

# MCO LTSS Quick Tips

\*\*\* FINAL EXTENSION: MCO LTSS Provider Enrollment deadline has been extended until **February 1, 2019**. \*\*\*

<https://hhs.texas.gov/doing-business-hhs/medicaid-provider-enrollment>

- **Who needs to enroll via this process?**

- Any provider who provides LTSS services under a specific NPI and taxonomy combination through Medicaid Managed Care, but does not have an active TPI through TMHP or an API through this process with the same taxonomy(ies) used to bill for LTSS services.

- **How does a provider enroll?**

- A provider may receive an enrollment application packet by emailing the [MCO LTSS Provider Re-enrollment@hhsc.state.tx.us](mailto:MCO_LTSS_Provider_Re-enrollment@hhsc.state.tx.us) and providing their:
  - Name
  - NPI
  - Taxonomy(ies), and
  - Tax ID.
- Upon receipt of the request, HHSC staff will confirm whether or not enrollment via this process is necessary, and if so, they will email you the application packet.
- The provider **must fill out the entire packet** and submit to the email address above. If an application is missing any of the forms in the packet, the submission will be rejected and the provider will have to resubmit the complete packet to begin the enrollment process.
  - **Note: Fingerprints are not required for everyone, please see the enrollment checklist for instructions.**
- Please allow up to 15 business days for your application to be reviewed for any deficiencies. HHSC staff will contact you for any needed corrections.

- **Taxonomies**

- Providers must enroll using a taxonomy they selected at the time of registering for their NPI. Some providers have 1 (one), others have multiple taxonomies. If the taxonomy is not present in NPPES, <https://nppes.cms.hhs.gov/#/>, then the provider will not be able to continue enrollment until they either acquire a new NPI for that taxonomy OR update their taxonomy on NPPES by submitting an update form found at <https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/downloads/CMS10114.pdf>.
- **Taxonomies are important.** Providers should only be billing the MCOs with the taxonomy(ies) that they have attested to in NPPES and have enrolled via TMHP or HHSC. If a provider receives a notification and know they are enrolled, it could be possible that the taxonomy they billed with is not also attested to their enrollment (whether it's through TMHP or HHSC).
- If a provider enrolled via TMHP, but the taxonomy they use to bill for LTSS services is not listed on their account, as long as the taxonomy does not change their provider type with TMHP, a provider can update their taxonomy list by:
  - 1) sending in a Provider Information Change (PIC) form [http://www.tmhp.com/Provider\\_Forms/Provider%20Enrollment/F00114\\_Provider\\_Information\\_Change\\_Form.pdf](http://www.tmhp.com/Provider_Forms/Provider%20Enrollment/F00114_Provider_Information_Change_Form.pdf) to TMHP;
  - 2) log in to the Provider Information Management System (PIMS) and update it there.

- In the instance a taxonomy update with TMHP is completed, no further enrollment action is needed.
  - *Please note:* You will only be able to update your taxonomy with TMHP when the taxonomy is NOT LTSS specific. In the event you bill with an LTSS specific taxonomy and are also enrolled via TMHP, please email [MCO LTSS Provider Re-enrollment@hhsc.state.tx.us](mailto:MCO_LTSS_Provider_Re-enrollment@hhsc.state.tx.us). The team will verify TMHP enrollment and add your provider information with the LTSS specific taxonomy to the LTSS Master Provider File. You will documentation verifying the update to the file.
- Enrollment Notifications
  - HHSC has requested that the MCOs perform targeted outreach in identifying specifically which providers still need to complete the enrollment process. It is possible that the identified provider may simply need to update their account with TMHP or HHSC (this can be confirmed by emailing the MCO LTSS Provider inbox).
  - If a provider receives a notification and they know they are enrolled, they should follow back up with the respective MCO. It's possible the provider may need to also update their billing provider information on their claim submissions.