



## Enrollment and Revalidation Requirements

All applications, including initial enrollments, re-enrollments, and changes such as the addition of new service or practice locations, new rendering providers, or Non-billing, Ordering, Prescribing, or Referring (NOPR) providers must comply with enrollment requirements.

### Revalidating your MaineCare Enrollment

All enrolled providers, regardless of provider type, must revalidate their enrollment information under the screening criteria at least every five years - three years for Durable Medical Equipment (DME) providers - or upon MaineCare Services' request.

1. The provider meets any applicable federal or state requirements for the provider type before an application decision is made.
2. License verifications are conducted, which will include verification of licenses in states other than where the provider is currently applying.
3. Federal database checks are conducted, which includes review of any federal healthcare program exclusions.
3. These federal database checks encompass:
  - The Social Security Administration's DeathMaster File
  - The National Plan and Provider Enumeration System (NPPES)
  - The List of Excluded Individuals/Entities (LEIE)
  - Automated criminal history background checks will also be conducted.
4. Site visits are required to be conducted on those provider locations which are assigned a "moderate" or "high" risk level.

### Ownership or Controlling Interest

Providers will be required to supply social security numbers and dates of birth for any person with ownership or controlling interest of 5% or more in the disclosing entity, board members, and rendering providers. Providers will also be required to disclose managing employees. In addition, non-billing providers will be required to enroll with MaineCare to continue to prescribe, order, or refer services for MaineCare members.

### Screening Requirements

Section 42 CFR 455 Subpart E-Provider Screening and Enrollment of the ACA mandates provider screening and enrollment requirements.

These requirements apply to all providers who:

- Submit a new application
- Reactivate an application
- Submit a revalidation application
- Perform maintenance