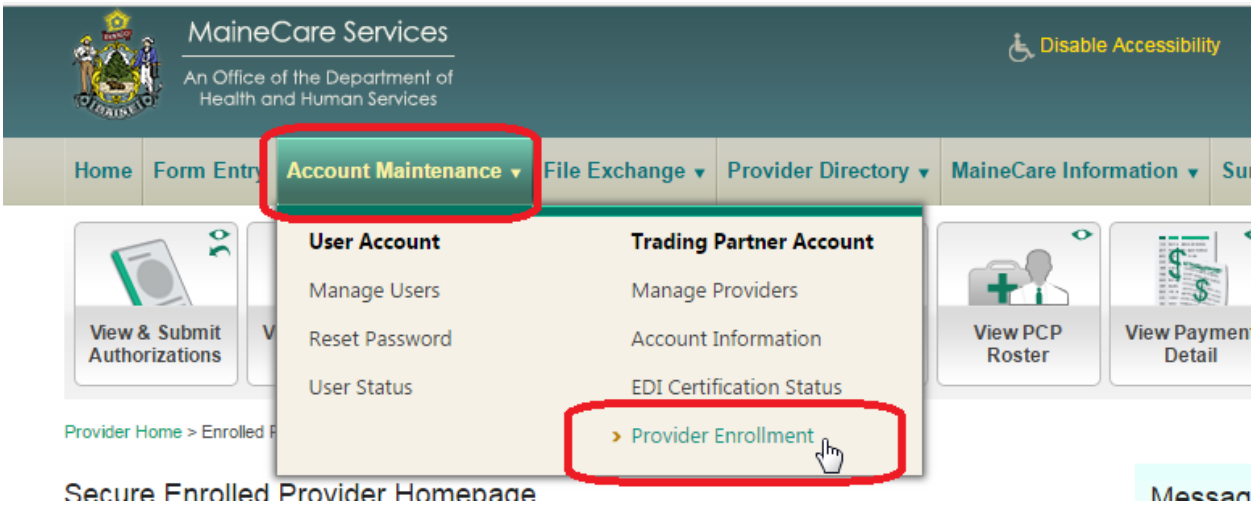
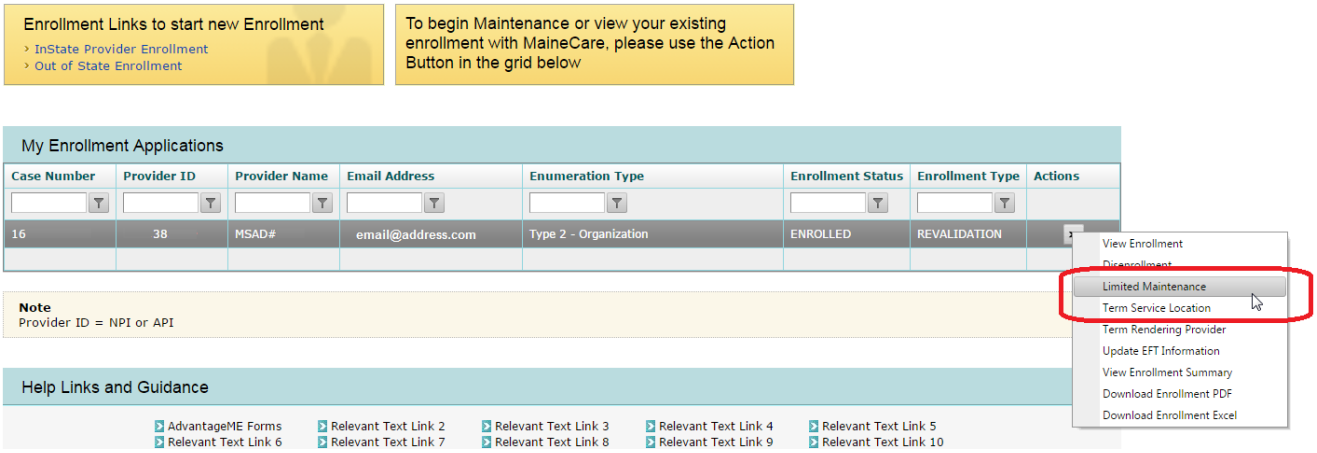
Adding a New Rendering Provider to MIHMS

- Log into the MIHMs portal - https://mainecare.maine.gov/Default.aspx
- Select Account Mainenance
- Select Provider Enrollment



