Service Location Enrollment Requirement

**Scope:** All HealthChoices contracted providers.

**Purpose:** To inform providers of the requirement to enroll all service locations in the Pennsylvania PROMISe system by July 1, 2019.

Effective December 19, 2018, The Pennsylvania Department of Human Services (DHS) issued Medical Assistance Bulletin 99-18-11 entitled Service Location Enrollment Deadline:


The purpose of this bulletin is to inform providers of the requirement to enroll each service location where they are delivering services to Medical Assistance eligible individuals by July 1, 2019.

The most significant change is that providers with multiple service locations tied to a base license must now enroll all service locations, including all satellite locations. This includes services such as outpatient mental health clinics, partial hospitalization, and BHRS.

Providers who need to enroll, re-validate, or re-activate their enrollment, or enroll an additional service location, should visit the following website to enroll electronically:

[https://provider.enrollment.dpw.state.pa.us/](https://provider.enrollment.dpw.state.pa.us/)

Providers submitting multiple service location applications will have the option to use the "Initiate Additional Application" feature in the Electronic Provider Enrollment Application. This feature allows providers to “copy” information related to the same federal tax identification number or Social Security number from the original submitted application to a new application for a different service location. Using the copy feature avoids having to re-type a majority of the information needed when submitting the new application.

If you have any questions related to this, please contact your Provider Relations Representative.