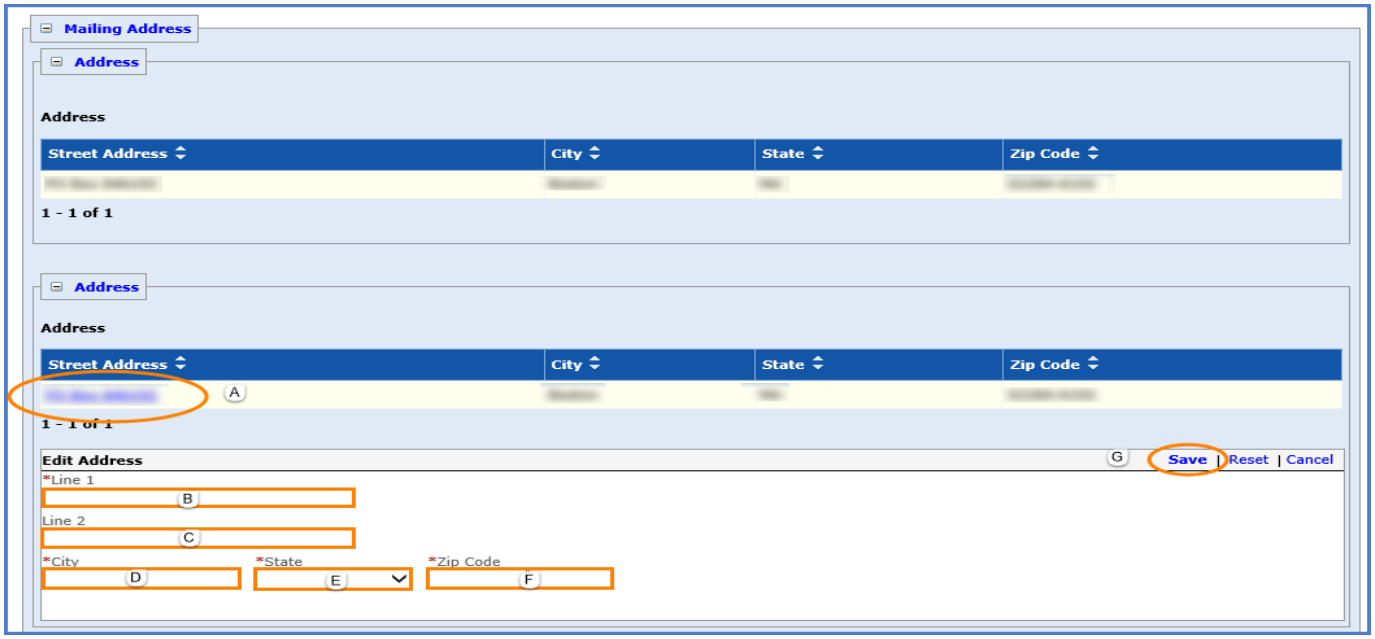


Demographic Section

A. Select the blue hyperlink for the Street Address to edit the Mailing Address

B-F. Enter the updated Mailing Address

G. Select "Save"

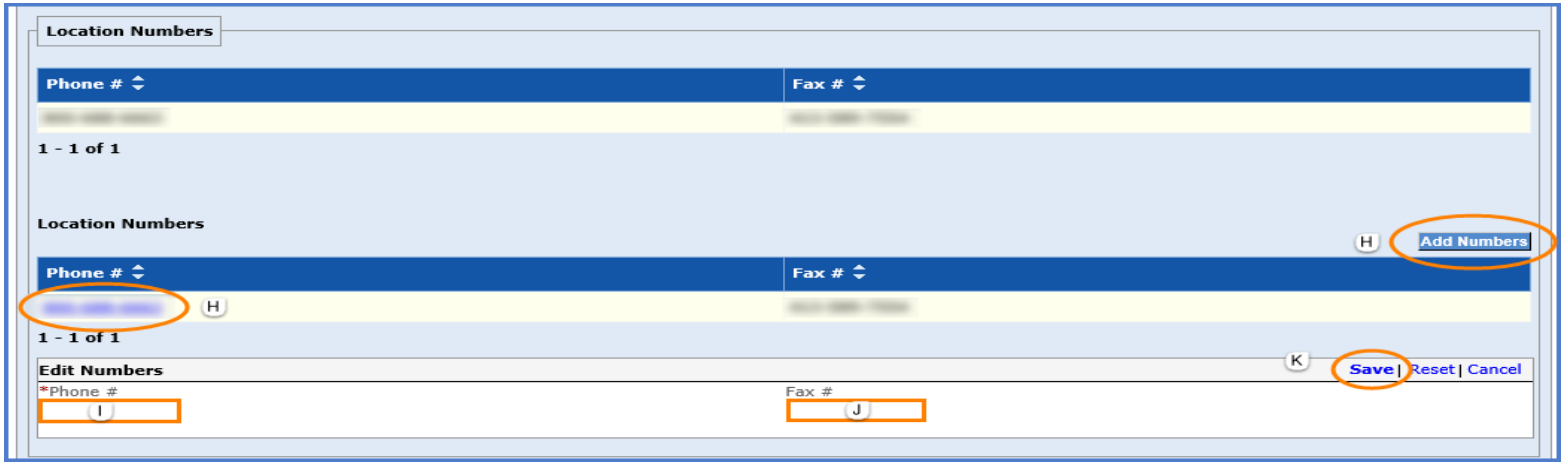


H. Select the blue hyperlink for the Phone Number to edit the current numbers or select "Add Numbers" to add additional numbers

