General Overview of Steps to Enroll with MaineCare

March 8, 2024

Prior to Starting your Online Application

1. Before you start your MaineCare enrollment application online, gather all the information you need to enroll. For a list of the information you need to enroll with MaineCare, see the Enrollment Checklist.

2. You must have a National Provider Identifier (NPI) before starting your MaineCare enrollment. You can apply for an NPI through the Centers for Medicare and Medicaid Services (CMS).

   National Provider Identifier (NPI) Information
   Healthcare Provider Taxonomy Code Set - Visit CMS' Taxonomy webpage for a link to the taxonomy code set when applying for a National Provider Identifier (NPI).
   National Plan and Provider Enumeration System (NPPES) Home Page - See NPPES for information required during the MaineCare enrollment process.
   NPI Application Help Page - Go to this webpage for help with the CMS application for the NPPES registration process.

3. Next, you will use the PayTo provider's NPI to register as a Trading Partner through the Health PAS Online Portal. A PayTo NPI is the NPI that belongs to the company or individual that will be submit the claims. See the Trading Partner Guide for Providers Not Yet Enrolled for instructions about how to register as a Trading Partner. You can set up a username and password for all individuals within your organization who will work in the Health PAS Online Portal.

4. After you set up your secure Trading Partner account, you are almost ready to start your online enrollment through the Provider Enrollment Application. See the MIHMS Enrollment Guide for specific step-by-step details about how to enroll in MIHMS – MaineCare's enrollment and claims system.

Prior to Submitting your Application

5. Please review the MaineCare Benefits Manual Chapter I Sections 1, 2, & 4 as these Sections apply to all provider types. Then determine what service(s) you will provide. You must review the specific Chapter II Section of that policy to understand all rules in place.

6. Once you know what service(s) you will provide, please contact your appropriate Provider Relations Specialist who can help you determine the appropriate Provider Type and Specialty for your enrollment.

7. Before you submit your enrollment application, we suggest you view the following resources to ensure your enrollment is not delayed:
    - Provider Enrollment Process Questions and Answers (PDF) for frequently asked questions about enrollment.
    - Enrollment Frequently Missed Information (PDF) to ensure you submit a complete application.

8. When enrolling you will be required to put in your taxonomy code. If you are unsure of your taxonomy, please visit NPPES.

After Application Submission

9. All applications (New Enrollments, Maintenance Cases, Revalidation) have enrollment screening requirements. These screening requirements are based on categorical risk level. See the following documents for more detail:
    - Enrollment and Revalidations Requirements (PDF)
    - Screening Requirements (PDF)
    - Risk Category Assignments (PDF)

    Application Fee
    Some enrollments require an application fee. See the Application Fee and Surety Bond (PDF) for more detail. See the Application Fee Spreadsheet (PDF) for a list of provider types that require an application fee.

Other Office Registration

Certain services may require approval or registration with other offices within DHHS such as the Office of Behavioral Health (OBH), the Office of Child and Family Services (OCFS), or the Office of Adults and Disability Services (OADS). Please see the Contacts for Other State Offices document for information about registering with each of the other DHHS offices.

Enrollment Status

You can view your enrollment status on the Health PAS Online Portal buy signing into your Trading Partner account and following this pathway:
Maintenance > Provider Enrollment

You will then be able to view the enrollment status of all your cases. See the Enrollment Status Descriptions (PDF) for details about which step your enrollment application is in the enrollment process.