



MassHealth
All Provider Bulletin 242
March 2014

TO: All Providers Participating in MassHealth
FROM: Kristin L. Thorn, Medicaid Director
RE: **Provider Revalidation**

Background

Section 6401 of the Affordable Care Act established a requirement for Medicare and Medicaid to revalidate enrollment information for all enrolled providers, regardless of provider type, under new enrollment screening criteria at least every five years. MassHealth will begin its revalidation initiative in March 2014.

This revalidation initiative will initially focus on those providers who were enrolled **on or before** March 25, 2011, and will be completed by March 24, 2016. Providers enrolled **after** March 25, 2011, will be revalidated on or before five years from the date on which they were initially enrolled.

As part of this required revalidation process, MassHealth must revalidate the enrollment information and, if needed, collect an updated Federally Required Disclosures Form from all enrolled providers. Other information may also be needed. See Section 6401 of the Affordable Care Act, 42 CFR 455.414 and 42 CFR 455.104(c)(1)(iii).

MassHealth has updated the [Information About National Health Care Reform \(Affordable Care Act\)](#) web page to include information about revalidation. Providers should visit the web page for additional information and updates. There, you will also find a link to the MassHealth Provider Revalidation web page www.mass.gov/eohhs/provider/insurance/masshealth/provider-enrollment/provider-revalidation.html that contains valuable resources to assist you in meeting the requirements for compliance with this important initiative.

Revalidation Information

Revalidation must be completed on the Provider Online Service Center (POSC) www.mass.gov/masshealth/providerservicecenter. Providers will be required to log onto the POSC, review the information contained on their MassHealth provider file and update any information that is not current or complete.

Providers may also be required to submit original signature documentation to support the revalidation, including a Federally Required Disclosures form and an Electronic Funds Transfer Enrollment/Modification Form if they are currently receiving a paper check. Additional documentation or steps may also be required depending on the provider type.

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Revalidation Preparation

Providers should take the following steps to prepare for revalidation.

- Identify the person in your organization who will complete the revalidation.
- Make sure that person has secure primary user access to the POSC.
- Identify the person in your organization legally authorized to complete the Federally Required Disclosures form for the entity.
- If applicable, be prepared to have each individual provider sign the required forms, including the Federally Required Disclosures form.

If you do not have access to POSC, you must submit a Data Collection Form (DCF) with the administrator's information. Please click on:

www.mass.gov/eohhs/docs/masshealth/provider-services/forms/posc-dc.pdf.

You can e-mail the completed form to providersupport@mahealth.net, fax it to 617-988-8974, or mail it to

MassHealth Customer Services Center
ATTN: Provider Enrollment and Credentialing
P.O. Box 9162
Canton, MA 02021

It is imperative that group practices ensure that the individual practitioners linked to the group are accurate and current on the group's MassHealth provider file.

Individual MassHealth practitioners who are enrolled as part of a MassHealth group practice organization must have an individual MassHealth provider number. Those providers who will not submit claims for payment under their individual national provider identifier (NPI) number must update their provider file with MassHealth to a "no pay" provider. A "no pay" status eliminates the need for a Massachusetts Substitute W-9 and an Electronic Funds Transfer Enrollment/Modification Form.

Providers who are in private practice and not affiliated with or employed by a group organization should follow the instructions for their provider type. These instructions will be included in the revalidation packet that MassHealth will mail to you when it is time for you to revalidate.

Revalidation Requirements

MassHealth will select a number of providers each month for revalidation. We intend to revalidate providers by provider type. When it is time for you to revalidate, MassHealth will mail a revalidation letter that includes links to important documents that require "wet" signatures and provider-type instructions to assist with the revalidation process.

Providers will be required to return these documents to

MassHealth Provider Revalidation Unit
P.O. Box 121205
Boston, MA 02112-1205

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Revalidation Requirements (*cont.*)

Providers will have 45 days from the date of the revalidation letter to complete the revalidation process. Failure to complete revalidation in a timely fashion may result in sanctions. Such sanctions may include, but are not limited to, administrative fines and suspension or termination from participation in MassHealth. See 130 CMR 450.238 through 450.240.

In addition to sending the revalidation letter, MassHealth will post a list of provider types to the MassHealth Provider Revalidation web page at www.mass.gov/eohhs/provider/insurance/masshealth/provider-enrollment/provider-revalidation.html. MassHealth will also post notices to the POSC and partner with the provider associations to disseminate the message.

Important Reminder About Ongoing Provider Profile Maintenance

Providers should not wait until it is time to revalidate to notify MassHealth of changes. MassHealth regulations require all providers to notify MassHealth within 14 days of any change in any of the information submitted in the application. See 130 CMR 450.223(B).

To submit changes through the POSC, go to www.mass.gov/masshealth/provider-service-center and click on the Manage Provider Information link, then on Maintain Profile and then on Update Your MassHealth profile.

Questions

If you have any questions about the information in this bulletin, please contact the MassHealth Customer Services Center at 1-800-841-2900, e-mail your inquiry to providersupport@mahealth.net, or fax your inquiry to 617-988-8974.