Electronic Provider Enrollment Application "Copy" Function Released

Providers submitting multiple service location applications will have the option to use the "Initiate Additional Application" feature in the Electronic Provider Enrollment Application beginning July 1, 2016. This feature allows providers to "copy" information related to the same Federal Tax Identification Number (FEIN) or Social Security Number (SSN) from the submitted application to an application for a different service location. Using the copy feature avoids having to re-type a majority of the information needed when submitting the new application.

Providers may use this function when submitting another service location using the same FEIN or SSN as well as first 9 digits of the Medical Assistance ID number. Providers should review all information copied to the new application and revise all other information accordingly before the next application is submitted.

Providers will be prompted to upload required documents in subsequent applications. The attachments will not "copy" to the new application.

To use the "Initiate Additional Application" feature, providers must complete and submit an application and then choose the "initiate additional application" when prompted, which directly follows the application submission. Providers may also enter the Application Tracking Number (ATN), FEIN or SSN, and password on the "Application Status" page to review the status of the submitted application and then choose to initiate an additional application from this page.

The "Initiate Additional Application" function will be available for subsequent applications submitted within 90 days from the date the initial application was submitted.

Thank you for your service to our MA recipients.
We value your participation.
Check the department's website often at:
http://www.dhs.pa.gov