



Texas | Medicaid

# How to enroll as a provider of employment services



# What is required before enrolling with Wellpoint?

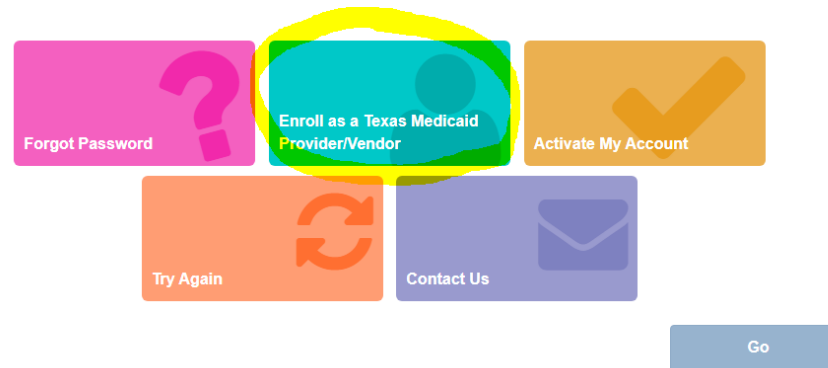
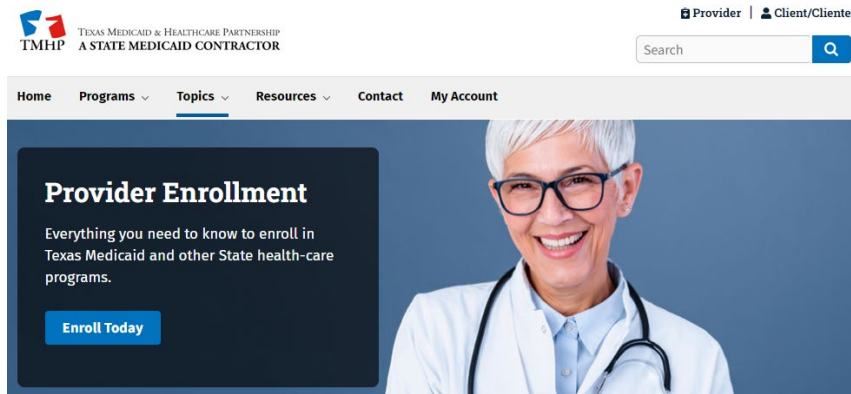
- Tax identification number (TIN)
- National provider identifier (NPI) number
  - You can apply for a NPI at <https://nppes.cms.hhs.gov/#/>
  - Once you have applied, you will receive a pin code to proceed
- Liability Insurance — \$100K is required per occurrence
- IRS *Form W-9*
- Enroll in Texas Medicaid through the Provider Enrollment and Management System (PEMS)



# Enrolling in Texas Medicaid through the Provider Enrollment and Management System

Enroll in Texas Medicaid through the Provider Enrollment and Management System (PEMS) site:  
<https://www.tmhp.com/topics/provider-enrollment>

Select **Enroll Today** then **Enroll as a Texas Medicaid Provider/Vendor**.

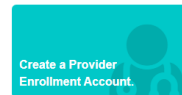


## Enrolling in Texas Medicaid through the Provider Enrollment and Management System (cont.)

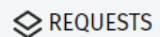
Select **Create a Provider Enrollment Account** to create a new provider account.

Why are you creating a new account?

I want to create an account to enroll and administer a new Texas Medicaid and other state healthcare programs provider.



## PROVIDER MANAGEMENT



[Create New Account](#)

<b>* User Name</b>	<input type="text" value="User123"/>	6-20 characters/(no spaces or special characters)
<b>* First Name</b>	<input type="text" value="John"/>	(no special characters)
<b>* Last Name</b>	<input type="text" value="Smith"/>	(no special characters)
<b>* Business Telephone</b>	<input type="text" value="555-555-5555"/>	000-000-0000
<b>* Email</b>	<input type="text" value="johnsmith@gmail.com"/>	To ensure delivery to your inbox please add donotreply@tmhp.com to your address book
<b>* Confirm Email</b>	<input type="text"/>	Retype email address. Do not copy and paste
<b>* Password</b>	<input type="password"/>	8-20 characters/(no spaces)
<b>* Confirm Password</b>	<input type="password"/>	Retype password. Do not copy and paste

**\* General Terms and Conditions**

You have entered the secure portion of the Texas Medicaid & Healthcare Partnership (TMHP) website. Throughout the terms herein, reference to TMHP means TMHP, Accenture State Healthcare Services, LLC, its parent company, affiliates, subsidiaries, employees, consultants, and subcontractors.

