

Montana Healthcare Programs

Affiliation Training

June 2026



DEPARTMENT OF
**PUBLIC HEALTH &
HUMAN SERVICES**

Provider Affiliations

What are Provider Affiliations?

- An affiliation is a connection that a Medicaid provider (or its owners and managers) has with another entity or individual.
- Affiliations allow a provider to be selected as a rendering, ordering, prescribing, or referring provider on a claim in the Provider Services Module claim portal.
- The disclosure of affiliations is federally required and will be required in the new Montana Healthcare Programs claims system.
- Organization and Individual providers must be enrolled in Montana Healthcare Programs to affiliate.

How do I Affiliate?

- Individual provider records can create an update and request affiliations to organizations.
- Organizations can use the “Manage Affiliation Tile” to add individual providers.
- Detailed instructions are in the provider maintenance update user guide.

What is the difference between Linking and Affiliations?

- Linking allows a provider to see the organization (pay-to) NPI in the Provider Services Portal on their workbench and claims drop-down.



Provider Affiliations: Rendering Provider

- Initiate an update on the Rendering Provider enrollment.
- Navigate to the Affiliation tab.
- Enter Group/Facility details and click Search.

Provider Information

Credentials

Financial Information

Physical Location

Enrollment Units

Final Submission

Summary

Demographic Maintenance

Practice Information

Legal Name & Address

Conviction

Disclosure Information

Affiliations

Medicare/Medicaid

Affiliation Search:

NPI/Atypical ID

1003362864

Search

Billing Provider Name

Add

Select	Billing Provider Name	NPI/Atypical ID	Last Activity Date	Status	Effective Date	Terminate Date	Actions
No results found.							

Save and Exit

Cancel

Previous

Save and Continue



Provider Affiliations: Rendering Provider

- Click Add to request an affiliation.
- Click the Radio button in the table.
- Click Save and Continue.
- Navigate to the end of the enrollment and validate all indicators are Green.
- On Summary page click submit.

Provider Information

Credentials

Financial Information

Physical Location

Enrollment Units

Final Submission

Summary

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Affiliations

Medicare/Medicaid

Affiliation Search:

NPI/Atypical ID

1003362864

Search

Billing Provider Name

MPATH NORTHWEST COMMUNITY HEALTHCARE

Add

Select	Billing Provider Name	NPI/Atypical ID	Last Activity Date	Status	Effective Date	Terminate Date	Actions
	MPATH NORTHWEST COMMUNITY HEALTHCARE	1003362864	04/19/2026	Submitted		MM/DD/YYYY	

Affiliated Locations

Address Line

No results found.

Save and Exit

Cancel

Previous

Save and Continue



Provider Affiliations: Approving Affiliation Request from Rendering

- Click radio button next to facility current enrolled line.
- Click Manage Affiliation tile.

Additional Documents

Update

Revalidate

Disenrollment

Manage Affiliations

FEIN Management

Correspondence History

Enrollment Unit History

Appeal Management

Actions	Type	Enrollment Status	Submission Date	Confirmation #
☒     	Update	Enrolled	04-11-2026	80066147
☐     	Revalidate	Enrolled	04-11-2026	80065853
☐    	Disenrollment	Denied	02-21-2026	79851527
☐     	Update	Enrolled	01-16-2026	79684554
☐     	Enrollment	Enrolled	12-16-2025	77727934



Provider Affiliations: Approving Affiliation Request from Rendering

- Navigate to Requested Affiliations
- Click the radio button next to provider name.
- Click Accept or Reject.
- Click the checkbox for location request.
- Click pencil icon and enter effective date of affiliation.

Manage Affiliations

Search for Providers Pending Approval **Requested Affiliations** Existing Affiliations Denied Affiliations [User Guide](#)

Requested Inbound Affiliations [Help](#)

The requested affiliation tab displays any rendering provider initiated affiliation requests. In order to build this affiliation, the billing provider (organizational) must accept or deny the request and enter the effective date and indicate which physical locations the provider will service.

Select	First Name ↓	Last Name	NPI/Atypical ID	Accept	Reject	Actions	File Name
☒	MPATH	Barton	1346773231	☒	☐	↑ ?	

Assigned Locations [?](#)

Accept	Address Line	Actions
☒ ?	8 J Street	✎

Items per page 50 1 - 1 of 1 [|<](#) [<](#) [>](#) [>|](#)

[Save and Exit](#) [Cancel](#) [Save](#)



Provider Affiliations: Approving Affiliation Request from Rendering

- Once the Rendering Provider update is in an enrolled status the Affiliation will display under Existing Affiliations.

