

Provider Enrollment Tools Quick Reference Guide

This Quick Reference Guide provides you with a set of steps and associated resources (underlined) to assist with the Texas Medicaid enrollment or re-enrollment process.

1. Create an account

Before you can begin the enrollment or re-enrollment process, you must first set up a provider account on tmhp.com. The [TMHP Portal Security Provider Training Manual](#) provides a detailed overview of the following features:

- ❑ Creating TMHP user accounts
- ❑ Activating provider accounts
- ❑ Creating new users
- ❑ Updating permissions
- ❑ Granting administrative privileges

To get started, [click here](#).

2. Verify your information

If you are an existing provider and are attempting to re-enroll, first ensure that your information is current. The [Provider Information Management System \(PIMS\) User Guide](#) provides instructions how to update your information. To log in to your account, [click here](#).



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◀ **If you already have an account on tmhp.com, start here.**

If you know your information is current, proceed to the next step. ▶

3. Gather documentation

Once you have created a TMHP User Account, gather the necessary documentation to continue with the enrollment or re-enrollment process. Depending on your provider type/specialty you may need any or all of the following:

- ❑ National Provider Identifier (NPI)
- ❑ Taxonomy Code
- ❑ Current Medicare enrollment information
- ❑ Group TPI number
- ❑ Copy of Texas State Board of Dental Examiners (TSBDE) Sedation/Anesthesia
- ❑ Professional License/Certification:
 - ❑ Professional license numbers must include original issue date and expiration date
 - ❑ All licensure must be current and not expired within 30 days
 - ❑ CLIA certification information
- ❑ Physical address where services are rendered
- ❑ Phone and fax number for physical address

Principal and/or performing provider information:

- ❑ Social Security Numbers
- ❑ Driver's license information
- ❑ Dates of birth
- ❑ Employer's Tax Identification Number
- ❑ County or counties the provider serves
- ❑ Practice-related age restrictions
- ❑ Copy of W9
- ❑ Bank information for Electronic Funds Transfer (EFT)

◀ **Gather the information necessary to complete enrollment.**



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▶ **For help, contact us at one of the numbers listed here.**

Enroll

The fastest and easiest way to complete the provider enrollment process is through [Provider Enrollment on the Portal \(PEP\)](#). The following resources are available to assist you:

- ❑ Section 1.1, "Provider Enrollment and Responsibilities," in the current [Texas Medicaid Provider Procedures Manual](#).
- ❑ Computer Based Training on the Learning & Management System (LMS) at learn.tmhp.com:
 - ❑ [Provider Enrollment on the Portal \(PEP\) CBT](#)
 - ❑ [Provider Enrollment on the Portal for Durable Medical Equipment \(DME\) Providers](#)
- ❑ The [Provider Enrollment Electronic Signature Instructions](#) includes information on electronic signatures, accepting and signing agreements, and attaching documents to the application.
- ❑ The [Quick Tips to Avoid Common Provider Enrollment Deficiencies](#) guide can help ensure that your application has been completed correctly and in its entirety.
- ❑ Provider re-enrollment town hall meetings. To register, or for a schedule of town hall meetings near you, [click here](#).
- ❑ Re-enrollment news on the TMHP website:
 - ❑ News articles are available on the [Federal Re-enrollment webpage](#) on the TMHP website.
 - ❑ The re-enrollment [Frequently Asked Questions](#) document includes answers to provider inquiries regarding the Texas Medicaid re-enrollment process.

Get help

For help, providers can contact the TMHP Contact Center at **1-800-925-9126** (option 2). Providers may also email TMHP at provider.enrollment.mailbox@tmhp.com for a PEP application walkthrough.