I. Enter the Phone Number

J. Enter the Fax Number if applicable

K. Select "Save"



Demographic Section

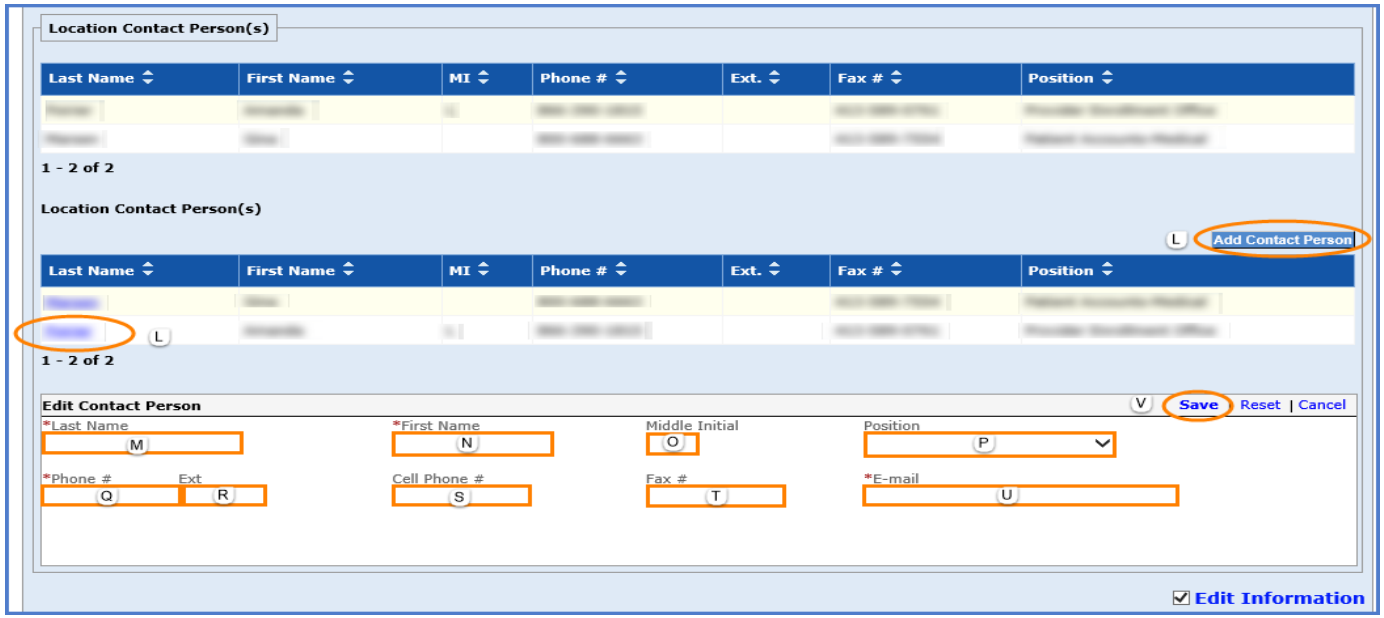
L. Select the blue hyperlink for the Name to edit the current location contact person or select "Add Contact Person" to add additional location contact persons

NOTE: The mailing address contact person should be someone who handles mailings. They may be contacted for mail related issues

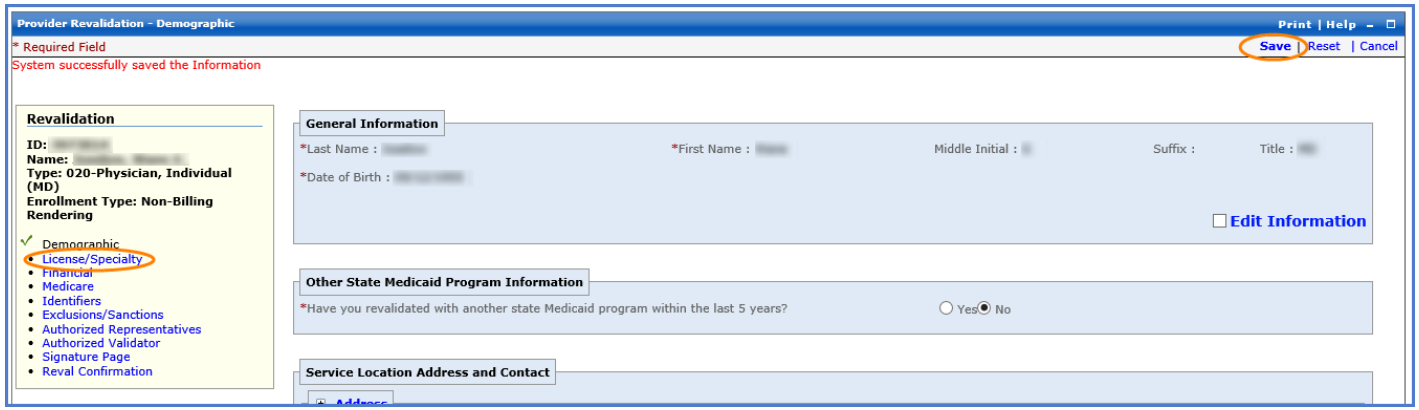
NOTE: Please ensure any current contact persons listed have their email address entered

