

Re-enrolling as a Medicaid Provider Using PRISM (Already Validated)

Purpose: This guide describes how to re-enroll as Medicaid provider using PRISM for those providers who have previously validated their converted information in PRISM.

Background: If you were terminated as a Utah Medicaid provider after 7/1/2016, you will need to use PRISM to re-enroll.

I. Navigate to: <https://medicaid.utah.gov/accessing-prism>

Provider Portal

Use this link if you are an Approved Provider and would like to log in to the Provider Portal. If you are a provider that has been closed in PRISM and would like to re-enroll, use this link to access your provider portal and select the Re-enrollment Request option. If you need to re-enroll but have not yet completed the conversion validation process, you can log in for the first time using the link above for Converted Providers Accessing the New PRISM System for the First Time.

If you have already logged into PRISM and validated your data for your NPI, you will need to use the Provider Portal link on the Provider Portal Access page to begin your re-enrollment process which is located at <https://medicaid.utah.gov/accessing-prism>.

- Click the “Provider Portal” hyperlink

II. Login page for PRISM

The image shows a login page for Utah ID. At the top is the Utah ID logo, which consists of the word "Utah" in blue and a blue square icon containing a white ID card. Below the logo are two input fields: "Email or Utah-ID" and "Password". Below these fields is a blue "Login" button. At the bottom of the page are two links: "Forgot Password?" and "Create Account".

- Enter your Utah-ID, password and click Login

III. Enter Domain name

The image shows the PRISM login interface. At the top is the PRISM logo with the text "Provider Reimbursement Information System for Medicaid" below it. Below the logo is a search bar with a globe icon on the left, an asterisk, and a "Go" button on the right.

- Enter the domain name for this provider account and click “Go”

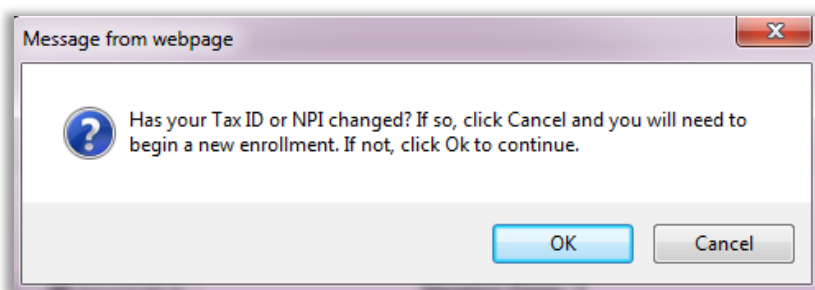
IV. Select Profile

The image shows the PRISM login interface with a dropdown menu open. The dropdown is titled "Select Profile" and contains three options: "EXT Provider Account Administrator" (highlighted in blue), "Provider EHR Incentive Specialist", and "Select Profile". A tooltip for the selected option "EXT Provider Account Administrator" is visible to the right of the dropdown.

- From the Select Profile dropdown, select “EXT Provider Account Administrator” and click “Go”.
(Skip to Step 5 to resume steps to re-enroll if you have already validated your information)

V. Provider Portal page

- Click the “Reenrollment Request” hyperlink



If your Tax ID or NPI has changed, click Cancel and select the “Initiate New Enrollment” from the Provider Portal, otherwise:

- Click “Ok”

VI. Business Process Wizard


View/Update Provider Data - Individual


Business Process Wizard - Provider Data Modification (Individual). In order to finalize submission of your requested changes, you must complete the Step - Submit Modification Request for Review. Any modifications not submitted for review within 60 days will be purged from the system. An operations staff member will review your requested changes within 3 business days.

☐	Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Step Remark
☐	Step 1: Basic Information	Required	06/30/2016		Incomplete		
☐	Step 2: Locations	Required	06/30/2016		Incomplete		
☐	Step 3: Specializations	Required	06/30/2016		Incomplete		
☐	Step 4: Ownership Details	Required	06/30/2016		Incomplete		
☐	Step 5: Licenses and Certifications	Optional	06/30/2016		Incomplete		
☐	Step 6: Training and Education	Optional	06/30/2016		Incomplete		
☐	Step 7: Identifiers	Optional	06/30/2016		Incomplete		
☐	Step 8: Federal Tax Details	Not Required	06/30/2016		Incomplete		

- The first 3 steps will need to be completed in order
- Update any missing or outdated information
- Required and optional steps will need to be clicked on and reviewed
- Finish the re-enrollment by selecting the last step and submit the re-enrollment for review

Note: If you are unable to complete any of the re-enrollment steps, please call Provider Enrollment at (801) 538-6155 (option 3 then 4). The base location and other locations may need to be activated by provider enrollment in order for you to complete your re-enrollment.