Utah Department of
Health & Human
Services

Pharmacist Provider Enrollment Cheat Sheet

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 web page
    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) is required. If you have not yet signed up for an NPI, visit https://nppes.cms.hhs.gov/#/
    a. Select ***Create a New Account***
    b. Once you have created an account, you must fill out the application to request an NPI number
    c. NPI numbers should be assigned with 15 days of application
3) Once you have a Utah ID and NPI number, 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***
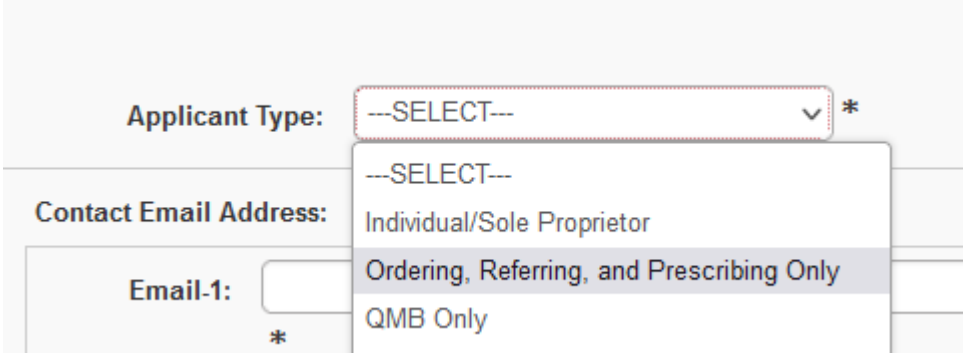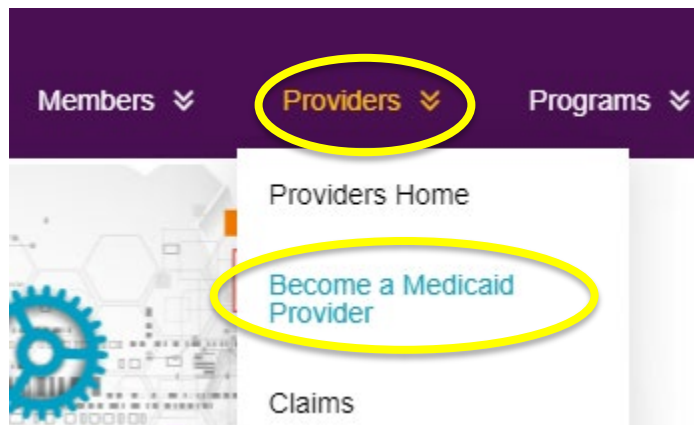

    i. This page lists steps required to become a Medicaid provider
    ii. Halfway down the page, you will see a heading-***New Enrollment Application and Track Your Application*** section
        1. The first sentence under this heading states *"To become a Utah Medicaid Provider or to track your application, click on the PRISM Portal."* The words **PRISM Portal** is the link to the PRISM Portal login.
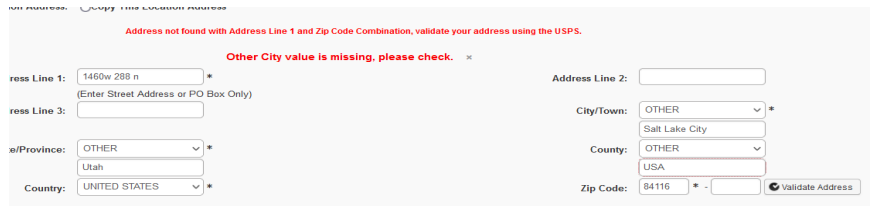
PRISM Portal.

        2. Click on the PRISM link on the web page (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 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 **Ordering, Referring and Prescribing Only**

        i. Ensure your email address is correct; an email will be sent for any needed correction

       ii. Continue working through the **W9 Information section, Home Address section** 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

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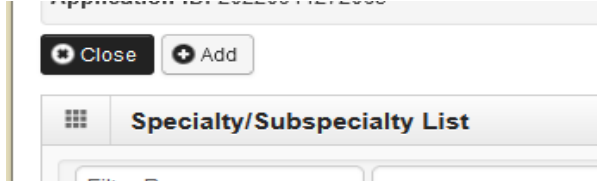

iv.   Click the **Finish** button at the bottom right of the webpage
v.   Once you click the Finish button, you should receive a pop-up message listing your Application ID
1.   Write down your Application ID so you can track your application.