M-U. Enter the applicable information for the location contact person

V. Select "Save"

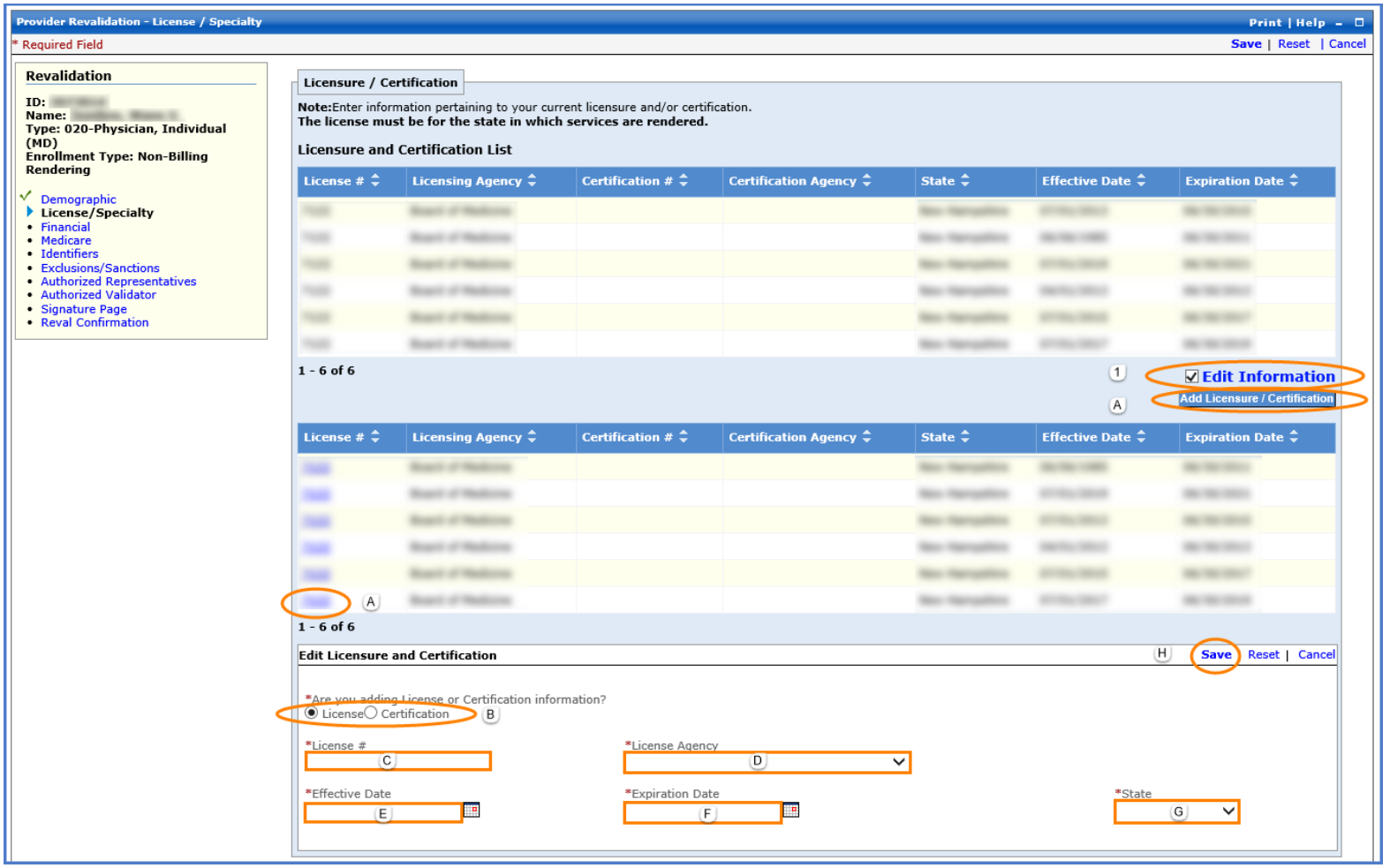


- Select "Save" in the top right corner
- Move to the next section by selecting the link for "License/Specialty"



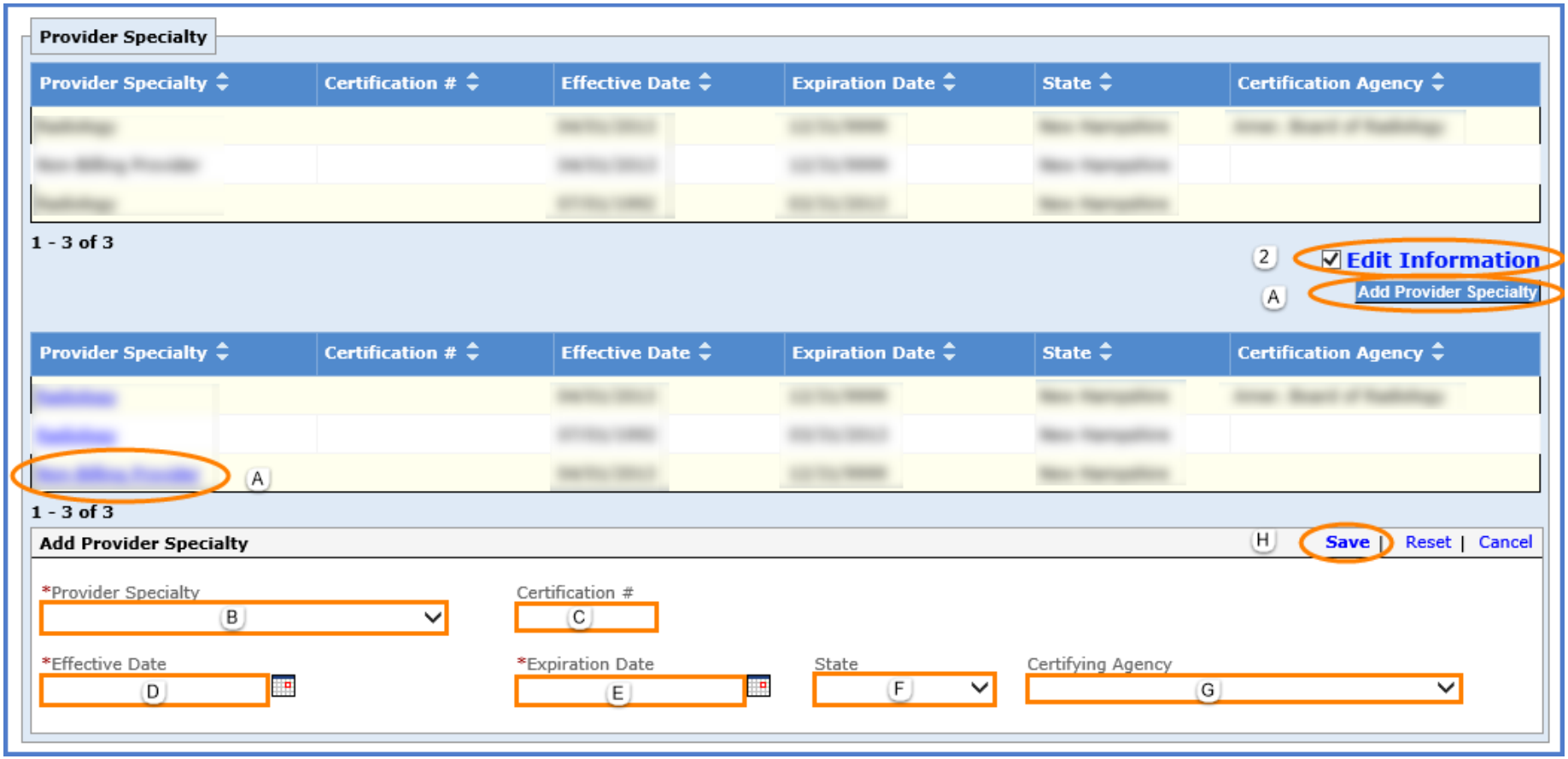
License/Specialty Section

1. Review the information in the License/Certification section and check off Edit Information if anything needs to be edited
    A. Select the blue hyperlink for the License Number to edit the current License or Certification or select "Add Licensure/Certification" to add additional Licenses or Certifications
    B. Select License or Certification
    C. Enter the License or Certification number
    D. Select a License Agency from the drop-down list
    E. Enter the Effective Date of the license or certification
    F. Enter the Expiration Date of the license or certification
    G. Select the license or certification's issuing State from the drop-down list
    H. Select "Save"



