



Iowa Department of Human Services

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INFORMATIONAL LETTER NO. 1333

DATE: December 13, 2013

TO: Iowa Medicaid Providers

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

SUBJECT: Accepting Application for Certification to Become a Qualified Entity (QE)

EFFECTIVE: Immediately

In an effort to facilitate a smooth transition and to ensure providers have adequate time to prepare for the upcoming implementation, the Iowa Medicaid Enterprise (IME) has begun accepting applications to enroll as a Qualified Entity (QE) to make presumptive eligibility (PE) determinations.

On October 17, 2013, the IME announced in Informational Letters 1302 and 1304 that a new presumptive provider self-service web portal would be used by QEs to make presumptive eligibility determinations beginning on January 1, 2014. The launch date for this new web portal, the Medicaid Presumptive Eligibility Portal (MPEP), has been pushed to January 2, 2014, to better provide the necessary support to all providers.

A “**Qualified Entity (QE)**” is an individual, under the supervision and authority of a Presumptive Provider (PP), who is authorized to determine PE.

A “**Presumptive Provider (PP)**” is an organization, approved by the department, to conduct and authorize PE determinations. The PP must meet the requirements outlined in the Application for Certification to Become a Qualified Entity (QE).

To begin the enrollment and certification process, the Presumptive Provider will need to complete the (click on this link) [Application for Certification to Become a Qualified Entity \(QE\)](#). Upon completing this form, it can be printed and faxed to the IME Provider Enrollment Unit at 515-725-1155, or mailed to: Iowa Medicaid Enterprise Provider Services Unit, P.O. Box 36450 Des Moines, IA 50315.

Once the PP’s application has been approved, the PP will receive an email from the IME Provider Enrollment Unit containing the training materials and the MPEP request for the individual QEs to access the MPEP. Prior to becoming certified, each QE will be required to review the self-directed training and complete the MPEP request form. Internet access will be required for those who wish to certify as a QE because MPEP is a web-based portal.

If you have any questions, please contact the IME Provider Enrollment Unit at 1-800-338-7909 (option 2), locally (in Des Moines) at 256-4609 (option 2) or by e-mail at imeproviderservices@dhs.state.ia.us.