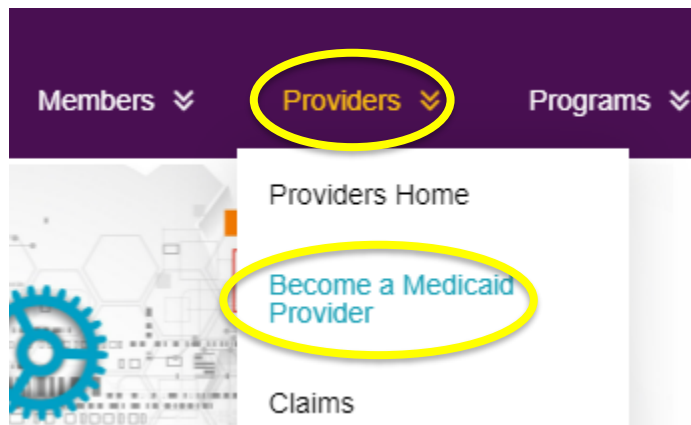


Enrolling a provider with an applicant type of Rendering/Serviceing

1. A Utah ID is required. If you have not yet set up a Utah ID, visit <https://id.utah.gov>.
 - a. Select the **Create an account** link on the webpage.
 - b. Using a valid email address, follow the prompts for Utah ID creation.
 - c. For step-by-step instructions, please visit <https://idhelp.utah.gov> and select **Account Creation**.
2. An NPI (National Provider Identifier) and professional license is required.
3. Once you have a Utah ID, go to <https://medicaid.utah.gov>.
 - a. On the page headings located at the top of the page, click **Providers**, in the drop down select, **Become a Medicaid Provider** which opens a page entitled **Become a Medicaid Provider**.



- i. This page lists steps required to become a Medicaid provider.
- ii. Halfway down the page, you will see a heading, **New Enrollment Application and Track Your Application** section.
 1. The first sentence under this heading states, “To become a Utah Medicaid Provider or to track your application, click on the PRISM Portal.” The words **PRISM Portal** is the link to the PRISM Portal login. [PRISM Portal](#).
 2. Click on the **PRISM** link on the webpage (as described in prior step).
 3. To login to the PRISM Portal:
 - a. Enter Utah ID (instructions for obtaining a Utah ID listed in Step 1).
 - b. Enter password.



- c. Multi-Factor Authentication (MFA) is required to login to PRISM Portal.
 - i. Instructions for MFA can be found on the **Become a Medicaid Provider** page or at this link: https://medicaid.utah.gov/Documents/wbts/mfa-prism/presentation_html5.html
- b. Once logged in to PRISM Portal, you must complete the New Provider Enrollment.
 - i. Click the **New Enrollment** link at the top of the page.
 - 1. Enrollment Type page will open.
 - a. Individual/Sole Proprietor is selected by default.
 - i. Regular Individual/Sole Proprietor is selected by default.
 - b. Leave the defaulted selections as your selections and click the **Submit** button located at the bottom left of the webpage.
 - 2. Basic Information/W9/Home Address (this is your base location) pages will open.
 - a. Fill out all fields with an asterisk (*) which indicates it is a required field.
 - b. Within the Basic Information section, there is an **Applicant Type drop down**. You should select **Rendering/Service Only**.

The screenshot shows a web form with the following fields and a dropdown menu:

- Applicant Type:** A dropdown menu with a red border and a downward arrow. The current selection is "--SELECT--". An asterisk (*) is to the right of the dropdown.
- Contact Email Address:** A text input field.
- Email-1:** A text input field with an asterisk (*) below it.

The dropdown menu is open, showing the following options:

- SELECT--
- Individual/Sole Proprietor
- Ordering, Referring, and Prescribing Only
- QMB Only
- Rendering/Service Only** (highlighted in blue)
- Student and Other Unlicensed Providers

- i. Ensure your email address is correct. An email will be sent for any needed corrections.
- ii. Continue working through the W9 Information section, Home Address section (this is your base location and where you want any correspondence sent), and the Location Address Details. Be sure to

validate your address by clicking the **Validate Address** button placed after the zip code.

- iii. If you have entered an invalid address, click **OK** and enter in the city, state, and county in the boxes below **OTHER**. Click **OK, OK**.

The screenshot shows a web form for address validation. At the top, a red error message reads: "Address not found with Address Line 1 and Zip Code Combination, validate your address using the USPS." Below this, another red message says: "Other City value is missing, please check." The form contains several input fields: "Address Line 1" (with "1460w 288 n" entered), "Address Line 2", "Address Line 3", "City/Town" (with "OTHER" selected), "County" (with "OTHER" selected), "State/Province" (with "Utah" selected), "Country" (with "UNITED STATES" selected), and "Zip Code" (with "84116" entered). A "Validate Address" button is located at the bottom right of the form.

- iv. Click the **Finish** button at the bottom right of the webpage.
- v. Once you click Finish, you should receive a pop-up message listing your Application ID.
 1. Write down your Application ID so you can track your application.

Enrollment Steps

All steps that are marked as required will need to be completed before the application can be submitted.

4. **Step 1 Basic Information Status.** Additional required fields like your date of birth and W9 information needs to be entered.
5. **Step 3 Add Specialties.**
 - a. Select the options that best fit with your licensure.
 - i. Click **+Add** and enter your specialty.

