MO HealthNet Revalidation Fax Instructions

PROVIDER REVALIDATION FAX INSTRUCTIONS

Version 1

Tuesday March, 25th 2020

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Step 1: Save the application

• The link to download the Fax Coversheet will be disabled until the application has been saved at least once.

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• Once the application is saved, the "Download Fax Coversheet" link will be enabled.

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Step 2: Download the fax coversheet

• Clicking on the "Download Fax Coversheet" link will open a window with the Fax Coversheet.

| | M | O HealthNet | |
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| | This fax coversheet mus documents will not | t be the first page of your fax or you be uploaded to your application | r |
| TO: | MMAC | FROM: | |
| FAX: | 573-761-3781 | PHONE: | |
| RE: | REVALIDATION DOCUMENTS | FAX: | |
| DATE: | March 24, 2020 | | |
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notes.

• Do not write over the QR code in the bottom right corner of the coversheet.

Step 3: Fax Documents

- You will print hard copies of all the documents you intend to send to MMAC.
- Make sure the Fax Coversheet is the first page of your fax.
- If the total number of pages is 50 pages or more, send the documents in two separate faxes. You will need the Fax Coversheet as the first page of every fax you send.
- Fax the documents to the revalidation fax number on the Fax Coversheet: 573-761-3781.

Step 4: Wait for Documents to Upload to Provider Revalidation

- Once your documents have been faxed, eMOMED will process the documents and attach them to your application. This process may take up to two hours.
- When the fax has been processed, it will appear in the uploaded files window, just as it would if you uploaded the documents manually. The "Uploaded By" column will indicate "USER_FAX".

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- You will not be able to submit your application if there are zero documents in the uploaded files window.
- If multiple faxes were sent, you will see multiple faxes in the uploaded files window.

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Step 5: Submit the Application

- Once all of your faxed documents have been uploaded, you are ready to submit your application.
- If you submit your application before all of your documents have been uploaded, MMAC will not receive all of the documents.

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• Once submit is clicked, you will be prompted to verify that all of your supporting documentation and provider agreement have been uploaded (either manually or via fax) to your application.

• Click the checkbox to verify your documentation is completed in full, then click submit.

| Your application will be submitted to MMAC for review. Upon submission you will not be able to edit the application or submit any further documentation unless the application is returned to you by MMAC. e application must include the provider agreement and all supporting documentation or it will be rejected. Checking this box confirms the provider agreement and all supporting documentation has been successfully uploaded or faxed and appears on the uploaded documents tab of the application. If not, click cancel and upload the required documentation. |
|--|
| Submit Cancel |

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Your application will be submitted to MMAC for review. Upon submission you will not be able to edit the application or submit any further documentation unless the application is returned to you by MMAC.

The application must include the provider agreement and all supporting documentation or it will be rejected.

Checking this box confirms the provider agreement and all supporting documentation has been successfully uploaded or faxed and appears on the uploaded documents tab of the application. If not, click cancel and upload the required documentation.

| Submit | Cancel |
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- Once submit is clicked, your application will be successfully submitted for MMAC review.
- You can verify your application was submitted by the message at the top of the screen, as well as the status being changed to "Submitted" in the "Current Revalidation Status" section.

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