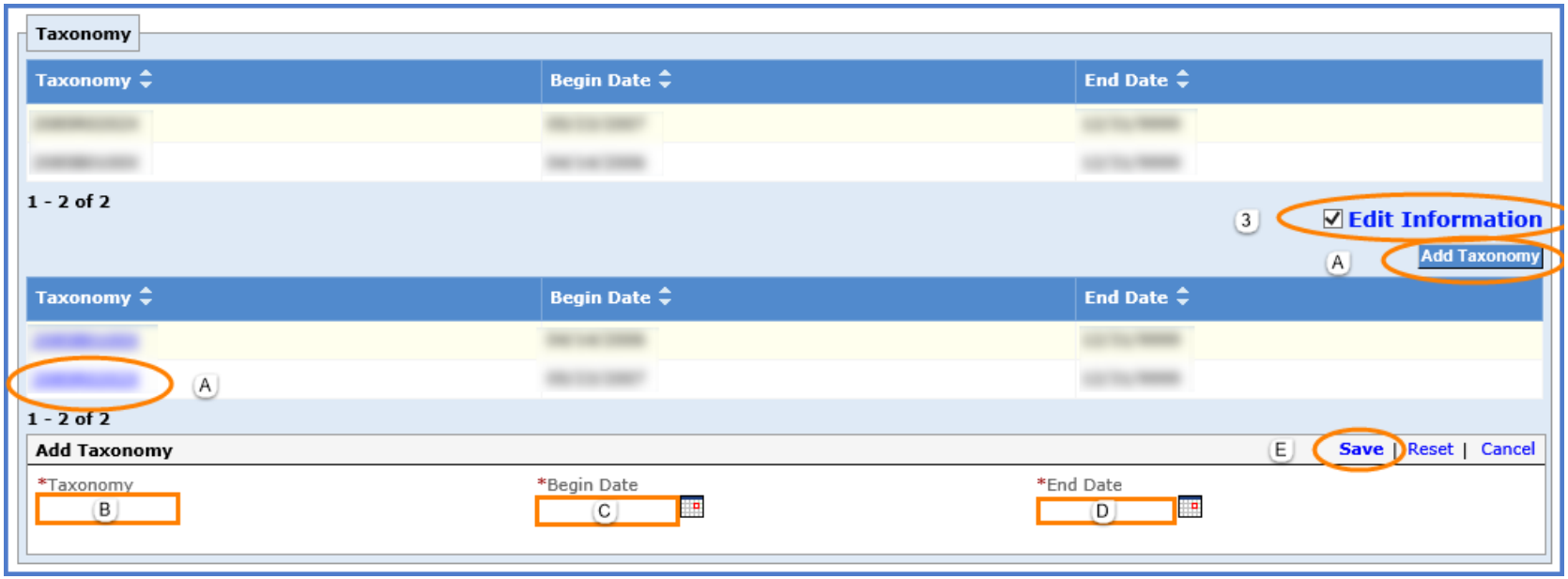
License/Specialty Section

2. Review the information in the Provider Specialty section and check off Edit Information if anything needs to be edited
    A. Select the blue hyperlink for the Provider Specialty to edit the current Provider Specialty or select "Add Provider Specialty" to add additional Provider Specialties
    B. Select a Provider Specialty from the drop-down list
    C. Enter a Certification Number if applicable
    D. Enter the Effective Date of the Provider Specialty
    E. Enter the Expiration Date of the Provider Specialty
    F. Select the State of the Provider Specialty if applicable
    G. Select the Certifying Agency from the drop-down menu
    H. Select "Save"

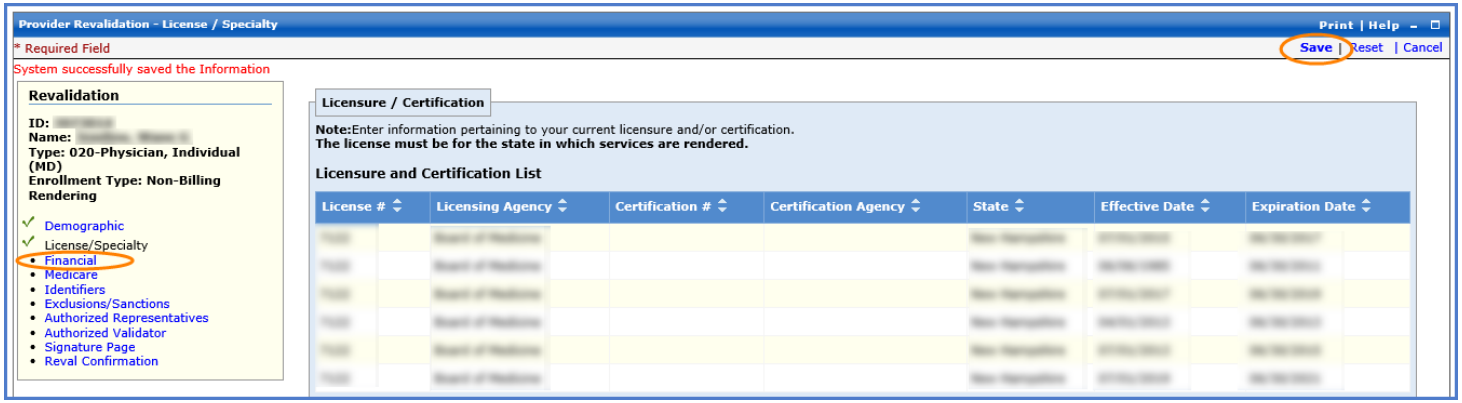


License/Specialty Section

3. Review the information in the Taxonomy section and check off Edit Information if anything needs to be edited
   TIP: You can find your taxonomy information on your NPI, which can be located on the NPI Registry website: https://npiregistry.cms.hhs.gov/
   A. Select the blue hyperlink for the Taxonomy to edit the current Taxonomy or select "Add Taxonomy" to add additional Taxonomies
   B. Enter the Taxonomy
   C. Enter the Taxonomy Begin Date NOTE: This date should be the enumeration date that is listed on your NPI
   D. Taxonomies do not expire, so enter the end date of 12/31/9999
   E. Select "Save"



- Select "Save" in the top right corner
- Move to the next section by selecting the link for "Financial"

