

Oct. 22, 2018

Subject: Providers Should Enroll with the New Mexico Human Services Department

Presbyterian Health Plan, Inc. and Presbyterian Insurance Company, Inc. (Presbyterian) are committed to ensuring providers who render Centennial Care (Medicaid) services are enrolled with the New Mexico Human Services Department (HSD). We would like to take this opportunity to describe the enrollment process and the requirements for enrollment.

Enrollment with HSD is not a contract. It helps the state of New Mexico account for the distribution of state funds. It also ensures that all services, items and admissions for Medicaid beneficiaries originate from properly licensed providers, and allows Presbyterian to identify your organization as a referral site for members.

<It is important to enroll facilities, groups and providers in your organization with their respective national practitioner identifiers (NPIs). Providers can enroll online at <https://nmmedicaid.portal.conduent.com/webportal/home> and use the following steps to navigate the enrollment process:

1. Click “Enroll Online”
2. Create a new application
3. Read and accept the participation agreement
4. Select the appropriate application and attach the required files
 - Use MAD 335 for groups and facilities and attach your IRS letter (SS-8), W-9 and business license
 - Use MAD 312 for providers and attach your state license and certification or proof of residency
5. Select provider type
6. Complete the registration process

After submitting the application, you will receive a confirmation number. If you have any questions, please contact HSD at (505) 246-9988, option 6 then option 3, or by fax at (505) 246-9085. In addition, providers may use the following resources to help navigate their enrollment process:

- Enroll with New Mexico Medicaid: <https://nmmedicaid.acs-inc.com/webportal/enrollOnline>
- Verify enrollment: <https://nmmedicaid.acs-inc.com/webportal/providerSearch>
- Review enrolled provider type or enroll in additional provider types: <https://nmmedicaid.acsinc.com/static/providerlogin.htm>

For questions or assistance with the application process, contact your Provider Network Management relationship executive by using the following contact information.>

Provider Network Management



Hours: Monday through Friday, 8 a.m. to 5 p.m.



Phone: (505) 923-5141

Contact Guide: www.phs.org/ContactGuide



Mailing address: P.O. Box 27489, Albuquerque, NM 87125

Location: 9521 San Mateo Blvd NE, Albuquerque, NM 87113