

# 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 behalf of the Provider.

## Linking a Medicaid ID to a Partner Portal Account

In order to work on behalf of an Individual, Group or Entity Medicaid ID, the user's Partner Portal account must be linked to the 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.
- **Technical Support Center:** if in need of assistance linking a Medicaid ID, call the Support Center at 877-838-5085, then select Option 1, then Option 1 again to speak with a representative. They will request the following information:
  - Medicaid ID
  - Provider's First and Last Name
  - Provider's SSN or FEIN
  - 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 to each other.

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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 a Maintenance or Revalidation to update linkage information.

- **Linking Group Members:** the following information is required to link to an existing Medicaid ID on their applicable screens:
  - Provider Medicaid ID
  - NPI
  - FEIN

## 1. Linking an Individual Medicaid ID to a Group Medicaid ID

- On the 5.0 Provider Group Linkage screen, enter:
  - Group Medicaid ID
  - Group FEIN
- Select Search
  - Find Provider
- Select Add

## 2. Select Save & Next.

Dashboard Application Maintenance Correspondence DMS Review Administration Search Reporting Application Header

1.0 Administrative Information  
2.0 Provider Qualifications  
3.0 Disclosure of Ownership and Control Interest  
4.0 Attestations  
5.0 Provider Group Linkage  
6.0 Account Information  
7.0 Fee Payment  
8.0 Document Upload  
9.0 Provider Review  
10.0 Submit

### Linking to a Group

- 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
- After pressing "Add", enter data and then press "Add to Grid" to add a record to the grid, "Discard" to not save the record

Group Medicaid ID:

Group FEIN:

Search Clear Add

Group Medicaid ID	Group FEIN	Group Name	Group Linkage Effective Date	Action
No records found				

Exit Back Save & Next

# How to Get Linked to a Medicaid ID

## 1. Linking a Group Medicaid ID to an Individual Provider

- On the 1.5 Add Group Members screen, enter:
  - Provider Medicaid ID.
  - Provider NPI
- Select Search
- Select Add to link the Individual Provider Medicaid ID to the Group Medicaid ID

The screenshot shows the 'Add Group Members' screen. On the left is a sidebar with a list of steps from 1.0 to 2.0. Step 1.5 'Add Group Members' is selected. The main content area has a title 'Add Group Members' and a 'Required' indicator. Below the title are instructions: 'A group must contain at least one group member', 'All members must have an active Provider Medicaid ID to proceed', 'Click "Add" if you wish to add group members. "Edit" to change existing record, "Remove" to delete existing record', and 'After pressing "Add", enter data and then press "Add to Grid" to add record to the grid, "Discard" to not save the record'. There are two input fields: 'Provider Medicaid ID' and 'Primary NPI'. Below them are 'Search' and 'Clear' buttons. An 'Add' button is on the right. Below the instructions is a table with columns: 'Provider Medicaid ID', 'NPI', 'Provider Name', 'Provider Linkage Effective Date', and 'Action'. The table currently shows 'No records found'. At the bottom are 'Exit', 'Back', and 'Save & Next' buttons.

# How to Get Linked to a Medicaid ID

- Confirm Medicaid ID
- Enter the Provider Linkage Effective Date
- Select Add to Grid

## 2. Select Save & Next.

Provider Medicaid ID  Primary NPI

Provider Medicaid ID	NPI	Provider Name	Provider Linkage Effective Date	Action
No records found				

\* Provider Medicaid ID is required

\* Provider Linkage Effective Date

- Form MAP-347 will be required on the 8.0 Document Upload screen when an Individual Medicaid ID is linked to a Group Medicaid ID file on the 1.5 Add Group Members screen.
- Any CA that is linked to the Group will have access to all the Individual Provider Medicaid IDs linked to the Group.