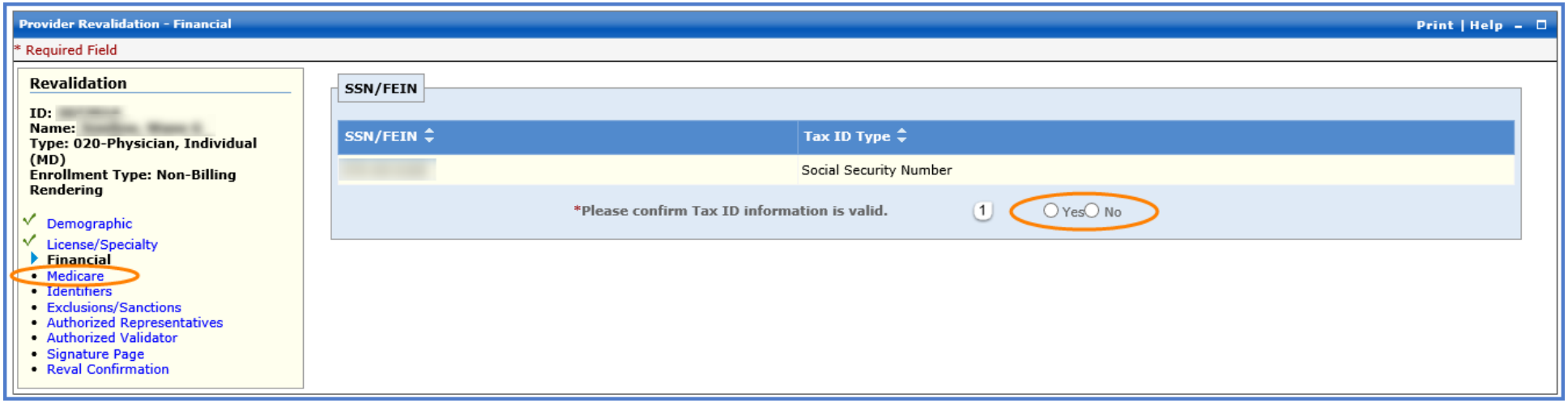


Financial Section

IMPORTANT: Be very mindful with your selection in this section. If you select No, the revalidation application will be locked, and you will not be able to change your selection or complete the revalidation. If you unintentionally selected No, please contact the NH Medicaid Provider Relations Call Center at 866-291-1674

1. Verify if the SSN is accurate and select Yes or No.

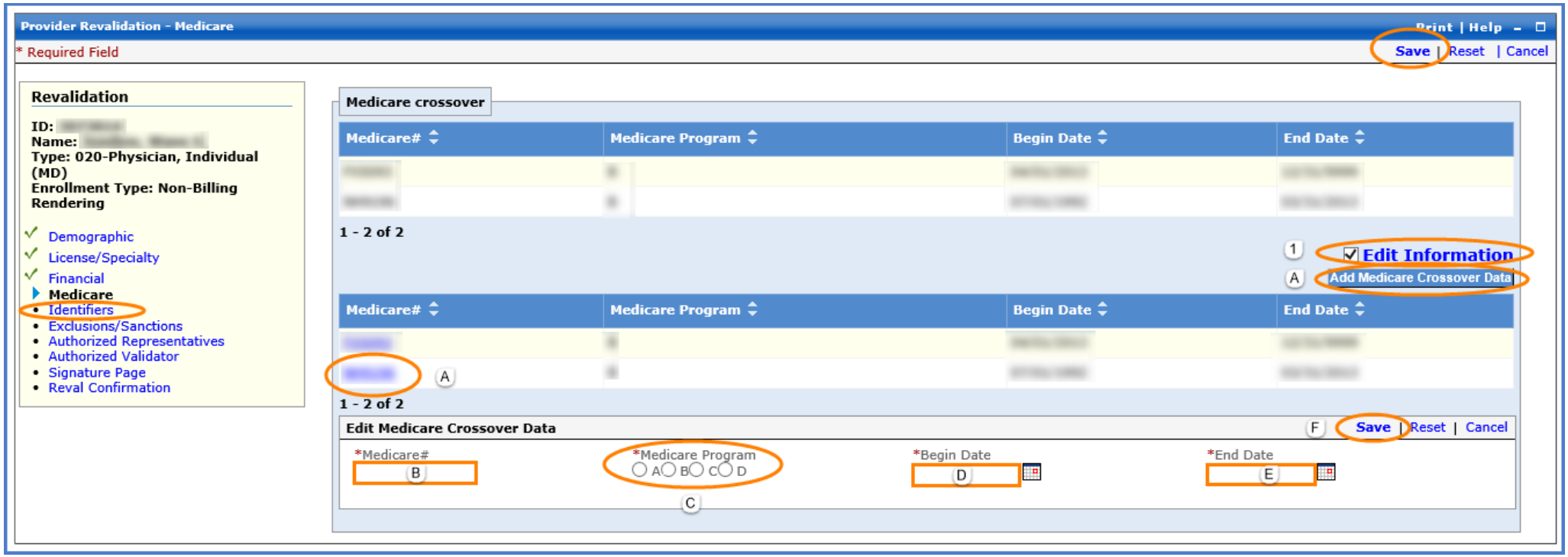
- If No is selected, please contact the NH Medicaid Provider Relations Call Center at 866-291-1674
- If Yes was selected, move to the next section by selecting the link for "Medicare"



Medicare Section

1. Review the information in the Medicare Crossover section and check off Edit Information if anything needs to be edited
    A. Select the blue hyperlink for the Medicare Number to edit the current Medicare Number or select "Add Medicare Crossover Data" to add additional Medicare Numbers
    B. Enter your Medicare Number
    C. Select a Medicare Program Part
    D. Enter the Begin Date of your Medicare Number
    E. Enter the End Date of your Medicare Number
    F. Select "Save"

- Select "Save" in the top right corner
- Move to the next section by selecting the link for "Identifiers"