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By accepting the terms of use, you will be allowed access to programs, reports, and information provided by federal and state law contained in the secure portion of this website. Only authorized persons in lawful possession of a password provided by TMHP to provide such passwords may enter and access the secure portion of this website. The use of this website is subject to the terms of use contained herein.

Once you have accepted the terms of use, you will not be asked to accept such terms again when you access the site another time. TMHP is



## Success!

Your account has been created

### Enroll Provider

If you need additional help with Account Activation, contact the TMHP  
HelpDesk at 1-888-863-3638 between 7 a.m. to 7 p.m. CST.

## NPI & Enrollment Information

Welcome to the Provider Enrollment Management System (PEMS)

### Basic Instructions

When you Select **Start New Enrollment**, a new record will be created using your National Provider Identifier(NPI) or Atypical Provider Identifier (API).

*Note: If you accidentally **Start New Enrollment**, select 'Cancel' below, or the **back button** on your web browser to return to your dashboard view.*

PEMS bases each enrollment/registration application on the applying provider or participant's NPI or API.

Providers and Participants who would like to enroll or register in Texas health-care programs must do so under one of three categories determined by their NPI or API: **Provider, Atypical Provider, or Individual Transportation Participant.**

## NPI & Enrollment Information

**To Begin, Please Choose your Enrollment/Registration**

- ☒ Enroll as a Provider with an Existing National Provider Identifier
- ☐ Register as an Individual Transportation Participant
- ☐ Enroll as an Atypical Provider

Next, Please Enter your issued NPI NUMBER and validate NPPES information,

NATIONAL PROVIDER IDENTIFIER (NPI)



# Enrolling in Texas Medicaid through the Provider Enrollment and Management System (cont.)

- Select your *NPI* type.
- For *Program*, select **Acute Care-Fee-for Service.**
- Select the type of provider you are *Enrolling As*.

## NPI Type and Program Selection

Last updated on 4/8/2022

### NPI Type

Please select your "National Provider Identifier (NPI)" Type:

- ☒ Organization  
☐ Individual

### Program

- ☐ Acute Care -Case Management  
☐ Acute Care - Comprehensive Care Program (CCP)  
☒ Acute Care-Fee-for-Service  
☐ Children's Health Insurance Program (CHIP)  
☐ Children with Special Health Care Needs – Family Support Services (CSHCN-FSS)  
☐ Kidney Health Care (KHC)  
☐ Vendor Drug Program (VDP)

### Enrolling As

- ☒ Facility  
☐ Group  
☐ Performing Provider  
☐ Individual



# Enrolling in Texas Medicaid through the Provider Enrollment and Management System (cont.)

Select one of the provider types under *Provider Type Selection*.

## Provider Type Selection

Last updated on 4/8/2022

Based on the information you provided (shown at left), you may enroll as one of the following provider types. Select only one option, then click the **"Continue"** button below.

- ☐ Ambulance/Air Ambulance
- ☐ Ambulatory Surgical Center (ASC)
- ☐ Birthing Center
- ☐ Catheterization Lab
- ☐ Chemical Dependency Treatment Facility
- ☐ Community Mental Health Center
- ☐ Comprehensive Health Center
- ☐ Comprehensive Outpatient Rehab Facility (CORF)
- ☐ Durable Medical Equipment
- ☐ Family Planning Agency
- ☐ Federally Qualified Health Center (FQHC)
- ☐ Freestanding Psychiatric Facility
- ☐ Freestanding Rehabilitation Facility
- ☐ Genetics
- ☐ HCSSA
- ☐ Hearing Aid
- ☐ Home Health Agency
- ☐ Hospital
- ☐ Hyperalimentation/Total Parenteral Nutrition
- ☐ Independent Diagnostic Testing Facility (IDTF)
- ☐ Independent Laboratory
- ☐ Indian Health Services (IHS)
- ☐ Maternity Service Clinic
- ☐ Occupational Therapist (OT)
- ☐ Opioid Treatment Provider (OTP)
- ☐ Outpatient Rehabilitation Facility (ORF)
- ☐ Personal Assistance Services (PCS)
- ☐ Physiological Lab
- ☐ Radiation Therapy Center
- ☐ Radiological Lab
- ☐ Renal Dialysis Facility
- ☐ Respiratory Care Practitioner
- ☐ Rural Health Clinic (Freestanding/Independent)
- ☐ Rural Health Clinic (Hospital-Based)
- ☐ SHARS – School, Co-op, or School-Based Health Center
- ☐ Skilled Nursing Facility
- ☐ State Supported Living Center (SSLC)
- ☐ TB Clinic
- ☐ Vision Medical Supplier (VMS)