- On the My Enrollment Applications page, select the arrows under the Actions column
- Select the Limited Maintenance drop down
- Write down your Enrollment Case Number



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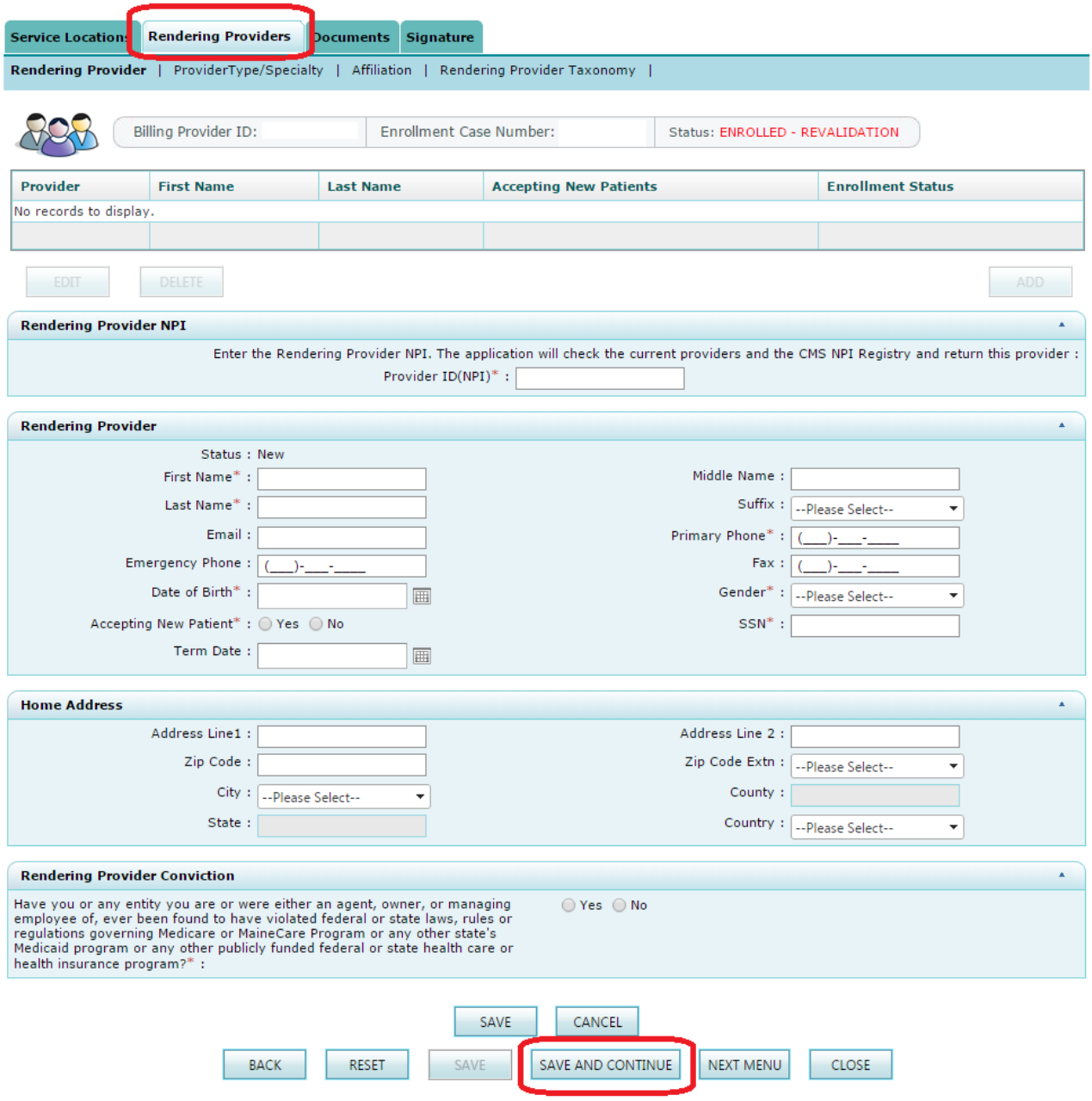
- Select the **Rendering Providers** tab
- Enter Provider's NPI number
- Enter Provider's DOB
- Enter Provider's Social Security Number
- Select "Yes" on the "Accepting New Patient" section
- Read "Rendering Provider Conviction" and select "Yes" or "No"
- Select Save and Continue



