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## CMS Re-Enrollment Requirement Deployed Oct 10, 2014



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### TIMELINE & WEBSITE

On-Line/Web Re-Enrollment Began On:  
**May 1, 2014**

All Re-Enrollment Certifications Must Be Completed  
By:  
**December 31, 2015**

Re-Enrollment and information regarding the ACA Re-Enrollment Requirement may be found on the [Wyoming Medicaid](#) website. For providers who have enrolled or re-enrolled after May 1, 2014, no action is required of you at this time. Notification will be sent when it is time for a provider to re-enroll after this initial provider re-enrollment.

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### WHY ARE MEDICAID PROVIDERS REQUIRED TO RE-ENROLL?

The Affordable Care Act (ACA) requires that all Medicaid providers be screened and re-enroll at least every five (5) years. The federal regulations specific to provider screenings and re-enrollment may be viewed at:

<http://www.gpo.gov/fdsys/pkg/FR-2011-02-02/pdf/2011-1686.pdf>

### FREQUENTLY ASKED QUESTIONS

Please review the [Frequently Asked Questions](#) to assist with general questions.

If you have only one or two enrollment questions, please contact the call center during normal business hours. 9AM – 5PM MST. The Provider Relations call center phone number is 800-251-1268. Choose Option 2, Option 1, Option 2 to speak with an agent.

However if you need someone to walk you through the enrollment/re-enrollment, please contact the call center to set up a time between 8AM and 9AM where someone can contact you to help you with the enrollment process.

## ARE THERE APPLICATION FEES?

The ACA has imposed an application fee on institutional providers.

### INSTITUTIONAL PROVIDERS REQUIRED TO PAY THE APPLICATION FEE:

- In-state only
  - PRTFs, SACs, Wyoming Medicaid Only Nursing Facilities, CMHCs, Clinical Medical Laboratories, and Wyoming Medicaid Only Home Health Agencies (re-enrolling and newly enrolling)
- **Providers that are enrolled in Medicare, Medicaid (other states) and CHIP are only required to pay one (1) enrollment fee. Verification of this payment must be included with enrollment application.**
- The application fee is required for new locations, new enrollments, for re-enrollments, and for Medicaid requested re-enrollments (i.e. inactive enrollment statuses).
  - The 2014 calendar year application fee is \$542 and is payable when one of those actions takes place, which may be less frequent than the 5 years.

### APPLICATION FEE IS NON-REFUNDABLE:

- The application fee or verification of payment must be included with the provider's re-enrollment documents, i.e. provider agreement, licensure, etc.
  - Make checks payable to the Division of Healthcare Financing
  - If the fee is required and not enclosed the provider will be terminated or denied.
  - If the check is returned due to non-sufficient funds the provider will be terminated or denied.

Per the ACA the amount of this fee will be adjusted by the percentage change in the consumer price index for all urban consumers.

## ARE THERE ADDITIONAL IMPORTANT FACTS PROVIDERS NEED TO BE AWARE OF?

- **In-state providers will be required to provide proof of licensure prior to licensure expiration date (mail copy of updated license).**
  - As providers complete the re-enrollment process, licensure end dates will be captured and licensure reminder letters will be generated 60-days prior to the license expiration date.
  - Renewal of enrollment is required at a minimum of every five (5) years
  - Institutional providers are required to submit the application fee or verification of payment upon re-enrollment.
- Medicaid will continue to terminate providers after one (1) year of inactivity - provider does not receive Medicaid reimbursement in a twelve (12) month period
  - When a provider is terminated due to claim submission inactivity, the provider is required to re-enroll
  - Providers are required to submit the application fee upon re-enrollment unless the provider can show evidence that they have paid the fee to Medicare or another state.
- The online re-enrollment requires providers to enter their Medicaid provider number, not their NPI. Providers may locate their Medicaid provider number at the header section (first line) on a remittance advice (RA). The provider's Medicaid number is the first number following, "PROVIDER NUMBER:" on the RA
  - Additional information to help you interpret the information listed on your remittance advice may be found in Chapter 6 of the CMS 1500, Dental or Institutional Provider Manuals

- Medicaid must suspend payments to a provider who is believed to be fraudulent. Program Integrity will be required to show that this process is being followed and will be required to report on cases where payments have been suspended or not suspended and why.

Due to the additional provider credentialing requirements, the overall enrollment process may take longer.

## HOW AND WHERE DO PROVIDERS RE-ENROLL?

To re-enroll follow the steps below:

- Access the [Wyoming Medicaid](#) website
- From the navigation bar on the left, select Provider Enrollment
- Select Online Enrollment from the Provider Enrollment page
- Enter Email Address and click on Create
- You will need to refer to your reference number if it is necessary to return to your enrollment application, when contacting the Provider Relations call center in regards to your re-enrollment, or if
- Answer the first question "is this enrollment a re-enrollment" as YES if you are re-enrolling
- Enter your Wyoming Medicaid provider number (not your NPI)
  - Providers can locate their Medicaid provider number at the header section (first line) on a remittance advice (RA). The provider's Medicaid number is the first number following, "PROVIDER NUMBER:" on the RA
  - Additional information to help you interpret the information listed on your remittance advice may be found in Chapter 6 of the CMS 1500, Dental or Institutional Provider Manuals

Complete the on-line application process, print and sign appropriate documents ([blue ink](#)), and submit supporting documentation as required

## HOW WILL PROVIDERS BE NOTIFIED FOR FUTURE RE-ENROLLMENTS?

As providers complete this initial re-enrollment Medicaid will retain all the necessary dates (licensure, re-enrollment, etc.) and generate re-enrollment notifications to be mailed 60-days prior to the provider's enrollment expiration dates.

- DO NOT delay in completing this re-enrollment process as failure to comply will result in termination of your Wyoming Medicaid provider number and no payments will be made.
  - Providers must have completed the re-enrollment process by December 31, 2015
- Re-enrollments must be completed via the Medicaid Web Portal.

Providers will be sent email communications for enrollment reminders, as well as other important Wyoming Medicaid news (such as policy updates, payment changes, etc.). It is very important that providers have more than one email address on file to ensure that if a notification is sent it will be received. Be sure to keep updating the email addresses on file to avoid missing important updates.

To avoid terminations due to invalid address, phone, or fax number notify Wyoming Medicaid immediately of these changes. Updates to provider information must be sent in on provider letterhead with the NPI or Wyoming Medicaid ID number and fax the update Attention Provider Enrollment to (307)772-8405.

## CONTACTS / RESOURCES

For questions or assistance regarding the re-enrollment process, contact Provider Relations at 1-800-251-1268, press 2, 1, and 2, to speak to an agent.

For your ease, an [ACA Re-Enrollment](#) web page has been created and will be updated as more information is available.

### Stop Medicaid Fraud

Help identify and combat Medicaid Fraud by visiting the website or contacting the Fraud Hotline:

- <http://stopwyomedicaidfraud.com>
- 1-855-846-2563

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Be sure to add [wycustomersvc@xerox.com](mailto:wycustomersvc@xerox.com) to your address book to ensure the proper delivery of your Wyoming Medicaid updates and weekly payment summary information.

Wyoming Medicaid, Provider Relations, PO BOX 667, Cheyenne, WY 82003

Please do not reply to this email with any customer service issues. Specific account inquires will not be read.  
For assistance, contact [Provider Relations](#).