

# MO HealthNet Revalidation Fax Instructions

## **PROVIDER REVALIDATION FAX INSTRUCTIONS**

**Version 1**

*Tuesday March, 25<sup>th</sup> 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.

Revalidate

NPI      Taxonomy      Last Updated By      Updates Performed By

[REVALIDATION REQUIREMENTS](#)      [PROVIDER REVALIDATION FAQ](#)

Main    Disclosure    Practice Locations    **Upload Documents**

Files to Upload		Uploaded Files								
<input type="text"/>	Select File	Please select files to upload.								
<input type="text"/>	Select File	<table border="1"><thead><tr><th>Name</th><th>Date/Time</th><th>Uploaded By</th></tr></thead><tbody><tr><td colspan="3">No records found.</td></tr></tbody></table>			Name	Date/Time	Uploaded By	No records found.		
Name	Date/Time	Uploaded By								
No records found.										
<input type="text"/>	Select File									
<input type="text"/>	Select File									
<input type="text"/>	Select File									
Upload Files    Clear										

[REVALIDATION REQUIREMENTS](#)    If you would like to fax supporting documentation to MMAC, please read the fax instructions in the link below [Fax Instructions](#)

[PROVIDER REVALIDATION FAQ](#)    [Download Fax Coversheet](#)

Current Revalidation Status Due

Save    Submit



- Once the application is saved, the “Download Fax Coversheet” link will be enabled.

Revalidate

Application saved successfully.

NPI Taxonomy Last Updated By Updates Performed By  
tspurling tspurling

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Main Disclosure Practice Locations **Upload Documents**

Files to Upload		Uploaded Files								
<input type="text"/>	Select File	Please select files to upload.								
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Name	Date/Time	Uploaded By								
No records found.										
<input type="text"/>	Select File									
<input type="text"/>	Select File									
<input type="text"/>	Select File									
<input type="button" value="Upload Files"/> <input type="button" value="Clear"/>										

[REVALIDATION REQUIREMENTS](#) [PROVIDER REVALIDATION FAQ](#) If you would like to fax supporting documentation to MMAC, please read the fax instructions in the link below [Fax Instructions](#) [Download Fax Coversheet](#)

Current Revalidation Status  
In Progress

## Step 2: Download the fax coversheet

- Clicking on the “Download Fax Coversheet” link will open a window with the Fax Coversheet.

**MO HealthNet**

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**NAME:**  
**NPI:**  
**TAXONOMY:**  
**REVALIDATION ID:**

**This fax coversheet must be the first page of your fax or your documents will not be uploaded to your application**

<b>TO:</b> MMAC	<b>FROM:</b>
<b>FAX:</b> 573-761-3781	<b>PHONE:</b>
<b>RE:</b> REVALIDATION DOCUMENTS	<b>FAX:</b>
<b>DATE:</b> March 24, 2020	

**Instructions:**  
Our system can only accept faxes that contain up to 50 total pages including this fax coversheet. If you have more than 50 pages total to fax, you will need to fax the additional pages in a second fax using this same fax coversheet as the first page.

Please allow up to two hours for your faxed documents to upload and appear in your application.

**Notes:**

**Do not write in this area**



- Print the coversheet and fill out the “From”, “Phone”, and “Fax” fields. You can also fill out 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”.

The screenshot shows the 'Revalidate' application window. At the top, there are fields for 'NPI', 'Taxonomy', 'Last Updated By', and 'Updates Performed By'. Below these are links for 'REVALIDATION REQUIREMENTS' and 'PROVIDER REVALIDATION FAQ'. The main area has a tabbed interface with 'Main', 'Disclosure', 'Practice Locations', and 'Upload Documents' (which is selected). Under 'Upload Documents', there are two sections: 'Files to Upload' and 'Uploaded Files'. The 'Files to Upload' section has five 'Select File' buttons and 'Upload Files' and 'Clear' buttons. The 'Uploaded Files' section is a table with columns 'Name', 'Date/Time', and 'Uploaded By'. It contains one row: 'example\_fax\_document.pdf', '03/19/2020 12:02:46 CDT', and 'USER\_FAX'. A red arrow points to the 'USER\_FAX' value. Below the table, there are links for 'REVALIDATION REQUIREMENTS', 'PROVIDER REVALIDATION FAQ', 'Fax Instructions', and 'Download Fax Coversheet'. At the bottom right, there is a 'Current Revalidation Status' section showing 'In Progress' and 'Save' and 'Submit' buttons. At the bottom left, there is a 'Finish' button and an 'Add Notes' button.