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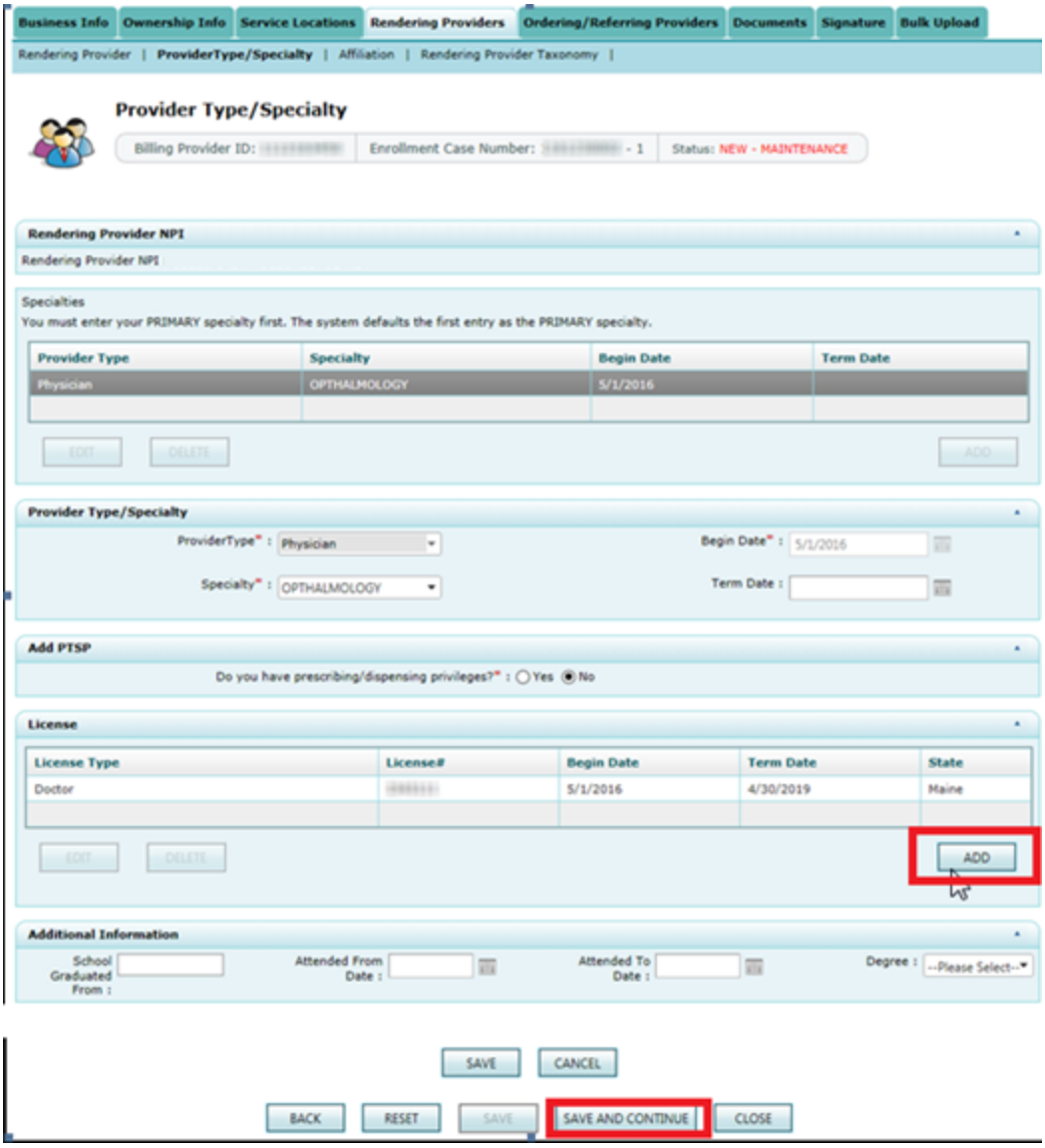
Select the **Provider Specialty - Verify Information** line