Manage Affiliations

[Search for Providers](#)[Pending Approval](#)[Requested Affiliations](#)**Existing Affiliations**[Denied Affiliations](#)

[User Guide](#)[Help](#)

Search for Provider

The existing affiliation tab lists all affiliations linked to the organizational provider. To manage the affiliation, enter in additional information. For example, adding a new physical address to an existing rendering affiliation. Within this tab, the organizational user has the ability to terminate the affiliation by entering in a termination date.

First Name ⓘ

Last Name ⓘ

NPI/Atypical ID ⓘ

Search ⓘ

	First Name	Last Name	NPI/Atypical ID	Effective Date ↑	Terminate Date	Actions	File Name
	MPATH	Barton	1346773231	03/01/2026	MM/DD/YYYY	ⓘ	

Assign Locations ⓘ

Address Line	Active	Deactivate	Effective Date	Terminate Date	Actions
8 J Street	☒	☐	03/01/2026		

Items per page

50

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Provider Affiliations: Manage Affiliation Tile

- Click the radio button on the Group/Facility enrollment.
- Click Manage Affiliations.
- Enter Rendering Provider NPI on the Search for Providers tab.
- Click Search

The screenshot displays the 'Manage Affiliations' web application. At the top, a navigation bar includes 'Manage Affiliations', 'FEIN Management', and 'Correspondence History'. To the right, a header shows 'Update', 'Enrolled', and the date '04-10-2026'. Below this, a 'Programs' section displays 'Provider ID#: 200036033'. The main content area is titled 'Manage Affiliations' and features five tabs: 'Search for Providers' (active), 'Pending Approval', 'Requested Affiliations', 'Existing Affiliations', and 'Denied Affiliations'. A 'User Guide' icon is in the top right. The 'Search for Provider' section contains instructions: 'To build an affiliation, search for the provider you want to affiliate by entering the first name, last name, or NPI. If no information displays the provider isn't an active enrolled provider and the application will display a 'no affiliation found' message. Based upon your search criteria multiple providers may display, if this is the case, select the provider you want to participate by selecting the radio button next to the provider's name. For authentication and security, please enter the last four (4) digits of the provider's Social Security Number and enter the effective date of the affiliation. When completed select the add and continue button at the bottom of the screen and the request will move to the pending approval tab.' Below the instructions are input fields for 'First Name', 'Last Name', and 'NPI/Atypical ID' (containing '1003362864'), followed by a 'Search' button. At the bottom right, there is a pagination control showing 'Items per page' set to '50' and '0 of 0' items, along with navigation arrows. At the very bottom, there are three buttons: 'Save and Exit', 'Cancel', and 'Add and Continue'.



Provider Affiliations: Manage Affiliation Tile

- Click the radio button next to the provider name
- Enter required information.
- Select the checkbox of the locations the provider will be rendering services.
- Click the pencil icon and complete details.
- Click Add and Continue.

Manage Affiliations

Search for Providers

Pending Approval

Requested Affiliations

Existing Affiliations

Denied Affiliations

User Guide

Help

Search for Provider

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First Name ⓘ

Last Name ⓘ

NPI/Atypical ID ⓘ

Search ⓘ

Select	First Name	Last Name	NPI/Atypical ID	Effective Date ↓	Last 4 digits of SSN*	Actions	File Name
☒	MPATH	Barton	1346773231	MM/DD/YYYY 04/19/2026	7323		

Assigned Locations ⓘ

	Address Line	Actions
☒ ⓘ	9 J Street	
☐ ⓘ	8 J Street	

Items per page 50

1 - 1 of 1

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Save and Exit

Cancel

Add and Continue

Provider Affiliations: Remove Affiliation

- When a provider leaves your practice please update the affiliation record
- Navigate by Manage Affiliation Tile
- Search for the provider on Existing Affiliations.
- Deactivates a single or multiple locations or Terminate if they are no longer with the practice.
- Click Save

Manage Affiliations

[Search for Providers](#)[Pending Approval](#)[Requested Affiliations](#)[Existing Affiliations](#)[Denied Affiliations](#)

[User Guide](#)

Search for Provider

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First Name ⓘ

Last Name ⓘ

NPI/Atypical ID ⓘ

Search ⓘ

	First Name	Last Name	NPI/Atypical ID	Effective Date ↑	Terminate Date	Actions	File Name
☒	MPATH	Barton	1346773231	04/19/2026	MM/DD/YYYY 04/19/2026	   ⓘ	

Assign Locations ⓘ

Address Line	Active	Deactivate	Effective Date	Terminate Date	Actions
9 J Street	☐	☒	04/19/2026	04/19/2026	
8 J Street	☐	☐	04/19/2026		

Items per page 50 1 - 1 of 1 |< < > >|

[Save and Exit](#)[Cancel](#)[Save](#)



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