c.   Enrollment Steps
i.   Basic Information Status should be completed
1.   Complete each REQUIRED step; you may bypass any UNREQUIRED steps
a.   Specialties
i.   Click ADD and enter one of these 2 specialties

1.   Suppliers, Pharmacist, No Subspecialty
2.   Suppliers, Pharmacist, General Practice
b.   Add Provider Controlling Interest/Ownership Details
i.   Click ADD to add a Managing Employee
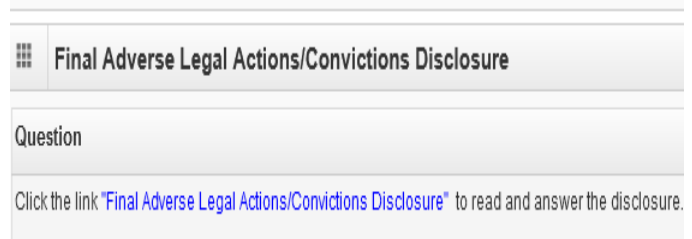1.   Type: Managing Employee
a.   Enter the following required fields (indicated with *):
-    Percentage Owned
-    Social Security Number
-    First Name
-    Last Name
-    Phone Number
-    Date of Birth
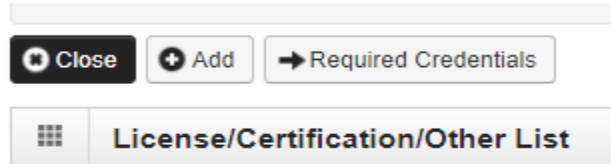-   Start Date (Licensure Receipt)
-    Address (validate address)
2.   Click OK
3.   Click Owner SSN/EIN/TIN

   a.   Scroll to the bottom of the page and click
        Final Adverse Legal Actions Convictions
        Disclosure link

   b.   Select Yes or No
   c.   Click OK
   d.   At the top Click Close
c.   License (add professional license information) Click Close

d.   Taxonomy Details
     i.   Enter one of the following:
          1.   1835G0000X (Regular Individual/Sole
               Proprietor) or 183500000X
e.   Complete Enrollment Checklist
     i.   Read through each questions answering Yes or No
     ii. After answering all the questions, click save at the top left
          of the screen, then click close
f.   Upload Documents
     i.   Click the **REQUIRED DOC**UMENTS to get the links for:
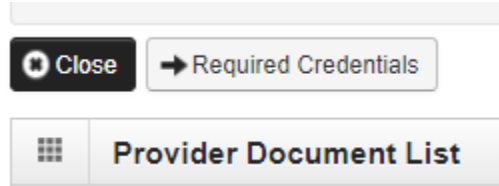
          1.   **Provider Agreement for Medicaid**
               (If unable to complete digitally (using fill & sign
               options), please print out, fill out the document,
               and scan it in to be uploaded)
               https://medicaid.utah.gov/Documents/pdfs/agre
               ement2011.pdf
               a.   Fill out Page 1
               b.   Sign and date Page 8

2. **Provider User Access Agreement**
(If unable to complete digitally (using fill & sign options), please print out, fill out the document, and scan it in to be uploaded)
https://medicaid.utah.gov/Documents/cover-sheets/PRISM-SEC-AGRMNT.pdf
   a. **Section 1-User Information**
      i. Be sure to add the Utah ID created in Step 1
   b. **Section 2-C1 Access Information**
      i. **Domain Name** is the **Provider NPI**
      ii. **Justification for Access** should state **New Enrollment**
   c. **Section 3-Sign and Date**
      i. Use link at the top of the page to sign and add initials where required (use fill and sign option to see the signing and initialing option)
   d. **Section 4-**
      i. Needs to be initialed if you checked the box in Section 2 for Provider Security, Account Administrator
3. **Upload documents** in Upload documents section
   a. **C**lick ADD
   b. Document Type-Agreement,
      i. Document Name-Provider Agreement (for Provider Agreement)
      ii. Document Name-User Security Agreement (for User Security Agreement)
4. Upload Professional License
   a. Click ADD
   b. Document Type-License
   c. Document Name-Professional License
   d. Click OK
   ii. Check all documents are uploaded in the document list
   iii. Close

      g. Submit the Enrollment
- i. Click next in the upper left-hand corner
- ii. **Terms and Conditions** page will open
  1. Click **Sign and Date**
  2. Click **Submit Application** in upper right-hand corner
- **h. You will receive a message stating Successful Enrollment**

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

Please contact the Utah Medicaid Provider Enrollment Team for assistance

O:1-800-662-9651 option 3,4
F:801-536-0471
providerenroll@utah.gov