- Select Add
- Select Save and Continue



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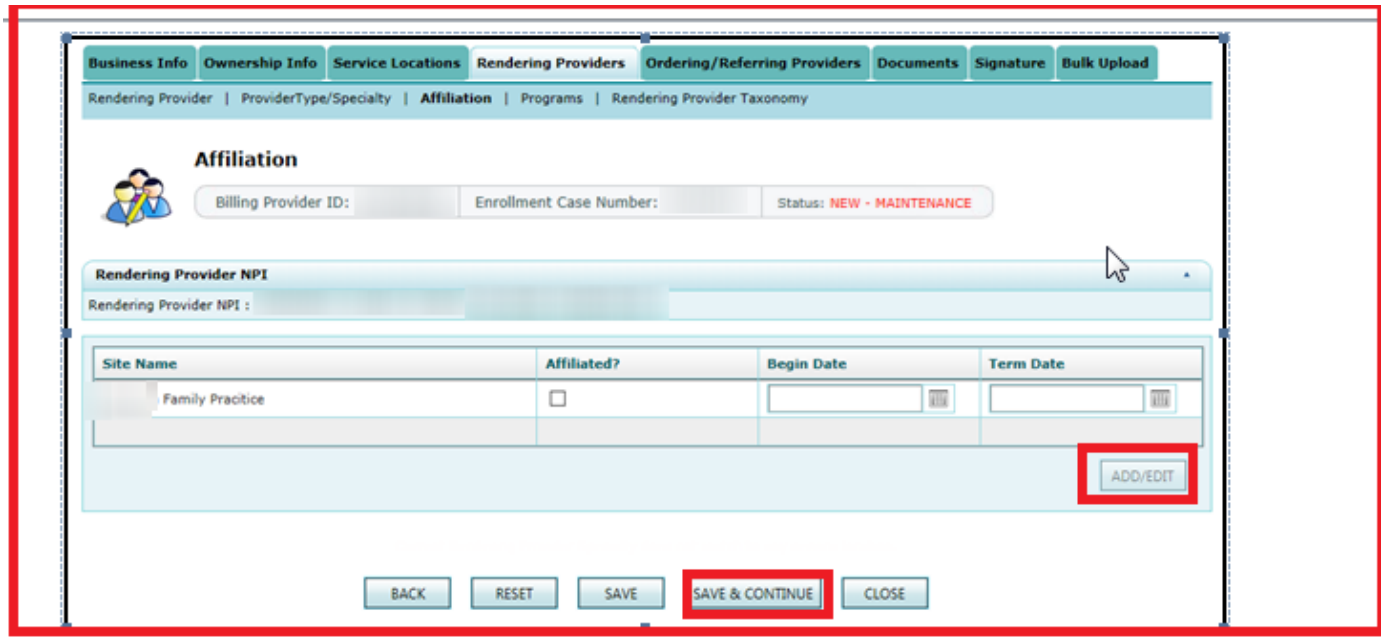
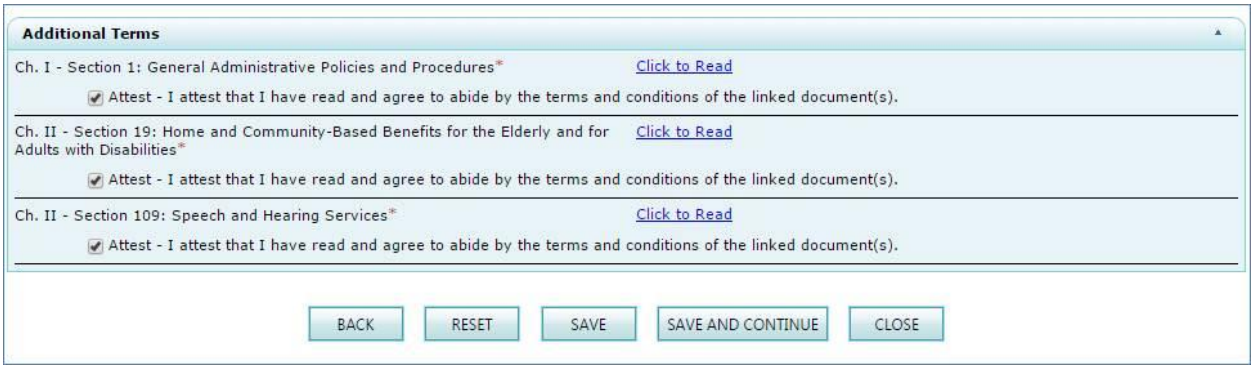
Affiliations

- Select the Add button
- Select all schools listed
- Enter date the provider began delivering services in Begin Date. Term Date can be left blank.
- Select Save and Continue



- Under the Documents section, you will be asked to attest to some Additional Terms
- After reading and selecting Attest, select Save and Continue