Name	Date/Time	Uploaded By
example_fax_document.pdf	03/19/2020 12:02:46 CDT	USER_FAX

- 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.

Revalidate

NPI      Taxonomy      Last Updated By      Updates Performed By

[REVALIDATION REQUIREMENTS](#)      [PROVIDER REVALIDATION FAQ](#)

Main    Disclosure    Practice Locations    **Upload Documents**

Files to Upload		Uploaded Files		
	Select File	Name	Date/Time	Uploaded By
	Select File	example_fax_document_1.pdf	03/19/2020 12:02:46 CDT	USER_FAX
	Select File	example_fax_document_2.pdf	03/19/2020 12:02:09 CDT	USER_FAX
	Select File	example_fax_document_3.pdf	03/19/2020 12:00:37 CDT	USER_FAX
	Select File			

Upload Files    Clear

[REVALIDATION REQUIREMENTS](#)    If you would like to fax supporting documentation to MMAC, please read the fax instructions in the link below  
[PROVIDER REVALIDATION FAQ](#)    [Fax Instructions](#)  
[Download Fax Coversheet](#)

Current Revalidation Status  
In Progress    Save    Submit

[Add Notes](#)



## 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.

Revalidate

NPI \_\_\_\_\_ Taxonomy \_\_\_\_\_ Last Updated By \_\_\_\_\_ Updates Performed By \_\_\_\_\_

[REVALIDATION REQUIREMENTS](#) [PROVIDER REVALIDATION FAQ](#)

Main Disclosure Practice Locations **Upload Documents**

Files to Upload		Uploaded Files			
	Select File	Name	Date/Time	Uploaded By	
	Select File	example_fax_document_1.pdf	03/19/2020 12:02:46 CDT	USER_FAX	
	Select File	example_fax_document_2.pdf	03/19/2020 12:02:09 CDT	USER_FAX	
	Select File	example_fax_document_3.pdf	03/19/2020 12:00:37 CDT	USER_FAX	

Upload Files Clear

[REVALIDATION REQUIREMENTS](#) [PROVIDER REVALIDATION FAQ](#)

If you would like to fax supporting documentation to MMAC, please read the fax instructions in the link below  
[Fax Instructions](#)  
[Download Fax Coversheet](#)

Current Revalidation Status: In Progress

Save Submit

Add Notes

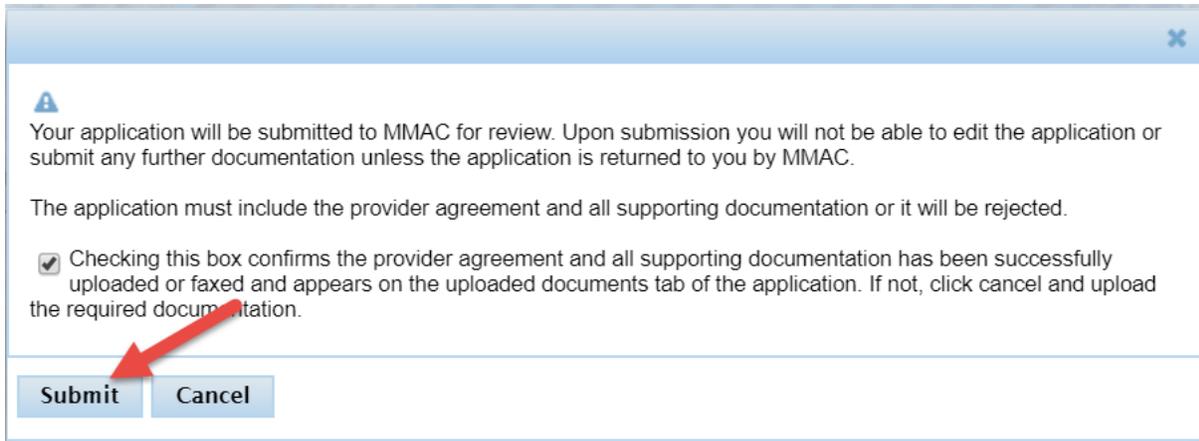
- Once submit is clicked, you will be prompted to verify that all of your supporting documentation and provider agreement have been uploaded (either manually or via fax) to your application.
- Click the checkbox to verify your documentation is completed in full, then click submit.

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.

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



- 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.

