

Online Enrollment Application Q&A

Question: How do I enroll as an Alabama Medicaid provider?

Answer: To enroll as an Alabama Medicaid provider, access the Electronic Provider Enrollment Application Portal at the link below to submit an electronic application.

<https://medicaidhcp.alabamaservices.org/providerenrollment/Home/ProviderEnrollment/tabid/477/Default.aspx>

Question: How do I know if my application was submitted successfully?

Answer: When the electronic application is successfully submitted for processing, an email will be sent to the contact indicated on the application to notify them that the application was successfully submitted for processing. The application is actually submitted for processing when the “Confirm” button is clicked in the online application (this is at the bottom of the last page of the application which is the Summary page).

Question: What documentation do I need to submit with the application?

Answer: To determine what supporting documentation to submit with the online application, access the Provider Enrollment Forms page at the link below and view the document called “Alabama Medicaid Participation Requirements.” This document will indicate what supporting documentation is required for each type of enrollment.

http://medicaid.alabama.gov/CONTENT/5.0_Resources/5.4_Forms_Library/5.4.6_Provider_Enrollment_Forms.aspx

Question: How do I submit my supporting documentation for an online application submitted?

Answer: When an online application is submitted, a bar coded coversheet will be available to submit all supporting documentation. If you did not receive a bar coded coversheet when the application was submitted, access the below website to print another bar coded coversheet. Note: you must have pop-up blocker turned off for the bar coded coversheet to pull up properly.

<https://medicaidhcp.alabamaservices.org/provider/Home/ProviderEnrollment/ProviderEnrollmentStatus/tabid/453/Default.aspx>

Question: How do I check the status of an online application that I submitted?

Answer: To check the status of an online application submitted, access the below website and enter the tracking number and Tax ID for the application submitted.

<https://medicaidhcp.alabamaservices.org/provider/Home/ProviderEnrollment/ProviderEnrollmentStatus/tabid/453/Default.aspx>

Question: How do I receive my assigned Medicaid ID and enrollment notification letter?

Answer: When the provider is enrolled, a notification letter which includes the assigned Medicaid ID and effective date for the enrollment is immediately sent to the provider using the Pay-To address listed on the application. Please allow 5-10 days for the notification letters to be received after approval. If the notification letter is not received or if a duplicate copy is needed, a copy may be requested by faxing a request to Provider Enrollment at fax number 334-215-4298 (include in the request the provider name, NPI number, location of enrollment, and Tax ID associated).