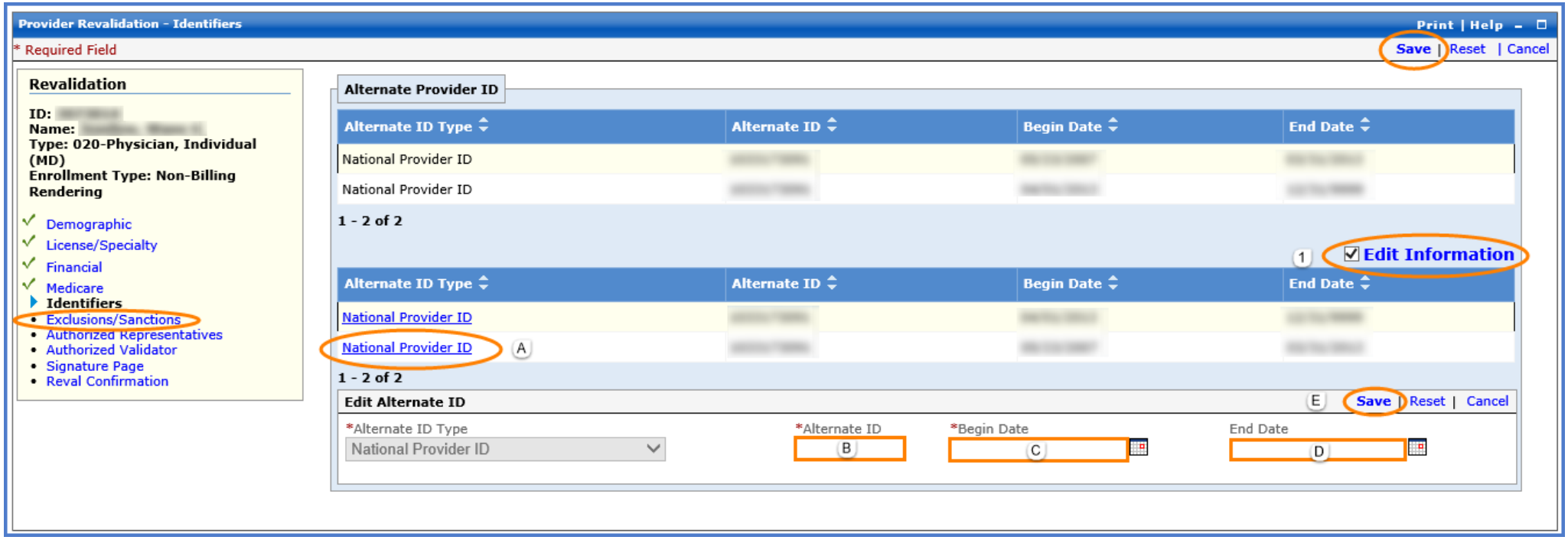


Identifiers Section

1. Review the information in the Alternate Provider ID section and check off Edit Information if anything needs to be edited
   - A. Select the blue hyperlink for the National Provider ID to edit the current NPI
   - B. Enter your NPI number NOTE: Your NPI information can be located on the NPI Registry website: https://npiregistry.cms.hhs.gov/
   - C. Enter the NPI Begin Date NOTE: This date should be the enumeration date that is listed on your NPI
   - D. Enter the NPI End Date if applicable

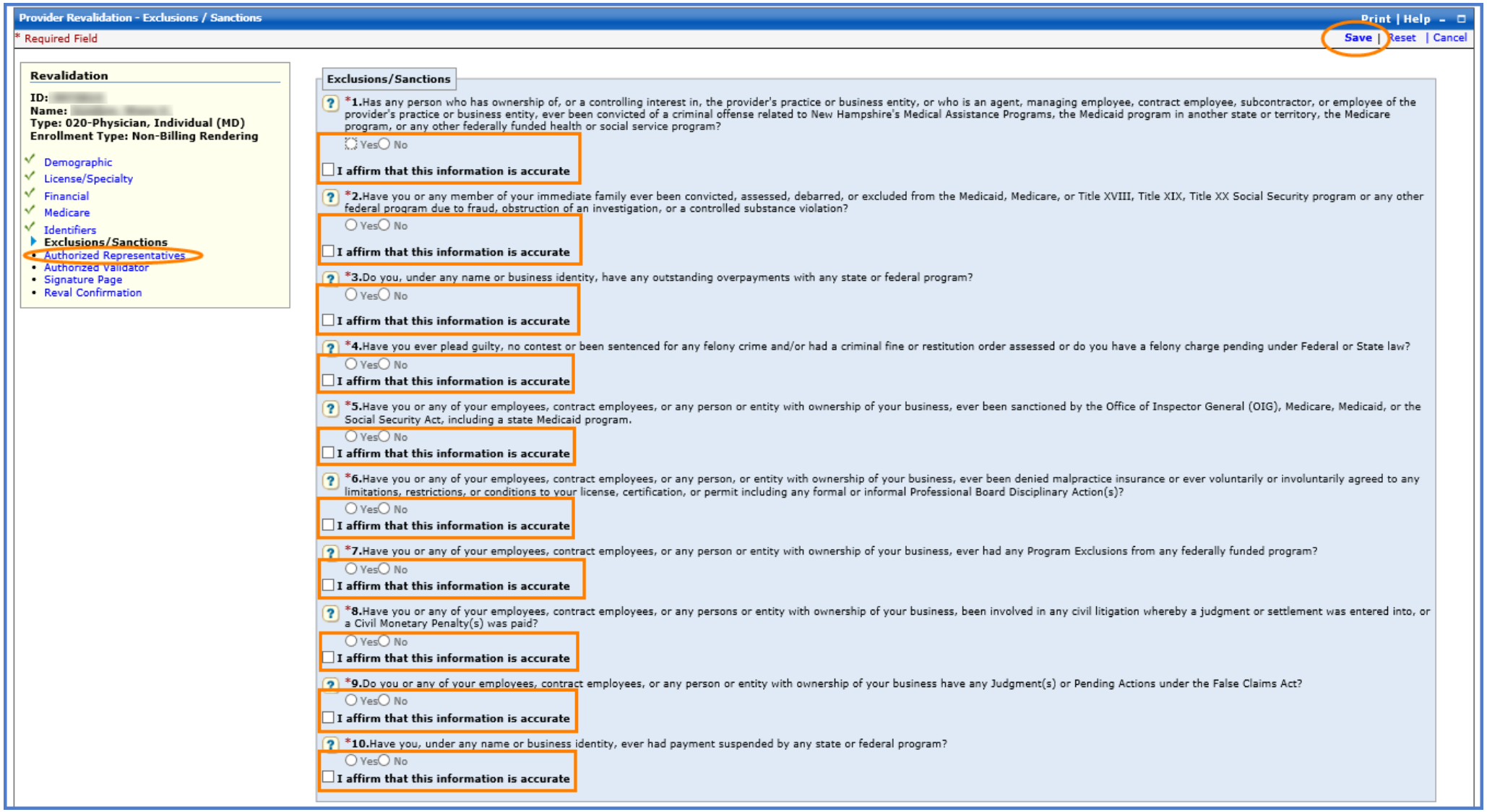
   NOTE: If a NPI is incorrect and does not apply to this individual, overwrite the NPI with the correct NPI, and ensure the begin date matches the enumeration date. Or if there is already another span with the correct NPI, then end date the span that has the incorrect NPI using the current date. The incorrect NPI will be removed by the fiscal agent after submitting the revalidation application
   - E. Select "Save"

