

Web Enrollment FAQs

1. Do I need to re-enroll?

YES. All Wyoming Medicaid providers must re-enroll. The Affordable Care Act (ACA) requires that all Medicaid providers be screened and re-enroll at least every five (5) years

2. Is the Re-enrollment application different?

No. The application process will be the same whether you are a new provider or an existing provider.

3. How will I know when I need to re-enroll?

After provider completes this initial re-enrollment, notifications will be generated and mailed to provider's 60-days prior to the provider's enrollment expiration date.

4. When completing the online enrollment, I noticed there are two taxonomies for Professional Counselors (101Y00000X for a Provisional Professional Counselor, and 101YP2500X for a Licensed Professional Counselor). What steps do I need to complete once I have completed the hours to transition to the Licensed Professional Counselor?

Providers who transition to the Licensed Professional Counselor will need to re-enroll with Wyoming Medicaid, and provide the appropriate license to indicate the change. Providers will not need to apply for a new NPI.

5. Do I have to sign the supplemental documents in blue ink?

Yes, to ensure original signatures are received. If documents are not received with signatures in blue ink the enrollment will be denied and the paper documents returned by mail.

Group Providers

1. Why am I getting denied for no ownership information when I already added the information in the web enrollment?

Once all the information is added in the ownership section, you need to ensure you are clicking the "Add Person" button. When the information appears below the ownership section, you have now properly added the owner to the web enrollment.

2. Who can I enter in the ownership section?

For-profit entities must enter an actual owner or party with controlling interest. Non-profit and government entities can enter any type of owners as appropriate.

Treating Providers

1. Where do I enter the individual's DOB and SSN to the web enrollment?

On the second page of the web enrollment, ensure you choose TYPE OF BUSINESS: INDIVIDUAL TREATING PROVIDER. Once you choose this type of business, the Date of Birth fields will appear. Under Tax Identifier Information you will be able to enter the individual's SSN.

2. How do you identify what group a treating provider should be linked to?

On the second page of the web enrollment ensure you are answering the question "Are you a member of a group practice, or do you work for a hospital that bills for you?" with yes and enter the appropriate group NPI number and click Add ID to save the information.

3. How do I choose a taxonomy code if my chosen taxonomy is not listed?

You will need to select the most appropriate taxonomy from to the options listed. All additional taxonomies can be entered on the second page of the enrollment.