This checklist should be used as a general guide to assist with the revalidation process; it is not all-inclusive. Your particular situation may require additional steps as necessary for your organization. Be sure to contact the Provider Revalidation Hotline at 866-718-0084 if you have any questions or need additional assistance.

PROVIDER REVALIDATION CHECKLIST – INDIVIDUAL SERVICING

All Steps require that you confirm and/or update content for each item as indicated.

- Step 1: Basic Information Required
- Step 2: Locations Not Required
- Step 3: Specializations Required
- Step 4: Ownership Details Not Required
- Step 5: Licenses and Certifications Required
- Step 6: Training and Education Optional
- Step 7: Identifiers Optional
- Step 8: Indicators Not Required
- Step 9: Malpractice Insurance Information Optional
- Step 10: Federal Tax Details Not Required
- Step 11: Claim Submission Method Not Required
- Step 12: EDI Billing Software Details Not Required
- Step 13: EDI Submitter Details Not Required
- Step 14: EDI Contact Information Not Required
- Step 15: Billing Provider Details Required
- Step 16: Payment Details Not Required
- Step 17: View/Upload Attachments Not Available*
- Step 18: Submit Modification for Review Required

Complete and send the applicable supporting documentation as indicated on the Revalidation website.

Checklist notes:

*The upload option indicated in the system is not available. Documents will need to be emailed, faxed, or mailed to our office.

Step 1 - Confirm/Update first and last name along with SSN. Confirm/Update enrollment contact email address. The email should belong to one of the individual’s billing associations.

Step 3 – End date should reflect ‘12/31/2999’ to indicate ‘ongoing’.

Step 5 – Update existing licenses/certifications. All individuals with prescribing authority for controlled substances should list their DEA number in addition to their professional license. With the exception of IHS the issuing state for the license(s) should also be the location of the
servicing location(s). Advance practice nurses only need to list their advanced license and not their RN license.

**Step 15** – Confirm/Update provider’s associated billing NPIs/entities, association dates and working locations.

**Step 18** – Click on “Submit Modification for State Review” in the last Step, and then click on the “Submit” button to complete your revalidation. You can track the status of revalidation activities by logging into your online enrollment record. You will be given “read only” access until the updates made by you have been reviewed and approved by the Department of Medical Services.