To ensure a successful revalidation and enrollment process for providers, instructions and templates used during enrollment and revalidation can now be found in the Bulk Enrollment Tools folder on the Health PAS Online Portal.

The documents include:

- Provider Revalidation Instructions – Bulk Enrollment Tools
- Bulk Upload Service Locations Template
- Bulk Upload Rendering Providers Template
- Bulk Upload NOPRs Template
- Bulk Update Service Locations Template
- Bulk Update Rendering Providers Template

Training Opportunities

These instructions and templates will be covered during training webinars prior to each cycle to assist providers. These webinars will offer an opportunity for you to ask questions and for MaineCare to conduct an overview of the revalidation process and provide key information and resources. The webinar schedule will be posted on the Training Opportunities section of the MaineCare Provider Enrollment webpage. MaineCare will send an e-message once the training schedule has been confirmed prior to the beginning of each cycle.

If you have not registered with the Learning Management System (LMS), see the First Time User Guide for assistance. To access the guide, go to the Health PAS Online Portal and log into your Trading Partner Account (TPA). Click on the section called "Trading Partner User Training" and you will see the link to the LMS First Time User Guide.

If you are not a registered trading partner, or if you need assistance with registering for this training, please email the Medicaid Training Center.

The following resources are available to assist you with the revalidation process:

- MaineCare Provider Enrollment webpage
- MaineCare Frequently Asked Questions webpage
- CMS Revalidations webpage
- MaineCare Revalidation email box

Provider Services Call Center: 1-866-690-5585, Option 7; TTY users dial 711.