



INFORMATIONAL LETTER NO. 2462-MC-FFS

DATE: May 24, 2023

TO: All Iowa Medicaid Providers

APPLIES TO: Managed Care (MC), Fee-for-Service (FFS)

FROM: Iowa Department of Health and Human Services (HHS), Iowa Medicaid

RE: COVID-19 Public Health Emergency (PHE) Unwind – Provider Enrollment Renewal Flexibilities

EFFECTIVE: Upon Receipt

In response to the COVID-19 PHE ending May 11, 2023, Iowa Medicaid will require that providers revalidate their enrollment with Iowa Medicaid, with the following exceptions:

- Providers who enrolled with Iowa Medicaid during the PHE; and
- Providers who revalidated their enrollment during the PHE.

Instructions for provider enrollment revalidation are below.

For all provider types, except for individual consumer-directed attendant care (ICDAC) providers:

To begin the revalidation process, print and complete the Designated Contact Person (DCP) form (470-5112) located on the Iowa Medicaid [forms](#)¹ webpage, and return to:

Iowa Medicaid Provider Enrollment
PO Box 36450
Des Moines, IA 50315

*or scan and email to: IMEProviderEnrollment@dhs.state.ia.us

Upon receipt of the DCP form, provider enrollment will assign a unique personal identification number (PIN) associated with the organization's tax identification (ID). The designated contact person will receive an email containing the PIN. The PIN, tax ID and national provider identifier

¹ <https://hhs.iowa.gov/ime/providers/forms>

(NPI) are used as the combination key to open the online application for enrollment renewal via [Iowa Medicaid Portal Access \(IMPA\)](#)².

Enrollment renewal is completed electronically on IMPA. The provider will:

- legally accept the new provider agreement;
- verify a listing that identifies each professional and institutional component of the provider organization and structure;
- complete the ownership and control disclosure; and
- provide individual social security numbers (SSN) where needed. Federal regulations require that state Medicaid agencies screen all Medicaid providers (See 42 CFR § 455.410 (2011) Enrollment and Screening of Provider and 42 CFR§ 455.104 (2011) Disclosure by Medicaid Providers and Fiscal Agents). The individual SSN is required for provider enrollment to check against the Office of Inspector General's (OIG) List of Excluded Individuals and Entities (LEIE) and the Center for Medicare and Medicaid Services (CMS) Data Exchange (DEX). The individual SSN is required for screening purposes only. It does not pertain to claims processing or payment.

For ICDAC Providers:

Enrollment renewal is required in order to remain active in the Iowa Medicaid program. Providers who fail to complete enrollment renewal will have their Medicaid provider number terminated, and claims will no longer be paid.

For enrollment renewal, complete and return forms:

1. Iowa Medicaid Provider Agreement (470-2965)
Every Iowa Medicaid provider **must** sign the new provider agreement. Please read the agreement and complete the last page. This is a legal contract and once the provider signs they are legally obligated to meet all of the requirements of the agreement. **Iowa Medicaid strongly urges all providers to read the agreement and understand the rights and responsibilities of being a Medicaid provider prior to signing the agreement.**
2. Individual CDAC Disclosure (470-4612)

Both forms can be found on the Iowa Medicaid [provider enrollment](#)³ webpage.

² <https://secureapp.dhs.state.ia.us/imp/Default.aspx>

³ <https://hhs.iowa.gov/ime/Providers/enrollment/WaiverEnrollment>

Return completed forms to:

Provider Enrollment – Renewal
PO Box 36450
Des Moines, IA 50315

*or scan and email to: IMEProviderEnrollment@dhs.state.ia.us

ICDAC providers must have their renewal documents submitted by July 31, 2023. All other providers must have their revalidation submitted in IMPA by July 31, 2023. The provider enrollment team will process renewal documents and renewals submitted through IMPA as they are received.

If you no longer wish to be an Iowa Medicaid provider or have questions regarding the enrollment renewal process, please contact the enrollment department at 1-800-338-7909 or IMEProviderEnrollment@dhs.state.ia.us.