

# Alaska Medical Assistance Online Provider Enrollment

Becoming a Medicaid provider is now easier than ever. The Provider Enrollment Portal (PEP) enables new providers to enroll in the Alaska Medical Assistance Program via the Internet.

PEP is an innovative online tool that makes it quicker and easier to start providing services to members of the Alaska Medical Assistance Program. PEP comes complete with all of the resources and information that you need to complete your enrollment. Start your enrollment by going to <http://enroll.medicaidalaska.com>.

## Benefits of Online Enrollment

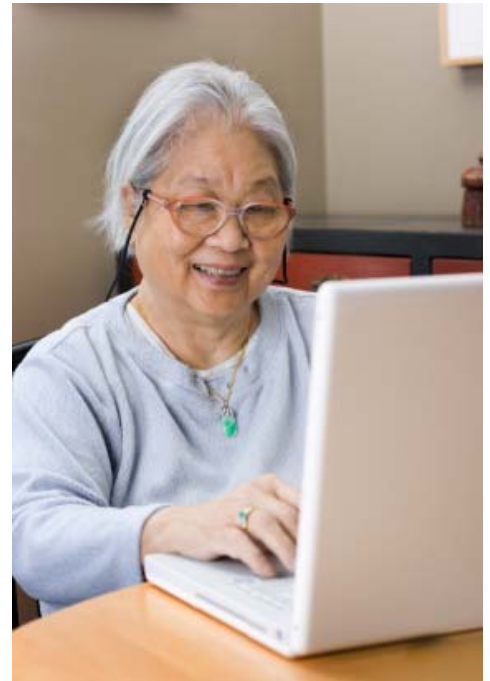
You can complete and submit an application using a series of step-by-step pages that guide you through the process. PEP features include:

**Convenient Availability.** The secure website is accessible 24 hours a day, 7 days a week so you can enroll at your convenience. Links to numerous websites provide information you may need to complete your enrollment.

**Simplified Entry.** Dropdown lists are used throughout the application process to eliminate the need for typing. This also reduces errors and invalid information. Information is reviewed as you go allowing you to know immediately if any corrections need to be made.

**Streamlined Processes.** After you enter basic identifying information, questions are tailored to your specific provider type. A panel on the left side of the page provides you with an outline of the application form so that you can see which sections have been completed, which are incomplete or have errors, and which have not been started.

**Unique Tracking Number.** A unique tracking number is assigned after you enter initial identifying information such as name, TaxID, and NPI. You can use this tracking number to recall a partially completed application, as well as use it to check the current status of a completed application you have submitted to Xerox for processing.



## Online Entry is Easy

- Dropdown lists simplify entering information by reducing keystrokes
- Online edits reduce errors
- Questions are tailored to specific provider types
- 24 x 7 access means enrollment is on your schedule
- Online Help is supplemented by Provider Enrollment Specialists

## Who is considered a "new" provider?

PEP is only available to new providers at this time. You are considered a new provider if you meet one of the following conditions:

- You have never been enrolled in the Alaska Medical Assistance program
- You are currently enrolled but are enrolling as a different type of provider
- You are currently enrolled but are using a new Tax ID

Group providers who are currently enrolled and would like to add additional enrollments using the same provider type and Tax ID must complete the paper enrollment process. Changes to existing enrollment information, such as address changes, should be submitted on the paper Change of Information Form.

## Support Tools

A 25-minute Computer Based Training (CBT) course titled "Introduction to the Provider Enrollment Portal: Medicaid Enrollment Made Easy" is available at <http://enroll.medicaidalaska.com/ProviderEnrollment/Help/PEP101> to help you get started. The CBT will help you determine if you should use PEP to complete your application or if you need to follow a different process since there are certain situations that are not currently supported online. It also provides guidance about choosing the right enrollment application form based on the type of provider you are, as well as how to get help and answers to your questions as you complete the enrollment process.

PEP also has an Online Help feature that will provide you with answers to most questions. If you need additional assistance while you are completing your application, Xerox has professional provider enrollment specialists available to help you that are just a phone call away. In the Anchorage area, dial (907) 644-5993. Outside Anchorage call (888) 944-6877. Specialists are available Monday through Friday from 8:00 a.m. until 5:00 p.m.

## How does PEP tie into Alaska Medicaid Health Enterprise?

The Department of Health and Social Sciences (DHSS) has initiated numerous projects to improve services to providers and Alaskans enrolled in Medical Assistance programs, improve efficiency and allow DHSS to better manage health care outcomes. One of these initiatives is to replace the outdated Medicaid Management Information System (MMIS) with a new, Internet based solution that is the most sophisticated Medicaid system in the healthcare market today.

Some of the information gathered in PEP is not used by the current MMIS, but will be saved and moved into Alaska Medicaid Health Enterprise, the new MMIS. New providers that enroll using PEP will be ready to take advantage of the features of Alaska Medicaid Health Enterprise when it is implemented. Visit <http://alaskamedicaid.info> to learn more about Alaska Medicaid Health Enterprise.

## Contact Us

In the Anchorage calling area dial (907) 644-5993.  
Outside the Anchorage calling area dial (888) 944-6877.

## 10 Easy Steps to Enrollment

- Watch the PEP CBT for an overview of the system
- Gather required documentation such as Tax ID, National Provider Identifier (NPI), affiliations, licenses and certifications
- Launch your web browser and go to <http://enroll.medicaidalaska.com>
- Agree to the Terms of Use
- Complete the enrollment application
- Copy the Tracking Number and store it securely
- Submit the application online
- Print and complete the signature page
- Print a copy of the application for your records
- Mail the signature page and any required documentation to Xerox:

Provider Enrollment  
Xerox  
P.O. Box 240867  
Anchorage, AK 99524-0867

Enrollment processing begins when Xerox receives your required documentation.