- Select "Save" in the top right corner
- Move to the next section by selecting the link for "Exclusions/Sanctions"



Exclusions/Sanctions Section

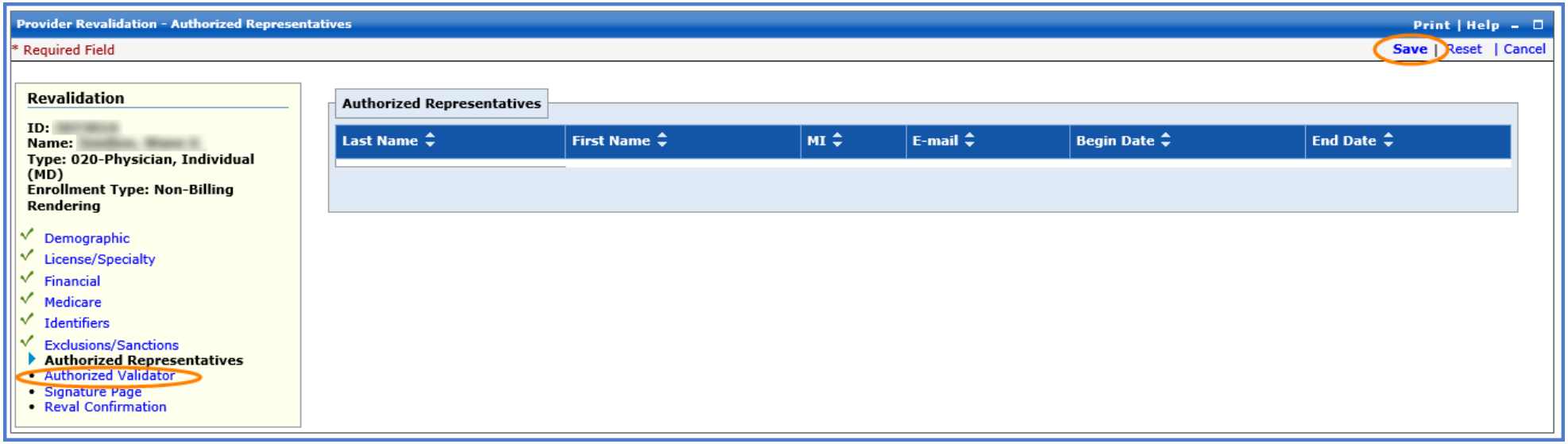
- Select Yes or No for each question. If you select Yes for any question, additional required fields will appear. Check off that the information is accurate
  NOTE: Any question answered Yes will require a copy of the original adverse action or a dated signed statement that explains the Yes answer from the provider be sent via secure email to NHProviderRelations@Conduent.com or to the secure fax at 866-446-3318
- Select "Save" in the top right corner
- Move to the next section by selecting the link for "Authorized Representatives"



Authorized Representatives Section

NOTE: Authorized Representatives have approval and authorization to make changes to your NH Medicaid Provider ID such as address changes, affiliations and un-affiliations, portal access requests, and demographic changes

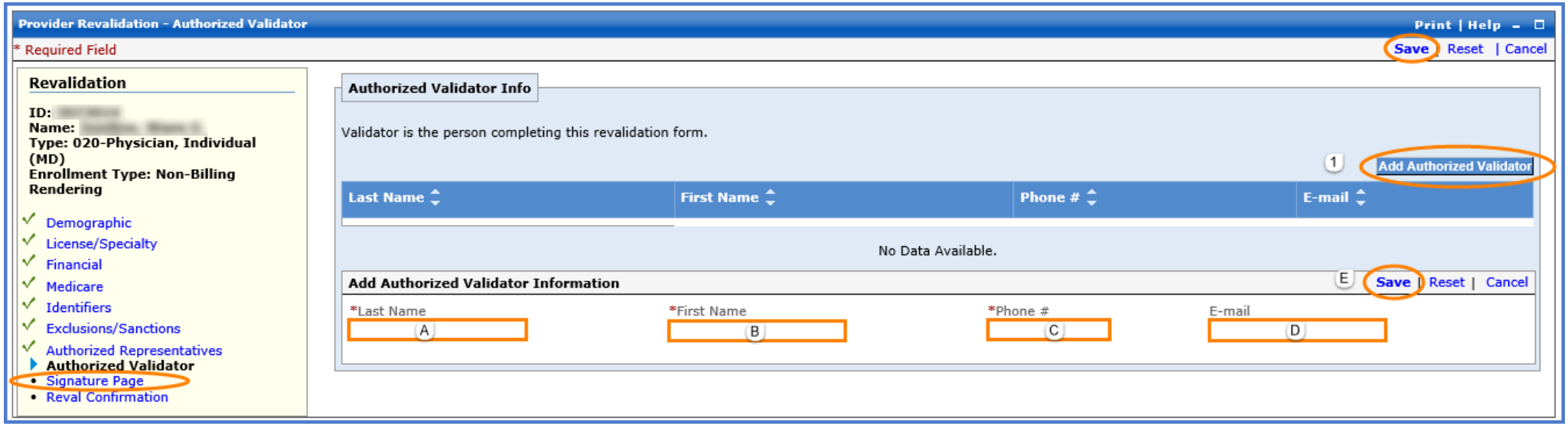
- The Authorized Representatives section will show any current or past Authorized Representatives on your Provider ID. You will not be able to add or remove any of them from this screen. If you need to add or remove any, please complete an Authorized Representative Appointment or Removal form located on the Documents and Forms page and submit it along with the revalidation application
- Select "Save" in the top right corner
- Move to the next section by selecting the link for "Authorized Validator"



Authorized Validator Section

1. Select Add Authorized Validator to add the person who is completing this revalidation
    A. Enter the Authorized Validator's Last Name
    B. Enter the Authorized Validator's First Name
    C. Enter the Authorized Validator's Phone #
    D. Enter the Authorized Validator's E-mail
    E. Select "Save"