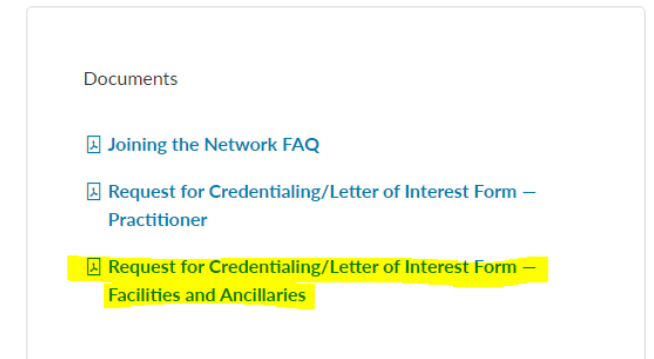
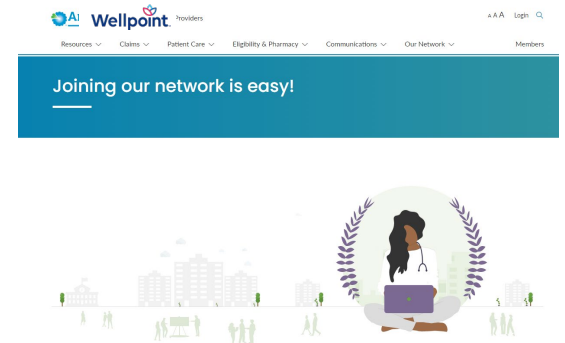
# How do I join the Wellpoint provider network?

Go to our provider website to download the online *Letter of Interest (LOI)* at

<https://provider.wellpoint.com/texas-provider/join-our-network>

Next, scroll down to *Documents*:

- Complete the *Request for Credentialing/Letter of Interest Form Facilities and Ancillaries* document.
- Attach your current IRS *Form W-9* and liability insurance.
- Email the completed form and *W-9* to [txcredentialing@wellpoint.com](mailto:txcredentialing@wellpoint.com) while adding the following people too:
  - Arlene Salazar: [Arlene.Salazar@wellpoint.com](mailto:Arlene.Salazar@wellpoint.com)
  - Mandie Eichenlaub: [Mandie.Eichenlaub@wellpoint.com](mailto:Mandie.Eichenlaub@wellpoint.com)



# How do I join the Wellpoint provider network? (cont.)

Once you have submitted the *Letter of Interest (LOI)* via email:

- A contracting associate will review your request.
- A demographics form will be sent to the provider to complete and return to the credentialing specialist.
- If information is missing, the contracting associate will reach out to the provider to obtain the missing documentation.
- Upon review of the completed *LOI*, we will provide you with the Wellpoint contract.

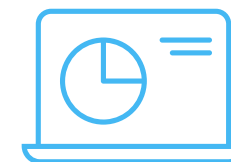
Once Wellpoint receives the partially signed Wellpoint contract, allow 30 to 45 days for execution and implementation of the contract.





# Once I become a provider, what should I expect?

Your organization will be assigned a dedicated provider relationship management representative for tailored and ongoing support



Within 30 days of an executed contract, you will be provided with orientation and training for new providers, which includes information about the referral process, billing, and required documentation.



# Staffing requirements

## Supported employment/employment assistance staffing requirements

The supported employment service provider must be at least 18 years of age and meet one of the following qualifications:

- Have a bachelor's degree in rehabilitation, business, marketing, or a related human services field and six month's paid or unpaid experience providing employment services to people with disabilities
- Have an associate's degree in rehabilitation, business, marketing, or a related human services field and at least one year's paid or unpaid experience providing employment services to people with disabilities
- Have a high school diploma or Certificate of High School Equivalency (General Equivalency Diploma credentials) and at least two years' paid or unpaid experience providing employment services to people with disabilities.

The service provider may not be the individual's spouse or the parent of the individual if the individual is a minor.



# Resources

Texas Health and Human Services (HHSC)  
training on becoming an employment  
provider:

[Becoming a Provider of Employment Services  
\(PDF\)](#)



# Contact information

## Contract Director

Rachel Geiger

Rachel.Geiger@wellpoint.com

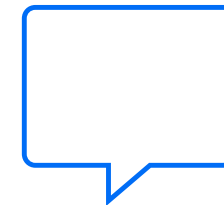
419-340-1744

## Provider Experience Manager

Arlene Salazar

Arlene.Salazar@wellpoint.com

210-319-8899





<https://www.provider.wellpoint.com/tx>

Coverage provided by Wellpoint Insurance Company or Wellpoint Texas, Inc.