



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

New Hampshire Medicaid Program

Date: May 9, 2023

Subject: Medicaid to Schools Revalidation Quick Guide

All providers who are enrolled with NH Medicaid and have a Medicaid ID are required to complete revalidation every 5 years. When you are selected to complete revalidation, you will be notified 60 days in advance of the due date by letter via US mail sent to your mailing address currently on your provider record in MMIS. You will be required to log into the NH MMIS portal to complete the online revalidation application.

Managing/directing employees:

- The managing/directing employee's (superintendent) social security number is **required** to complete revalidation. If you do not know who the managing/directing employee listed on your provider file is, call the Conduent call center (866-291-1674) to inquire.
- If the managing/directing employee on your provider file is not up to date, add the new managing/directing employee to your revalidation application. You will also need to complete and send the [Change of Provider Information Form](#) to remove the previous managing/directing employee on the provider file.

Revalidation Instructions:

1. Log into the MMIS portal as a provider.
 - Gain access to the NH MMIS portal, if you do not already have portal access.
 - Complete the [Change of Provider Information Form](#) Portal Registration section
 - The form must be signed by the current superintendent or another authorized representative that is on the provider record.
 - If the superintendent is not currently listed on the Medicaid ID, complete and send the [Change of Provider Information Form](#) Managing/Directing Employee Appointment or Removal section.
 - Send the completed form to NH Medicaid.
 - Via secure fax: 866-446-3318
 - Via encrypted email: NHProviderRelations@Conduent.com
 - Once your form has been processed, you will be sent an encrypted email to the email address that you listed on the form. The email will contain your User ID and Password.
2. Select the revalidation link under Quick Links.



- If the link is blacked out, and is not a hyperlink, then this Medicaid ID is either not due for revalidation, or the revalidation application has already been submitted.

3. Complete all sections of the revalidation and submit the application. Please see the [Group Billing Provider Revalidation Instructions](#) for a step by step walkthrough of the application.
4. Your revalidation application will be reviewed by Conduent. You will be contacted by a representative if there is anything additional needed.
5. Once the revalidation application has been approved, you will be mailed a notification stating the revalidation has been accepted to your mailing address.

If there are any questions on this notice, please contact the Provider Relations Unit at (603) 223-4774 or (866) 291-1674.

Thank you,

NH Medicaid Provider Relations