The screenshot shows a dialog box titled "Specialty/Subspecialty List". At the top left, there are two buttons: "Close" and "+ Add". Below the title bar, there is a table with columns for "Specialty" and "Subspecialty". The table is currently empty.

6. **Step 4 Add Provider Controlling Interest/Ownership Details.**
 - a. Click **+Add** to add a Managing Employee.
 - i. This can be the provider.
 1. Type: Managing Employee
 - a. Enter the following required fields (indicated with *):
 - i. Percentage owned enter **0**



- ii. Social security number
 - iii. First name
 - iv. Last name
 - v. Phone number
 - vi. Date of birth
 - vii. Start date (enter today's date)
 - viii. Address (validate address)
- b. Click **OK**.
 - c. Click **Owner SSN/EIN/TIN**.
 - i. Scroll to the bottom of the page and click **Final Adverse Legal Actions Convictions Disclosure** link.

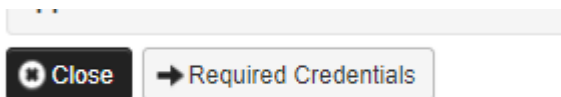
A screenshot of a web form titled "Final Adverse Legal Actions/Convictions Disclosure". The form has a header bar with the title and a hamburger menu icon. Below the header is a section labeled "Question" with a text prompt: "Click the link 'Final Adverse Legal Actions/Convictions Disclosure' to read and answer the disclosure." The text "Final Adverse Legal Actions/Convictions Disclosure" is highlighted in blue, indicating it is a clickable link.

- ii. Select **Yes or No**.
 - iii. Click **OK**.
 - iv. At the top, click **Close**.
7. **Step 5 License** (add professional license information). Click **Close**.
 8. **Step 6 Taxonomy Details**.
 - a. Select the taxonomy that best fits the specialty you chose. You can use the taxonomy that you selected when you registered with NPPES:
<https://nppes.cms.hhs.gov/#/>
 9. **Step 10 Associate Billing Provider**.
 - a. Click **+Add**.
 - b. Type: Select either **NPI or Provider ID**.
 - c. ID: Enter the **Group NPI or Provider ID** based on the "Type" you selected
 - d. Enter the start date.
 - e. Leave the end date blank.
 - f. Confirm provider, click **OK**, close.
 10. **Step 15 Complete Enrollment Checklist**.
 - a. Read through each question answering **Yes or No**.
 - b. After answering all the questions, click **Save** at the top left of the screen, then click **Close**.
 - c. *Have you paid an enrollment fee to Medicare in the past? Will require a comment.



11. Step 16 Upload Documents.

- a. Click the **Required Credentials** to see what is required to be uploaded and the links to find the agreements.



- i. **Provider Agreement for Medicaid.** (If unable to complete digitally using fill and sign options, please print out, fill out the document, and scan it in to be uploaded.)
 1. Fill out page 1.
 2. Sign and date page 8.
<https://medicaid.utah.gov/Documents/pdfs/agreement2011.pdf>
- ii. **Health Care Provider Access Agreement** (If unable to complete digitally using fill and sign options, please print out, fill out the document, and scan it in to be uploaded.)
 1. **Section 1 User Information.**
 - a. Be sure to **add the Utah ID** created in Step 1.
 2. **Section 2 Access Information.**
 - a. C3 Profiles Domain add **Provider NPI** and select the **PRISM User Profile** you need. **PRISM User Profile descriptions can be found on the second page of the agreement.**
 - b. **Justification for Access** should state **New Enrollment.**
 3. **Section 3 Sign and Date.**
 - a. The supervisor and the provider will need to sign and date this section. If the provider does not have a supervisor, the user listed in Section 1 can sign and date this section.
 4. **Section 4.**
 - a. Needs to be initialed if you checked the box in C3 Profiles Domain for Provider Account Administrator.
 - b. <https://medicaid.utah.gov/Documents/pdfs/PRISM%20C3%20Provider%20UAA%20V3.pdf>
- iii. Upload documents in Upload Documents section.
 1. Click **+Add**.
 2. Document Type: Agreement



- a. Document name: **Provider Agreement (for Provider Agreement)**
- b. Document name: **User Security Agreement (for User Security Agreement)**
- iv. Upload professional license.
 1. Click **+Add**.
 2. Document Type: License
 3. Document Name: Professional License
 4. Click **OK**.
- b. Check all documents are uploaded in the document list.
- c. **Close**.

12. Step 17 Submit the Enrollment

- a. Click **Next** in the upper left-hand corner.
- b. **Terms and Conditions** page will open.
 - i. Click **Sign and Date**.
 - ii. Click **Submit Application** in upper right-hand corner.

13. You will receive a message stating Successful Enrollment

- a. You may now **Track Application** with the link at the top of the PRISM Portal.
 - i. PRISM Portal Main Page **Provider Menu**.
 - ii. **Track Enrollment Application** link.

Please contact the Utah Medicaid Provider Enrollment Team for assistance.

Call: 1-800-662-9651 option 3,4

Email: providerenroll@utah.gov

Training videos can be found at: <https://medicaid.utah.gov/prism-provider-training/>