

Enrollment Resource Document

A provider can submit an application for New, Revalidation, and Reactivation. Portal applications to enroll in the MA Program are available on the Department's website at: [Enrollment Portal UI](#)

[Provider Enrollment Information](#)
[Provider Enrollment Documents](#)

The electronic Portal was designed to replace paper applications, go green, streamline processes, consolidate, and improve efficiency for both the provider and enrollment areas. However, if you need to submit a paper application, you can call the OMAP Inquiry Line at 1-800-537-8862, to request a paper application.

- Applications may be sent via e-mail to: OMAP Email: RA-ProvApp@pa.gov
- Applications may also be sent via facsimile at: (717) 265-8284
- Address to send all paper applications and forms:
BFFSP Provider Enrollment
PO Box 8045
Harrisburg, PA 17105-8045

If there is a question regarding applications or the provider enrollment process, please contact OMAP by phone: OMAP Inquiry Line: 1-800-537-8862

If there is a question for OMHSAS regarding provider enrollment, please contact us at: OMHSAS Email: RA-PWSERVICES@pa.gov

Common mistakes and portal enrollment tips:

- Ensure correct enrollment type is chosen. Most providers are a Facility or Entity, and they are generally licensed. Groups are never licensed but bill for services performed by the licensed Individuals that are fee assigned to the Group.
- Electronic Signatures on Portal applications must be the same individual for the Provider Agreement for Outpatient Providers, and for the Submission Details. Additionally, the person who e-signs must be disclosed on the Ownership/Control Interest section of the application.
- Ownership/Control Interest disclosures are an extremely important data element when completing the application. These disclosures are federally required by the provisions of the Affordable Care Act (ACA). This information is directly related to the Organizational Type selected by the provider.
 - Name, SSN, and DOB are what one of the auto checks validates, and if a keystroke error is made it will fail the SSN checks, and the application will have to be returned for corrections. This information must be entered exactly as it appears on the individual's social security card.

- Ownership/Control Interest Disclosures are an extremely important data element when completing the application
 - Owners, whether they are an Individual(s) or an Entity company, such as a parent or an umbrella company, must all be disclosed, who have a 5% direct or indirect ownership or control in the business. They must also include the Ownership/Interest percentage.
 - Also include all managing employees, shareholders, board members and Officers (CFO's, CEO's, etc.). Managing employees means a general manager, business manager, administrator, director, or other individual who exercises operational or managerial control over, or who directly or indirectly conducts the day-to-day operation of, an institution, organization or agency.
 - Board members must be disclosed, especially for non-profit corporations.
- NPI (National Provider Identifier) Issue: When providers enter their NPI on the Portal application, if the NPI/Taxonomy/Zip Code combination has been utilized the maximum number of times, a message will present to the provider when they attempt to save and continue that page. The message does not prevent providers from continuing and submitting the application. However enrollment staff will see that the NPI/Taxonomy/Zip code combination is already in use. The application will have to be returned with the comment: NPI/Taxonomy/Zip code combination already being used. Select another Taxonomy, or utilize an alternate NPI number, and resubmit.
- ORP's must answer the question under the General & Historical Questions section "Are you only enrolling as an ordering, referring or prescribing provider?" as a Yes.
- 08/184 Outpt D&A Clinic needs to be enrolled and active in PROMISe prior to an 11/128 H0015 D&A IOP, and an 11/184 H0047 HA D&A Outpt Tx in an Alternative Setting
- Contact Email Addresses:
 - Important for providers to have contact emails accurate.
 - It is suggested that providers set up their own resource accounts specifically for Portal enrollments. With staff turnover, a resource account rather than an individual employee email address, prevents reminder emails from being missed, or going to an inactive email account.
- County Letters of Support is always required for CSS services (Family Based, Crisis, Resource Coordination, ICM and Blended).