Quick Reference Guide: Updating or Adding Professional License in PNM

Steps:

1

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
T	Y	All	T	T	T	All	T	T	T	T	T	T
<u>518319</u>	Test Training	Complete	20 - Physician/Oste Individual	1366528028	9999879	Family Practice					03/21/23	03/09/25

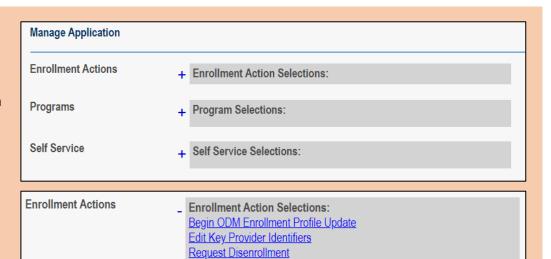
Updating or adding professional license information for a provider enrolled in Medicaid is completed by initiating and finalizing an update to the provider's Medicaid record. Locate the provider's record on your dashboard in PNM and click on the Reg ID.

This process can be completed by the Provider Administrator or by an Agent who has been assigned the 'Enrollment Agent' role.

2

Under the Manage Application section, click the '+' icon to expand the Enrollment Action Selections.

Click on the hyperlink which says "Begin ODM Enrollment Profile Update."



3

*If you have previously initiated an update, but have not submitted the update, this link will appear as "Continue ODM Enrollment Profile Update."

From the list of updates, locate 'Professional Licenses' under Most Common Updates section.

Click **Update** next to Professional Licenses.

If you initiate an update in error, select "Cancel Update Registration" under Enrollment Actions to end the update process. Enrollment Action Selections:
 Continue ODM Enrollment Profile Update
 Cancel Update Registration
 Edit Key Provider Identifiers



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Steps:



PNM will open the application on the Professional Licenses page.

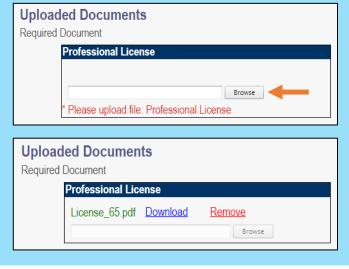


To update existing license information, click on the 'pencil and paper' icon for the license you wish to edit.

If adding a license, proceed to Step 7. To remove a license, click the red 'x' icon.

License Board Name* Medical Board Enter the updated license information. (For the If Other, enter Board Name license number, be sure any prefixes, suffixes, GY4543534 License Number* periods, etc. are included.) Effective Date* 01/01/2020 Expiration Date* License Status If a previous e-license check was run, 2400 Corporate Exchange Drive those results will display as read-only and only the Expiration Date of the City Columbus license can be edited. State OH County Zip If an e-license check was not previously Return to Summary Endorsement Number run, all information listed is able to be Endorsement Status Generate PDF Endorsement Focus updated or edited. Endorsement Specialty Certifying Organization Save Cancel Once the update is finished, click Save. Certificate Date Certificate Expiration

6



If the license being updated is an Ohio license and an e-license check is not able to be successfully run, or if the license is held outside of the state of Ohio, a copy of the professional license must be uploaded.

Under the 'Uploaded Documents' section, click **Browse.**

Locate the file on your computer and add it to the License page in PNM.

Once the information and upload have been added, click **Save**.

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Steps:

*If you completed Steps 4 - 6, and are not adding a new license, proceed to Step 8.

To add a new license, click **Add New**. Add New

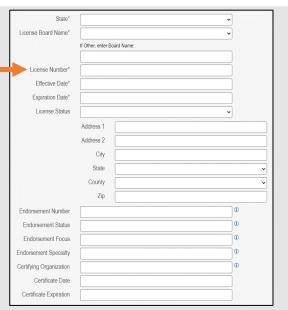
Enter the new license information.

For an Ohio license, be sure that the correct license number (including any prefixes, suffixes, periods, etc.) is entered so an e-license check can be run.

Once the license information is added, click Save.

If the license being added is an Ohio license and an e-license check is not able to be successfully run, or if the license is held outside of the state of Ohio, a copy of the professional license must be uploaded. Refer to <u>Step 6</u> in this instance.





8



A red dot indicates that changed information has been saved on the page.

A copy of each license must be uploaded to this page.											
License Number	License Board	License State	Effective Date	Expiration Date	Address	Endorsement					
GY4543534	Medical Board	ОН	1/1/2022	1/1/2025	2400 Corporate Exchange Drive Columbus, OH			×			
						Ac	dd N	lew			

Ensure the edits or additions to the professional license information appear correctly on the table.

Repeat previous steps to edit or add other license information.

9

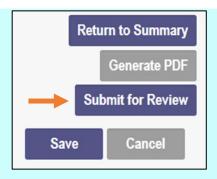
To complete the update process (and the changes to the professional license information), click **Submit for Review.**

Submission Confirmation

You have successfully submitted your application to the Medicaid Program.

Please allow at least 10 days for processing before attempting to submit any changes.

Return to Home Page



A submission confirmation message displays indicating that the update has been submitted.

Click **Return to Home Page**, to go to your dashboard.