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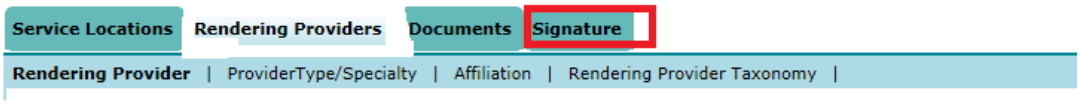
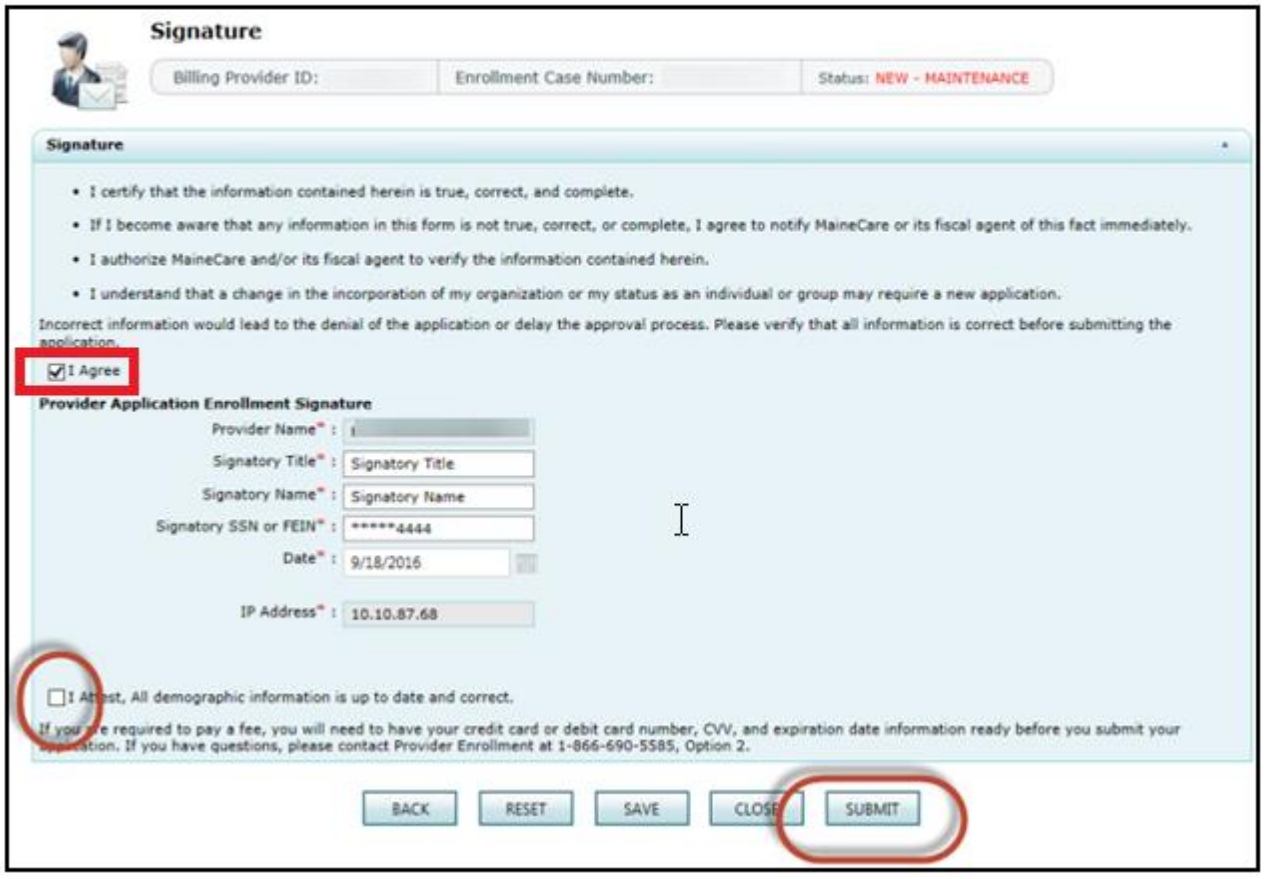
- Under the Signature tab, complete the required fields and select Submit
- Please note that you may use the school district's tax ID number for the Signatory SSN or FEIN field



The Signature and Submission windows must be completed. The enrollment modification must be electronically signed by entering Provider Name, Signatory Name, Signatory SSN or FEIN and the current date (must be today's date). Users must select the "***I Attest, All demographic information is up to date and correct.***" check box and click the Submit button, as shown in Figure 4-44 below.



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