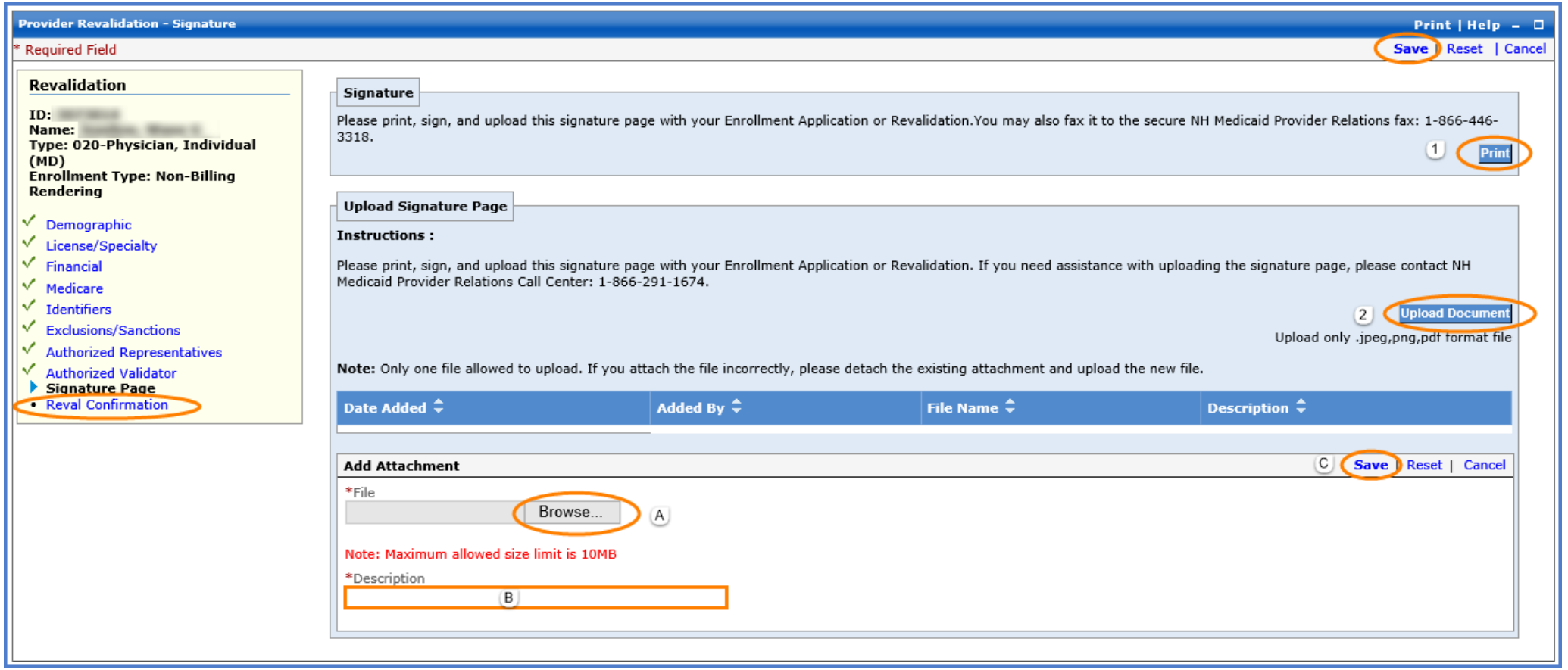
- Select "Save" in the top right corner
- Move to the next section by selecting the link for "Signature Page"



Signature Page Section

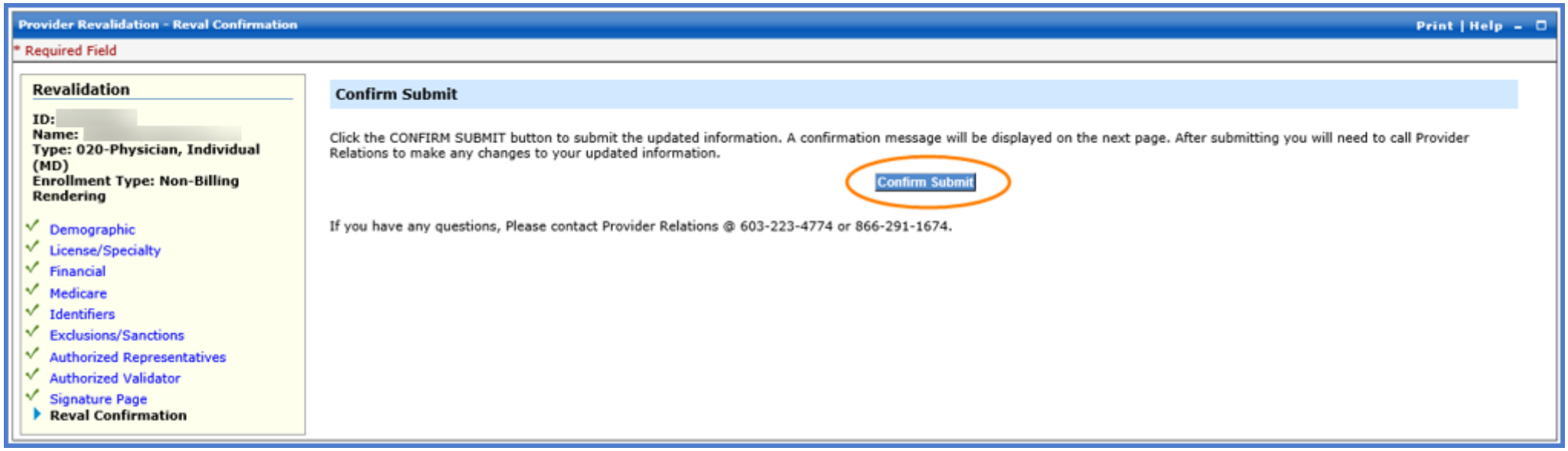
1. Select "Print" to print a pre-filled signature page that requires the signature of the provider
   NOTE: You will need to have the signed signature page scanned back onto your computer and saved as a .jpeg, .png, or .pdf file format
2. Select "Upload Document" to open the Add Attachment section
   A. Select Browse to browse your files for the signature page you saved
   B. Add a Description for the attachment
   C. Select "Save"

- Select "Save" in the top right corner
- Move to the next section by selecting the link for "Reval Confirmation"



Reval Confirmation Section

1. Select "Confirm Submit" to submit the revalidation application NOTE: You will not be able to make any further changes to your application after submission. If you need to make any edits, please contact the NH Medicaid Provider Relations Call Center at 866-291-1674



Submit Complete Section

- Your Revalidation Application has now been submitted. Select "Print Information" to print a copy of the application that was submitted or select "Exit" to return to your home page