



**Louisiana Department of Health**  
**Informational Bulletin 22-4**  
**Revised September 2, 2022**

**Louisiana Medicaid Provider Enrollment Portal**

Providers that file claims with Louisiana Medicaid must enroll in Medicaid's new web-based provider enrollment portal. Federal laws enforced by CMS, including the Affordable Care Act and the 21st Century Cures Act, require states to screen and enroll all providers.

**The deadline to submit an enrollment application is September 30. Providers must allow several weeks from the time of the application submission to the time that enrollment is considered complete. Claims will be denied beginning December 31, 2022 for providers who have not completed the enrollment process.**

The September 30 deadline applies to:

- Providers enrolled with Fee-for-Service (FFS) Medicaid prior to December 31, 2021
- Providers enrolled with an MCO, DBPM or Magellan prior to March 31, 2022

Continue reading for more information or visit [ldh.la.gov/medicaidproviderenrollment](https://ldh.la.gov/medicaidproviderenrollment).

Louisiana Medicaid launched its Louisiana Medicaid Provider Enrollment Portal July 26, 2021 to screen and enroll all Medicaid providers. The portal was temporarily unavailable starting mid-January 2022 to make system edits to enhance security and was re-launched on February 14, 2022.

**What is the Medicaid Provider Enrollment Portal**

The Louisiana Medicaid Provider Enrollment Portal was designed to meet a Centers for Medicare and Medicaid Services (CMS) requirement and **must be used by any providers that provide care to Medicaid members and file claims with Louisiana Medicaid**. This includes current managed care organization (MCO) only providers, Dental Benefits Program Manager

(DBPM) providers, Coordinated System of Care (CSoC) providers and existing Fee-for-Service providers. All providers, including any new providers enrolling for the first time, will be notified by invitation letter when it is time for them to enroll.

The enrollment portal is accessible through Medicaid's fiscal intermediary website at [www.lamedicaid.com](http://www.lamedicaid.com). Additional guidance to help providers navigate enrollment can be found at [www.ldh.la.gov/medicaidproviderenrollment](http://www.ldh.la.gov/medicaidproviderenrollment). The site includes links to FAQs, manuals and training webinars, as well as contact information for providers with questions about enrollment.

### **Timeline for Completing the Enrollment and Screening Process**

Current providers, whether participating as a Fee-for-Service provider, MCO-only provider, DBPM provider, CSoC provider or some combination, must validate their information and sign the state's provider participation agreement. The deadline for providers to submit an application to the Provider Enrollment Portal is September 30, 2022. Any existing Medicaid provider that does not submit an application to initiate the screening process through the portal will have their claims denied. LDH, Healthy Louisiana providers are encouraged to take action to complete enrollment. **Providers must allow several weeks from the time of the application submission to the time that enrollment is considered complete. Claims will be denied beginning December 31, 2022 for providers who have not completed the enrollment process.**

New FFS Medicaid providers should continue to follow the [enrollment processes outlined for FFS Medicaid](#) and will be invited to enroll in the portal at a later date.

New MCO, DBPM and Magellan providers should continue to follow the enrollment processes outlined for MCO, DBPM and Magellan and will be invited to enroll in the portal at a later date.

**New providers will receive invitation letters when it is their time to enroll.**

### **Invitations to Enroll**

The application deadline applies to providers enrolled with FFS Medicaid prior to December 31, 2021 and providers enrolled with an MCO, DBPM or Magellan prior to March 31, 2022 ~~who received an invitation letter from Gainwell Technologies~~. Gainwell Technologies, Louisiana Medicaid's fiscal intermediary, has sent an invitation to the mailing address on file for current providers. For providers enrolled with an MCO, DBPM or Magellan, Gainwell Technologies sent the invitation to the mailing address that is on file with the MCO, DBPM or Magellan. For providers only enrolled in Fee-for-Service Medicaid and not with any managed care entity,

Gainwell Technologies sent the invitations to the service location address which they have on file.

