Quick Reference Guide: Select and Transfer Providers

Steps:

1

| My Providers | Select Provider | Pending Agent Requests | Account Administration | | New Provider ? |

Medicaid ID

NPI

Tax ID

Save   Cancel

Once logged in, choose 'Select Provider' – this will open the panel to allow you to add an existing provider in the PNM system to your account, so that it will appear on your homepage/dashboard.

The User must select each Provider individually.

2

Medicaid ID

NPI

Tax ID

Save   Cancel

The Provider Information pop-up displays and requires the user to enter the Medicaid ID, NPI, and the Tax ID of the provider you want to transfer to your user account

3

Medicaid ID   2354324234

NPI   2342342323

Tax ID   3453453443

* Information does not match our records, please re-enter.

Save   Cancel

If the Medicaid ID, NPI, and Tax ID are not an exact match, an error message will display.

Steps:

4

Medicaid ID	0000234
NPI	1174088033
Tax ID	117408803

Save   Cancel

When the information is correctly entered, click 'Save'

5

My Providers	Select Provider	Pending Agent Requests	Account Administration									New Provider ?

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Re-Enrollment Due Date
		All	All			All						
205730		Active	PHYSICIAN ASSISTANT	1003384488	0389544	PHYSICIAN ASSISTANT				01/17/20	02/05/20	01/30/23
480241		Submitted	Veteran Home	1003390477					43231 - 1111		11/10/20	
481167		Active	Non-Agency Personal Care Aide	1013004845	9980633	ODM WAIVER			43203 - 1234	01/08/21	01/08/21	01/08/26

The providers will display on the User's 'My Providers' screen. If the newly added provider does not automatically appear, click the 'My Providers' to refresh the page

Disclaimer: It is the Provider's responsibility to keep information up to date in PNM. This includes specialties, contact information, addresses, etc.