



Montana Healthcare Programs Provider Notice

December 12, 2023

Effective Immediately

Announcement

All Providers

Individual Providers Enrolled as Sole Proprietors Due for Revalidation

Section 6401 of the Affordable Care Act requires all Medicare and Medicaid providers revalidate their enrollment information at least every five years. This is true for all providers, regardless of type.

Montana Healthcare Programs Provider Revalidation resumed on August 24, 2023. Providers began receiving letters indicating their enrollments could be terminated if revalidation was not completed by the due date reflected in the letter.

Older sole proprietor enrollments may contain tax ID information that is shared with an organization. To achieve the required level of data integrity, revalidation of these older records **will not meet** federal requirements if they contain an organization's tax ID. Therefore, individual providers, enrolled as sole proprietors, that utilize an organization's tax ID will be asked to disenroll and re-enroll. These providers have also received revalidation letters and after submitting their revalidation have been informed that their revalidation will be denied, and they must disenroll and re-enroll.

If you were informed that you were required to re-enroll, and you have already completed a disenrollment, submitted a re-enrollment and are experiencing enrollment approval delays that are impacting member access to care, please contact Conduent Provider Relations, request to be added to the Revalidation Re-enrollment Project and they will coordinate with DPHHS program staff to ensure your re-enrollment is processed timely.

DPHHS is working to proactively identify all impacted providers. DPHHS will communicate an updated timeline and assist each provider identified to coordinate a disenrollment and reenrollment to reduce potential gaps in member access to healthcare and claims issues.

If your revalidation has been submitted but not denied and you have been informed by Conduent you are required to re-enroll, no further action is required at this time until you are contacted by DPHHS to coordinate your disenrollment and re-enrollment.

If you have started on your revalidation but have not submitted it, complete the revalidation process. No further action is required until you are contacted by DPHHS to coordinate your disenrollment and re-enrollment. This will ensure your licensure and certifications are up to date in the system.

Definition of Sole Proprietor

A sole proprietor enrollment is applicable when a provider owns their own business and the associated tax ID. They will be entered as the pay-to provider on a claim, and they are the direct recipient of payment from Montana Healthcare Programs.

This enrollment type is appropriate for individuals who own their own practice and do not employ other individuals. Providers who are sole proprietors can also work part-time at another organization where they would be a rendering provider on that organization's claims. However, they do not need to add a location to their sole proprietor enrollment for the other organizations for whom they are working.

Individual sole proprietors are not allowed to share a tax ID with an organization NPI or another individual NPI. Any individual providers currently enrolled with a tax ID that is shared with an organization or individual will need to disenroll and re-enroll.

Types of Reenrollments

The options for re-enrollment will be:

- As an individual sole proprietor provider under their SSN or a private practice tax ID
- As a rendering only provider

Contact and Website Information

For claims questions or additional information, contact Montana Provider Relations at (800) 624-3958 or (406) 442-1837 or email [Montana Provider Relations Helpdesk](#).

Visit the [Montana Healthcare Programs Provider Information website](#) to access your provider type page. Choose Resources by Provider Type in the left-hand menu.

Visit the [Contact Us page](#) on the Provider Information website for additional DPHHS contact numbers.