

Provider Enrollment Document Submission Quick Reference

As part of the enrollment process with Alaska Medicaid, providers are required to submit documentation supporting their application. When you have completed and submitted the online application, you will see a confirmation page that looks like this:

You may check the status of your application at any time, through the Application Status function located on the main Enrollment home page or by contacting Provider Enrollment at the number listed below, and providing your Application Tracking Number.

Application Tracking Number
Application Tracking Number:206552
Please make a record of this Application Tracking Number. Use this number when inquiring about the status of the application.

Upload, Print, Sign, and Send in your Supporting Documents.

Additional documents may be required to be mailed or uploaded in as attachments to your application depending on your provider type and/or other information identified on your application. Please review all required documents within the list below. All required signature page(s) must be mailed in to the address below. Only original copies are accepted. Copied or stamped signatures are not acceptable.

The Print Application button may be used to print a copy of the application. This copy is for your records only and should not be sent to Conduent.

The Upload Required Document(s) button may be used to upload supporting electronic files for your application. Uploading Protected Health Information (PHI) is prohibited.

Mail required enrollment documentation to:
Conduent, Inc.
Provider Enrollment Unit
PO BOX 240808
Anchorage, AK 99524

NOTE: Include the application tracking number indicated above on all documents that are mailed to Conduent in reference to your application.

Print and Mail the Following Required Documents:

1. Group Provider Enrollment Agreement and Tax Certification
2. Individual Provider Enrollment Agreement and Tax Certification

Upload or Mail the Following Required Documents:

1. AK State Business License
2. IRS approval of Non-Profit status Letter

Once all of the required documents have been printed or uploaded, click the Exit Application button to return to the Alaska Medical Assistance Provider Enrollment Homepage.

[Print Application](#) [Exit Application](#)

If you have any questions, please contact Conduent at 907-644-6800 or (800) 770-5650 (in-state toll free).

If you are unable to view PDFs, please download Adobe Reader.

The list of documents you need to submit is at the bottom of the screen, along with the place you can upload some documents.

Important note: EFT Forms should be mailed into Conduent with original signature and clear copy of the front and back of a government issued id card for authorized signee. Documents, such as provider agreement signature page, provider disclosure statements, licenses, certifications, permits, grants, proof of out-of-state Medicaid enrollment, can be uploaded on the website.

This information is also listed under separate headings on the confirmation page, so you can refer to those lists for specifics.

For documents that can be uploaded, start your submission by clicking the + sign on the Attachments tab at the bottom of the screen. This will open the portlet where you can upload your documents.

1. AK State Business License
2. IRS approval of Non-Profit status Letter

Once all of the required documents have been printed or

Once the portlet is open, click the Add Attachment button.

2. IRS approval of Non-Profit status Letter

Attachments

Add Attachment | Save All Attachments

Date Added	Added By	File Name	Description
------------	----------	-----------	-------------

Once all of the required documents have been printed or uploaded, click the Exit Application button to return to the Alaska Medical Assistance Provider Enrollment Homepage.

Print Application | Exit Application

If you have any questions, please contact Conduent at 907-644-6800 or (800) 770-5650 (in-state toll free).

If you are unable to view PDFs, please download Adobe Reader.

Add your document by clicking the Choose File button and navigating in your computer to find the document you want to upload. You can also type in a description to make it clear which document you have uploaded.

Attachments

Add Attachment | Save All Attachments

Date Added	Added By	File Name	Description
------------	----------	-----------	-------------

Add Attachment Save | Reset | Cancel

File
Choose File No file chosen

Description

Once all of the required documents have been printed or uploaded, click the Exit Application button to return to the Alaska Medical Assistance Provider Enrollment Homepage.

Print Application | Exit Application

If you have any questions, please contact Conduent at 907-644-6800 or (800) 770-5650 (in-state toll free).

If you are unable to view PDFs, please download Adobe Reader.

When you have chosen your file and added a description, click the Save button within the portlet.

Attachments

Add Attachment | Save All Attachments

Date Added	Added By	File Name	Description
------------	----------	-----------	-------------

Add Attachment Save | Reset | Cancel

File
Choose File License.txt

Description
AK State Business License

Once all of the required documents have been printed or uploaded, click the Exit Application button to return to the Alaska Medical Assistance Provider Enrollment Homepage.

Print Application | Exit Application

If you have any questions, please contact Conduent at 907-644-6800 or (800) 770-5650 (in-state toll free).

If you are unable to view PDFs, please download Adobe Reader.

When you have successfully added and saved a document, the information will appear as a line item in the Attachments portlet. You can continue to add and save documents until you have completed all the necessary submissions.

Print and Mail the Following Required Documents:
1. Group Provider Enrollment Agreement and Tax Certification
2. Individual Provider Enrollment Agreement and Tax Certification

Upload or Mail the Following Required Documents:
1. IRS approval of Non-Profit status Letter
2. AK State Business License

Attachments

System successfully saved the Information.

[Add Attachment](#) | [Save All Attachments](#)

Date Added ^	Added By ^	File Name ^	Description ^
03/04/2022	GUEST_USER	License.txt	AK State Business License

1 - 1 of 1

Once you have added all the documents you want to upload, you can click the Save All Attachments button. You will not see further acknowledgements.



When the size or type of document you attempt to upload or a virus causes a rejection, you will see the following message:

Access denied

Error 15

www.medicaidalaska.com
2022-03-04 20:05:32 UTC

What happened?

This request was blocked by the security rules

Your IP: 107.140.172.209
Proxy IP: 45.60.196.207 (ID 10113-100)
Incident ID: 113000630029916957-43778773454229451

Powered by imperva

If you receive this error, you need to use another method to submit your documents. You can either fax or mail documents in to complete your enrollment submissions. The mailing address is on the confirmation page, and the fax number for the enrollment team is 888.944.6877. For further information or if you need additional assistance, call the Provider Enrollment team at 907.644.6800, option 2 or 800.770.5650, option 1,3.

