

# A L E R T

March 9, 2021

**TO: All Providers**

**RE: Discontinue Paper Submission of Revalidation Documentation**

Effective May 1, 2021, providers must use the interactive web portal to upload revalidation documents. Federal requirements mandate that all providers must revalidate documents periodically with the Alabama Medicaid Agency (Medicaid). Providers are notified when they are scheduled to revalidate. Currently, Medicaid allows providers the option to upload documentation through the Interactive Web Portal, or mail in information for processing. Effective May 1, 2021, providers will be required to upload all information. Paper copies will no longer be accepted.

Steps to upload provider revalidation documents are below:

- Log into the interactive web portal: <https://www.medicaid.alabamaservices.org/ALPortal/default.aspx>.
- Select the Trade Files tab, then select Forms.
- Click on the drop-down button for Form Name and click on REA - Revalidation Application.
- Click on Search and the associated form will display for completion.
- Fill in the requested information and attach all documentation for revalidation.

**Note: Only documents saved in PDF format can be uploaded.**

- Once all requested information is filled out, attach documentation by selecting the “Browse” button at the bottom in the screenshot below.
- Once complete, select Submit. You will receive a bar coded coversheet that can be used to fax additional requested documents.

**REVALIDATION APPLICATION SUPPORTING DOCUMENTATION**

**Instructions:**

Please complete all form fields below. Supporting documentation may be uploaded or faxed upon successful form submission. Upon completing the form below, a fax coversheet will be generated.

It is imperative that you save a copy of this coversheet, should you be requested to submit additional documentation for this packet.

**Reminders:**

A listing of approved supporting documents for revalidation applications is provided in certain chapters of the Provider Manual, such as Chapter 2.

All supplemental forms for revalidation for which a wet signature is not required may be submitted to *Gainwell Technologies Provider Enrollment* via an electronic submission. The following forms cannot be submitted electronically: Corporate Board of Directors Resolution; this form requires wet signature and notarization.

The required file format for document upload is PDF. Documents submitted in any other format will be rejected.

Do not fax double-sided pages.

Fax supporting documents with the **barcode coversheet as page 1** and supporting documents to 334-215-7416.

|                                |   |
|--------------------------------|---|
| <b>Record ID</b>               | <input type="text" value="265"/>                              |
| <b>Provider ID (NPI) *</b>     | <input type="text"/>  |
| <b>Medicaid ID (MCD) *</b>     | <input type="text"/>  |
| <b>Provider / Group Name *</b> | <input type="text"/>  |
| <b>Submitter First Name *</b>  | <input type="text"/>  |
| <b>Submitter Last Name *</b>   | <input type="text"/>  |
| <b>Submitter Phone *</b>       | <input type="text"/>  |
| <b>Submitter Email *</b>       | <input type="text"/>  |
| <b>Document Upload (*.PDF)</b> | <input type="text"/> <input type="button" value="Browse..."/> |
|                                | <input type="text"/> <input type="button" value="Browse..."/> |
|                                | <input type="text"/> <input type="button" value="Browse..."/> |

Please review all fields above for completion and accuracy. No further review opportunities will be available once the Submit button is pressed.

If you have questions regarding this change, please contact the Provider Revalidation Department at 888-223-3630, Option 2.