



# PROVIDER QUICK TIPS

#190

## Announcing the Electronic Provider Enrollment Application

The Department of Human Services (the department) is pleased to announce the availability of a new online Electronic Provider Enrollment Application. The electronic application allows providers to apply for enrollment with the Medical Assistance (MA) program by completing new applications, revalidations and reactivations via secure online portal. To access the electronic provider enrollment application, please visit the online portal at the following link:

<https://provider.enrollment.dpw.state.pa.us>

The Electronic Provider Enrollment Application will require providers to answer a series of questions similar to the paper based enrollment applications. The electronic application will also ask the provider to upload documents that would have to be mailed or faxed with paper enrollment applications.

Providers using the Electronic Provider Enrollment Application will be required to create a password for each application submitted. Providers should also record their application tracking number (ATN) so they can use it along with their Tax ID or Social Security Number and password to log into the secure portal to return to the application prior to submission or to check the status of their submitted application.

The new electronic application benefits both the department and the provider.

Benefits include:

- offering providers an additional way to enroll as a MA provider
- allowing providers the ability to check the status of an enrollment application utilizing a tracking number
- assists the department's efforts to process applications in a timely manner

Initially, the Office of Developmental Program (ODP) providers as well as the following provider types will be unable to use the Electronic Provider Enrollment Application to enroll, revalidate, or reactivate as MA providers:

07 – Capitation (MCO)  
10 – Mid-Level Practitioner  
22 – Department of Health  
34 – Program Exception  
35 – Public Schools  
41 – Adult Day Care  
48 – Service Bureau  
65 – Lien Holder  
70 – Energy Assistance Provider

Adult Autism Waiver providers may use the Electronic Provider Enrollment Application to enroll and revalidate.

These providers should continue to complete paper enrollment applications and forward to the department based on the instructions in the paper application.

Enrollment applications can be found on the department's website at the following link:

<http://www.dhs.pa.gov/provider/healthcaremedicalassistance/enrollmentinformation/index.htm>

**Reminder:** MA providers who enrolled on or before March 25, 2011 must revalidate by March 24, 2016. MA providers enrolled after March 25, 2011 must revalidate within 5 years of the date initially enrolled in the program.

Thank you for your service to our Medical Assistance (MA) recipients.  
We value your participation.

Check the department's website often at: [www.dhs.pa.gov](http://www.dhs.pa.gov)



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