

How to Get Linked to a Medicaid ID

There are two types of linking within Partner Portal:

1. Linking a user's Partner Portal account to a Medicaid ID. This allows the Partner Portal user to perform Maintenance or Revalidation on the Medicaid ID.
2. Linking a Medicaid ID to another Medicaid ID. This allows a Group to bill on the Provider's behalf.

Linking a Medicaid ID to a Partner Portal Account

To work on behalf of an Individual, Group or Entity Medicaid ID, the user's Partner Portal account must be linked to that Medicaid ID. There are two ways a user can link their Partner Portal account to a Medicaid ID:

- New Medicaid ID: When a New Enrollment application is approved by DMS, a Medicaid ID is generated, and the user who started the application is linked.
- Partner Portal Support Center: If in need of assistance linking a Medicaid ID, the user can call the Support Center at 877-838-5085, then select Option 1, and Option 1 again to speak with a representative. They will request the following information:
 - Medicaid ID,
 - Provider's First and Last Name,
 - Provider's Social Security Number (SSN) or Federal Employer Identification Number (FEIN), and
 - User's email address.

Linking to Another Medicaid ID

New and existing Medicaid IDs can be linked to other Medicaid IDs. This is typically done for billing purposes. It is important to note that there are restrictions on which Medicaid IDs can be linked.

Users requesting a new Medicaid ID can request to be linked by completing the applicable screens in the New Enrollment application.

Users with existing Medicaid IDs must complete Maintenance or Revalidation to update linkage information.

For further assistance with navigation, invitations, or account creation please contact the Partner Portal Technical Support Center at 877-838-5085. Select option 1 and option 1, again, to speak with a customer service representative.

Linking Group Members

The following information is required to link group members to an existing Medicaid ID on their applicable screens:

- Provider Medicaid ID,
 - National Provider Identifier (NPI), and
 - Federal Employer Identification Number (FEIN).
1. On the 5.0 Provider Group Linkage Screen, enter:
 - Group Medicaid ID and
 - Group FEIN.
 2. Select Search.
 - Find Provider
 3. Select Add.
 4. Select Save & Next.

The screenshot shows the 'Linking to a Group' screen. The sidebar on the left lists navigation options from 1.0 Administrative Information to 10.0 Submit, with 5.0 Provider Group Linkage selected. The main content area contains instructions: 'If you are not linking to any group, press "Save and Next" to continue', 'If you are linking to a group you are authorizing the group to receive payments for your services billed through that group', 'Click "Add" if you wish to link to group, "Edit" to change the linkage of a group, "Remove" to delete linkage to a group', and 'After pressing "Add", enter data and then press "Add to Grid" to add a record to the grid, "Discard" to not save the record'. Below the instructions are two input fields: 'Group Medicaid ID' and 'Group FEIN' (with a placeholder 'xxx-xxxxxxx'). There are 'Search' and 'Clear' buttons below the input fields, and an 'Add' button to the right. Below the buttons is a table with columns: 'Group Medicaid ID', 'Group FEIN', 'Group Name', 'Group Linkage Effective Date', and 'Action'. The table currently shows 'No records found'. At the bottom of the screen are 'Exit', 'Back', and 'Save & Next' buttons.

Linking a Group Medicaid ID to an Individual Provider

The following information is required to link to a group member on the applicable screens:

- Provider Medicaid ID and
 - Provider NPI.
1. On the 1.5 Add Group Members screen, enter:
 - Provider Medicaid ID and
 - Provider NPI.
 2. Select Search.

For further assistance with navigation, invitations, or account creation please contact the Partner Portal Technical Support Center at 877-838-5085. Select option 1 and option 1, again, to speak with a customer service representative.

3. Select Add to link the Individual Provider Medicaid ID to the Group Medicaid ID. Confirm Medicaid ID.

4. Enter the Provider Linkage Effective Date. Then, select Add to Grid.
5. Select Save & Next.

When an Individual Medicaid ID is linked to a Group Medicaid ID file on the 1.5 Add Group Members screen, [Form MAP-347](#) will be required on the 8.0 Document Upload screen.

Any Credentialing Agent that is linked to the Group will have access to all the Individual Provider Medicaid IDs linked to the Group.

For further assistance with navigation, invitations, or account creation please contact the Partner Portal Technical Support Center at 877-838-5085. Select option 1 and option 1, again, to speak with a customer service representative.