

The Texas Health and Human Services Commission (HHSC) requires Medicaid program enrollment for all Long-Term Services and Supports (LTSS) providers. If you have received notification because you have not started or completed the LTSS enrollment process and attestation of all combinations of National Provider Identifier (NPI) and taxonomies your organization plans to use for LTSS claim submissions, please follow steps below.

**You must enroll into the Texas Medicaid program by February 1, 2019, or you will not receive payment for the LTSS services you provide.**

Your immediate attention to this matter is required for your continued participation as a Texas Medicaid LTSS provider in Medicaid managed care and to comply with federal and state requirements.

Providers must ensure that **all taxonomies used** to bill LTSS services are attested to their NPI through the Centers for Medicare & Medicaid Services National Plan and Provider Enumeration System (NPPES). Additionally, all NPI/taxonomy combinations currently used to bill Medicaid LTSS services must be enrolled through either the Texas Medicaid and Healthcare Partnership (TMHP) or the LTSS Provider Enrollment Process described below.

***The Texas Medicaid enrollment process is a separate and distinct process from contracting and credentialing with an MCO. Even if you are currently contracted and credentialed with an MCO, your contract will become invalid with the MCO, if you have not completed the Medicaid enrollment process for all NPIs and taxonomies used to bill LTSS services and been approved by either HHSC or TMHP.***

Please begin the enrollment process immediately.

**STEP 1:**

- Providers can obtain an application by submitting a request to [MCO LTSS Provider Re-Enrollment@hhsc.state.tx.us](mailto:MCO_LTSS_Provider_Re-Enrollment@hhsc.state.tx.us).
  - The request must include:
    - Provider's business name
    - Tax Identification Number (TIN)
    - National Provider Identifier (NPI)
    - The taxonomy code/s used when submitting your LTSS claims
- HHSC staff will confirm whether or not enrollment via this method is appropriate and if so, will send you the enrollment packet.
- Please complete the entire application and submit with all supporting documents.
- Upon receipt of your application it will be reviewed for any deficiencies or needed corrections.
  - HHSC staff will contact you if any corrections are needed.
  - Please allow up to 15 business days for your application to be reviewed.
- Questions or concerns may be submitted to [MCO LTSS Provider Re-Enrollment@hhsc.state.tx.us](mailto:MCO_LTSS_Provider_Re-Enrollment@hhsc.state.tx.us).
  - If providers are unsure if they are enrolled, please send an email requesting the status of your LTSS enrollment with HHSC to the same inbox.

**STEP 2:**

- Once you receive a response from the LTSS Provider Re-Enrollment mailbox of your enrollment, confirm that the NPI, TIN and taxonomy code/s used in your billing match the IDs that you submit on your LTSS claims.
  - If you confirm all of the NPIs and taxonomy codes you bill are enrolled, then you are done!
  - If you confirm any of the NPIs or taxonomy codes you bill with are not enrolled, email the LTSS Provider Enrollment mailbox again and provide your name, TIN, NPI and clearly identify the taxonomy codes you DO show enrolled and any of the additional IDs that you DO NOT show enrolled.

**STEP 3:**

- After you receive notice that your NPI and taxonomy codes are enrolled, please provide a copy of the notice to your MCO representative.

We value your participation as an LTSS provider in the Texas Medicaid program. However, **you must be enrolled in Medicaid by February 1, 2019**, or your claims for LTSS services will be denied and the managed care organization you are a part of might terminate your contract because you are not a qualified Medicaid provider. All Medicaid patients/members will be transitioned to a Medicaid enrolled provider upon termination of your contract, including transfer of records, care planning, medication lists, etc.