

MEDICAID MN PRE-ENROLLMENT INSTRUCTIONS – MCDMN



HOW LONG DOES PRE-ENROLLMENT TAKE?

- 30 business days.

WHERE SHOULD I SEND THE FORMS?

- You can mail or fax the forms.
 - Fax the form to MHCP Provider Enrollment at (651) 431-7462
 - Mail the forms to
DHS Provider Enrollment
PO Box 64987
St. Paul, MN 55164-0987

WHO CAN SIGN THE FORMS?

- If an individual provider application then the provider must sign, if an organization or group then an authorized representative can sign.

WHAT FORM SHOULD I DO?

- Provider Setup Form

HOW DO I CHECK STATUS?

- Call 1-800-366-5411 and ask if your NPI # has been linked to our submitter ID A677480100.

NOTE TO MY CLIENTS PLUS USERS:

Once you have confirmed with the insurance payor that your provider number is linked to Office Ally, please fax the following information to My Clients Plus at 888-653-7115.

- **My Clients Plus**
- **Provider/Practice Name as pre-enrolled with the insurance payer**
- **Fed Tax ID**
- **Billing NPI**
- **Insurance Payer (including State if BCBS, Medicare or Medicaid).**
- **The statement “I have verified my provider ID has been linked to Office Ally with the Insurance Payor”.**
- **Provider email address where you can be notified of setup completion.**

For Noridian Pre-Enrollments Please Also Include:

- **Submitter number**