Providers will need several data elements from this letter to complete their enrollment, including: Louisiana Provider ID, NPI, city, state and zip code. If a provider does not have this letter or this information, they can email [LouisianaProvEnroll@gainwelltechnologies.com](mailto:LouisianaProvEnroll@gainwelltechnologies.com) to request a reprinted letter be mailed.

Email requests must include the provider name and the NPI. Providers may send multiple provider requests in a single email. Reprinted letter requests will only be accepted by email. No other form of submission is accepted. Providers will receive a confirmation email from Gainwell when the submission is received. That email will include an anticipated turnaround time for the response.

### **Enrollment and Credentialing**

The Louisiana Medicaid Provider Enrollment process requires that all providers complete their enrollment and screening through the web-based portal. This will bring the state into compliance with current federal requirements. Per CMS requirements, all providers must be screened by the state at the following intervals:

- When they initially apply for and submit an application to become a Medicaid provider;
- Upon reenrollment (reactivation of a previously closed provider number) in the state's Medicaid program; and
- At least once every five years to revalidate their enrollment, which is similar to the recredentialing process that all MCOs and DBPMs complete every three years.

**This process does not take the place of the normal MCO, DBPM or Magellan credentialing process.** Providers must still enroll, credential and contract with MCOs, DBPMs and Magellan separately. Current/existing providers have no additional steps to complete after completing the enrollment process through the Louisiana Medicaid Provider Enrollment Portal, but they will need to complete the recredentialing process every three years for each MCO and/or DBPM with which they are contracted and with Magellan, if applicable. If they do not do so, they will be disenrolled from the managed care plan with which they are contracted. New providers will need to complete the credentialing process with MCOs, DBPMs and/or Magellan either concurrent with or after they complete the enrollment process with the state through the new Louisiana Medicaid Provider Enrollment Portal.

Completing this enrollment process does not require a provider to participate in the Fee-for-Service model. Providers may continue with their current business model and will not be mandated to provide care through the Fee-for-Service model, unless that is their preference.

## **Provider Resources**

If providers encounter any issues or have any questions, they should contact the call center at (833) 641-2140, Monday – Friday between the hours of 8 a.m. and 5 p.m. CST or send an email to [LouisianaProvEnroll@gainwelltechnologies.com](mailto:LouisianaProvEnroll@gainwelltechnologies.com).

Providers can find additional information and updates on the [provider enrollment webpage](#), including Frequently Asked Questions.

A [Provider Portal Enrollment Lookup Tool](#) is now available at [lamedicaid.com](http://lamedicaid.com). Providers returned via this search tool will show a status of enrollment complete, action required or currently in process by Gainwell. Providers that show no results are **not** required to enroll at this time. Invitation letters will be sent at a later date. Data elements that may be used for lookup include NPI, Provider Name, Provider Type, Specialty, Address, City and State, and Zip Code. However, only one data point is required to search. Any public user can use the tool to check current enrollment status. The Lookup Tool is updated daily and the results may be downloaded.

If your information has not been processed within 15 business days, please contact Gainwell Technologies by emailing [louisianaprovenroll@gainwelltechnologies.com](mailto:louisianaprovenroll@gainwelltechnologies.com) or contacting (833) 641-2140 for a status update on enrollment and any next steps needed to complete the process.

## **Background on Enrollment Portal Requirement**

*As a part of the Affordable Care Act and later refined in the 21<sup>st</sup> Century Cures Act, federal laws enforced by CMS require that states screen and enroll providers. The Louisiana Medicaid Provider Enrollment Portal will bring Louisiana Medicaid into compliance with CMS revalidation and managed care screening requirements and federal law. The portal will be prepopulated with information that the state, MCOs, DBPMs and Magellan already have on file so that the provider can more easily submit an application through the portal. This streamlined process eliminates the need to complete and mail a paper application. Also, providers will have the ability to track their application through the portal.*