Objective

This SOP outlines the steps to add physician information using a member's Medicaid ID number and other relevant identifiers.

Step 1: Search for Member's File 0:00

Scheduled Tasks	Member Search Cases Case/Request/Claim	Search					
		Please search for the me	mber by cor	npleting one of th	e following		
Member ID *	Date	o of Birth * MDD/YYYY Search	OR	First Name *	Last Name *	Date Of Birth *	Search
		© Copyright 2025 Telligen. All Rig	hts Reserved. Terms of	Use. Privacy Policy. Accessibility P	olicy.		
	0:08						
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	المحمد معالم مالم			ام منبع ما			

- Use the member's Medicaid ID number and date of birth to locate their file.
- Ensure that the information entered is accurate to avoid errors.

Step 2: Add a New Place 0:14

Qualitrac stage						0 A	Q -	E5	0 0.
Dashboard / Task Queue							,		
Scheduled Tasks Member Search	Cases Case/Request/Claim Search								
		Please search for the r	member by co	mpleting one of th	e following				
Member ID *	Date Of Birth			First Name *	Last Name *	Date Of Birth *			
100324926	10/17/1978	Serieh	OR	First Name	Last Name	MM/DD/YYYY		Search	
Member ID	Last Name	First Name	Mi	ddle Name	Date Of Birth	Gender			
			(2)						
Show 10 🗸 entries		Show	ing 0 to 0 of 0 entries					Previous	Next

- Once the member's file is located, initiate the process to add a new place.
- Look for the option to add a new entry in the system.

Step 3: Search by NPI Number 0:27

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hboard / Task Queue / Member Hub / Request						A HAZEL MI	SQUITA - 100324926 - 10/17/19
1558798603							
City	State		Zip Code		Taxonomy		
		~					~
Search using NPPES O OFF						Q Searc	'n
Show 10 🗸 entries						Search:	
Name	* NPI	Primary Number	Other ID	Туре	Address	Phone Primary Taxonomy	Source
STATE OF MS-UNIV OF MS MED CTR	1558798603	000100769	1558798603		Clinic #: 1 Addr: 2500 N State St Jackson, MS, 39216		Provider File
UNIVERSITY OF MISSISSIPPI CENTER GR	1558798603	004583710	1558798603	¢۵	Clinic #: 1 Addr: 1300 Sunset Dr Grenada, MS, 38901		Provider File
UNIVERSITY OF MS MEDICAL CENTER GRE	1558798603	000020026	1558798603	<u>ل</u>	Clinic #: 1 Addr: 960 Avent Dr Grenada, MS, 38901		Provider File
UNIVERSITY PHYSICIANS	1558798603	003100786	1558798603		Clinic #: 1 Addr: 350 E Woodrow Wilson Ave Jackson, MS, 39216		Provider File
Showing 1 to 4 of 4 entries							Previous 1 Next
Provider Organization Visibility 🕑							
No organizations available							
			😂 🚭 🙁 🙌				1× 😳 🔳

- In the provider section, search for the physician using their NPI number.
- This helps in identifying the correct physician associated with the member.

Step 4: Use Gainwell Medicaid Provider ID Number 0:53

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shboard / Task Queue / Member Hub / Request							HAZEL MISQUITA - 100324926 - 10	<u>y 17/197</u>
Providers *							÷	Back
NPI Number 📀	Other ID Number	0		Last / Organizatio	n Name	First Name		
	000100769							
City	State		Zip Code		Taxonomy			
		~						~
Search using NPPES 😧 OFF							Q Search	
Show 10 🗸 entries							Search:	
Name	A NPI	Primary Number	Other ID	Туре	Address	Phone Pri	imary Taxonomy Source	
+ STATE OF MS-UNIV OF MS MED CTR	1558798603	000100769	000100769	۵	Clinic #: 1 Addr: 2500 N State St Jackson, MS, 39216		Provider File	
showing 1 to 1 of 1 entries							Previous 1	Next
Provider Organization Visibility 💡								
to organizations available								
Diagnosis								+ Add
Pause K						_		
II ^{(*}) ([*] ₅ ⊂) 0:52 / 1:15			😂 😍 😮 🖌) 👍 👎 ©	v p		1× 🕸 🕻	

- To ensure accuracy, search using the Gainwell Medicaid provider ID number for both the physician and the facility.
- This step minimizes the risk of selecting the wrong location or specialty type.

Step 5: Confirm Selection 1:14

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Dashboard / Task Queue /	Member Hub / Request					A E	AZEL MISQUITA - 10032	4926 - 10/17/1978
Providers						Successfully added provi	der to Request	×
Туре	Name	NPI	Address	Phone	Primary Taxonomy	PPO Redirect Reason	Comments	Action
Treating Provider	STATE OF MS-UNIV OF MS MED CTR	1558798603	Clinic #. 1 2500 N State St Jackson, MS, 39216					-
Ordering Provider	SMITH, JENNIFER	1780354217	Clinic #: 1 7100 U S Highway 98 Ste 220 Hattiesburg, MS, 39402					***
Provider Organiz	zation Visibility 🕜		ß					
STATE OF MS-UNIV OF N	MS MED CTR, Treating Provider							
Diagnosis								+ Add
Seq.	Code	Description	Final	x	POA	NOS		Action
			No Diagnoses Supplie	d				
Procedures								+ Add
Pause K								
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- After searching by the Medicaid provider ID number, confirm that only one option is generated for both the facility and the physician.
- This ensures that you have selected the correct entries before finalizing.

Cautionary Notes

- Double-check all entered information to prevent any discrepancies.
- Ensure that the Medicaid provider ID number is locked into your PA to avoid errors in selection.

Tips for Efficiency

- Familiarize yourself with the NPI and Medicaid provider ID numbers to speed up the search process.
- Keep a list of frequently used provider IDs for quick reference.