

Quick Reference Guide: Updating or Adding a Specialty in PNM

Steps:

1

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
518268	Test Training	Complete	96 - Behavioral Health Para-Professionals	1386313989	0000095	QUALIFIED MH SPECIALIST				01/19/23	04/07/23	01/19/28

Editing or adding specialties for a provider enrolled in Medicaid is completed by initiating and finalizing an update to the provider's Medicaid record. Locate the provider's record on your dashboard in PNM and click on the Reg ID.

This process can be completed by the Administrator for the provider's Medicaid ID or a user with the Agent role, if that Agent has been assigned the 'Enrollment Agent' action by the Administrator.

2

Under the Manage Application section, click the '+' icon to expand the Enrollment Action Selections.

Click on the hyperlink which says "Begin ODM Enrollment Profile Update."

**If you have previously initiated an update, but have not submitted the update, this link will appear as "Continue ODM Enrollment Profile Update."*

Manage Application

Enrollment Actions

+ Enrollment Action Selections:

Programs

+ Program Selections:

Self Service

+ Self Service Selections:

Enrollment Actions

- Enrollment Action Selections:

[Begin ODM Enrollment Profile Update](#)
[Edit Key Provider Identifiers](#)
[Request Disenrollment](#)

3

From the list of updates, locate 'Specialties' under the Licenses and Classifications section.

Click **Update** next to Specialties.

If you initiate an update in error, select "Cancel Update Registration" under Enrollment Actions to end the update process.

Licenses and Classifications



Update

Specialties

Update

Taxonomies

Update

Medicare Number

- Enrollment Action Selections:


[Continue ODM Enrollment Profile Update](#)
[Cancel Update Registration](#)
[Edit Key Provider Identifiers](#)



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Primary Specialties are not editable by provider after application submission.


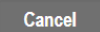
Specialty	Primary	Start Date	End Date	Enroll Status	Edit	Delete
960 QUALIFIED MH SPECIALIST	Yes	01/17/2023	12/31/2299	ACTIVE		
962 CARE MANAGEMENT SPECIALIST	No	01/17/2023	12/31/2299	ACTIVE		


If adding a specialty, proceed to Step 6.



To update an existing specialty, click on the 'pencil and paper' icon for the specialty you wish to edit.

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Primary Specialties are not editable by provider after application submission.


Specialty	Primary	Start Date	End Date	Enroll Status	Edit	Delete
960 QUALIFIED MH SPECIALIST	Yes	01/17/2023	12/31/2299	ACTIVE		
962 CARE MANAGEMENT SPECIALIST	No	01/17/2023	12/31/2299	ACTIVE		

Designate a Primary Specialty .

Specialty*

Start Date*

 End Date

A section will appear below the table where you can make edits to the specialty.

If ending the specialty, enter an end date on the line provided.


Once the update is finished, click **Save**.



6

**If you completed Steps 4 & 5, and are not adding a specialty, proceed to Step 8.*

If a specialty you are trying to add is not available on the drop-down menu (ex. 96H), you may need to request the addition of those 'marker specialties' through the ODM Provider Enrollment mailbox at: Medicaid_Provider_Update@medicaid.ohio.gov.

Primary Specialties are not editable by provider after application submission.

Specialty	Primary	Start Date	End Date	Enroll Status	Edit	Delete
960 QUALIFIED MH SPECIALIST	Yes	01/17/2023	12/31/2299	ACTIVE		
962 CARE MANAGEMENT SPECIALIST	No	01/17/2023	12/31/2299	ACTIVE		

To add a new specialty, click **Add New**.

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Primary Specialties are not editable by provider after application submission.

Specialty	Primary	Start Date	End Date	Enroll Status	Edit	Delete
960 QUALIFIED MH SPECIALIST	Yes	01/17/2023	12/31/2299	ACTIVE		
962 CARE MANAGEMENT SPECIALIST	No	01/17/2023	12/31/2299	ACTIVE		

[Add New](#)
[History](#)

Specialty*
Start Date*
End Date

A section will appear below the table where you can add the specialty. Select a specialty from the drop-down menu. Do not alter the infinite end date that PNM lists for that field. (Ex: When adding the LPCC, leave the 12/31/2299 date.) Once the specialty is added, click **Save**.

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A red dot indicates that changed information has been saved on the page.

A red X only appears for specialties added during this update. Any previously added specialties cannot be deleted.

Primary Specialties are not editable by provider after application submission.

Specialty	Primary	Start Date	End Date	Enroll Status	Edit	Delete
960 QUALIFIED MH SPECIALIST	Yes	01/17/2023	12/31/2299	ACTIVE		
961 QUALIFIED MH SPECIALIST 3	No	04/14/2023	12/31/2299	INACTIVE		
962 CARE MANAGEMENT SPECIALIST	No	04/09/2023	04/15/2023	ACTIVE		

[Add New](#)
[History](#)

Ensure the edits or additions to specialties appear correctly on the table. Click X to remove an added specialty. Newly added specialties will show as 'Inactive' under Enroll Status until they are reviewed by ODM.

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To complete the update process (and the changes to the specialties), click **Submit for Review**.

[Return to Summary](#)
[Generate PDF](#)
[Submit for Review](#)
[Save](#) [Cancel](#)

A submission confirmation message displays indicating that the update has been submitted.

Click **Return to Home Page**, to go to your dashboard.

Submission Confirmation

You have successfully submitted your application to the Medicaid Program.
Please allow at least 10 days for processing before attempting to submit any changes.

[Return to Home Page](#)