



Iowa Department of Human Services

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Director

INFORMATIONAL LETTER NO.1128

DATE: May 15, 2012

TO: Iowa Medicaid Providers

ISSUED BY: Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

SUBJECT: Enrollment Renewal Launch 2012

EFFECTIVE: Immediately

The Iowa Medicaid Enterprise will begin enrollment renewal starting immediately. Enrollment renewal is a requirement for all providers in order to stay active in the Iowa Medicaid program. Providers who fail to complete enrollment renewal by December 31, 2012, will have their Medicaid provider number terminated.

Enrollment renewal will be completed electronically on the Iowa Medicaid Portal Access (IMPA) at <https://secureapp.dhs.state.ia.us/imp/>. The provider will:

- Legally accept the new agreement;
- Verify a listing that identifies each professional and institutional component of the provider organization and structure;
- Complete Ownership and Control Disclosure; and
- Collect individual Social Security Numbers (SSN). Federal regulations require State Medicaid Agencies to screen all Medicaid and IowaCare providers. (See 42 CFR § 455.410 (2011) Enrollment and Screening of Providers and 42 CFR § 455.104 (2011) Disclosure by Medicaid Providers and Fiscal Agents). The individual SSN is required in order for the IME to check against the Office of Inspector General's (OIG) list of Excluded Individuals and Entities (LEIE) and the Centers for Medicare and Medicaid Services (CMS) Medicare Exclusions Database (MED). The individual SSN is required for screening purposes only. It does not pertain to claims processing or payment.

To start the renewal process, simply print, complete and return the attached Designated Contact Person (DCP) form. The form can also be found on the IME website at: <http://www.ime.state.ia.us/Providers/Enrollment.html>. A contact person must be designated for the coordination of the provider enrollment renewal process.

Upon receipt of the DCP form, the IME will assign a unique Personal Identification Number (PIN) associated with the organizations' Tax Identification (ID). The designated contact person will receive an email containing the PIN number (s). The PIN number, Tax ID and National Provider Number (NPI) are used as the combination key to open the online application for enrollment renewal via the Iowa Medicaid Portal Access (IMPA) at <https://secureapp.dhs.state.ia.us/imp/>.

If you have any questions regarding Enrollment Renewal, please contact the IME Provider Services Unit at 1-800-338-7909, or locally at 515-256-4609, Option 5 or by email at imeproviderservices@dhs.state.ia.us. The IME appreciates your partnership as we work together to serve the needs of Iowa Medicaid members.

If you no longer wish to be an Iowa Medicaid provider, please call Provider Enrollment at 1-800-338-7909, or locally at 515 256-4609 and choose Option 2 or you may check the box below and return this letter to:

Iowa Medicaid-Provider Enrollment
P.O. Box 36450
Des Moines, IA 50315

I no longer want to be an Iowa Medicaid Provider.

Provider number (NPI): _____

Social Security Number: _____

Reason: _____