



# PROVIDER QUICK TIPS

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## All Medical Assistance (MA) Providers MUST Enroll & Update all Service Locations with the Department of Human Services (the department) as Well as Providers With Managed Care Organizations (MCOs)

Providers are reminded that the information on their DHS MA Provider Profile is the official record for the department's MA program. It is imperative that the department has the most up-to-date information on file, including providers' credentials, payment, mailing and office information. Please ensure the NPI number you have on file with the department is also on file with the MCOs in which you participate.

This includes the requirement for all providers to enroll all service locations with the department prior to seeing any MA patients.

Not only must you enroll all service locations for all offices in which you see MA patients, but you must continually maintain and update this and all other information on file with the department, **even if you do not submit claims to Fee-for-Service.** The information in your MA provider profile should be accurate and updated in a timely manner throughout your participation with the MA program.

Please do not forget to close any service locations that are no longer valid as soon as possible.

More information on provider regulatory, MA policy and participating provider contractual requirements can be found in your provider agreement, MA Bulletins, and System Notices at [www.dhs.pa.gov](http://www.dhs.pa.gov), Pennsylvania Regulations at [www.pacode.com](http://www.pacode.com) and Federal Regulations at [www.cms.gov](http://www.cms.gov).

Please note: If you do not have accurate information on file with the department, it may affect your enrollment and/or claims payments from your MCO.

Please look for future Quick Tips announcing helpful information for providers!

Check the department's website often at: [www.dhs.pa.gov](http://www.dhs.pa.gov)  
Thank you for your service to our MA recipients.  
We value your participation.

