

## Transmittal Letter

June 10, 2020

To: All Providers Contracted by First Medical Health Plan, Inc. for the Vital Plan, Unique Region and Vital Population-X (Virtual)

***Re: Puerto Rico Medicaid Program Provider Enrollment Portal – Wave 5 Training and Enrollment Dates***

Dear Provider:

Receive a warm greeting on behalf of First Medical Health Plan, Inc. (FMHP).

Committed to maintain you informed about the communications issued by the Puerto Rico Department of Health, attached to this letter you will find the Informative Letter related to the Puerto Rico Medicaid Program Provider Enrollment Portal – Wave 5 Training and Enrollment Dates, issued on June 5, 2020.

Through this notice, the Puerto Rico Department of Health reaffirms that is required to enroll in the Provider Enrollment Portal (PEP) of the Puerto Rico Medicaid Program (PRMP) to comply with the provisions of the Affordable Care Act of 2010 (ACA), which requires State Medicaid Agencies (SMA) to enroll their providers in the Medicaid Program. The fifth wave will begin in June 29, 2020.

To facilitate the provider registration process, PRMP will offer training through in-person sessions and online tools such as training modules and reference guides in digital format. To participate, providers must register by creating a user in the Learning Management System (LMS) using the following link: <https://lms-prmmis.myhcplatform.com/>. They must use authorization code 5247 to create their user ID and password.

In addition, they also encourage all Wave 5 providers to visit the website <https://www.medicaid.pr.gov/Home/ProviderPortalEnrollment/>, which contains a direct link to the PEP beginning on June 2, 2020. Wave 5 of enrollment will be for the following providers: Comprehensive Outpatient Rehabilitation Center (CORF), Dialysis Center, Family Planning Center Imaging Center – Mobile, Intermediate Care Facility for People with Mental Disabilities (ICF / IID), Methadone Center, Non-Emergency Transportation (NEMT), Pharmacy, and Skilled Nursing Centers (SNF).

For specific details of the information provided by the Puerto Rico Department of Health, to learn about the Portal functions and the enrollment waves, we encourage you to read the attached notice carefully.

If you have any questions regarding this letter and/or need additional information, feel free to contact our Provider Service Center toll free at 1-844-347-7802 Monday through Friday from 7:00 a.m. to 7:00 p.m. Also, you can access [www.firstmedicalvital.com](http://www.firstmedicalvital.com).

Cordially,

Compliance Department  
First Medical Health Plan, Inc.



June 5, 2020

Managed Care Organizations (MCOs)  
Medicare Advantage Organizations (MAOs)  
Pharmacy Benefit Managers (PBMs)  
Puerto Rico Government Health Plan – Vital Plan

Re: Provider Enrollment Portal (PEP) – Wave 5 Training and Enrollment Dates

This letter reinforces important information regarding the requirement to enroll in the Puerto Rico Medicaid Program (PRMP) via the Provider Enrollment Portal (PEP). All providers that provide, bill for, order, prescribe, or refer services for Medicaid beneficiaries under the Puerto Rico Government Health Plan (Vital or Platino Medicare Advantage plans) are required to enroll. Important information, including dates for training and enrollment, is provided below.

As a reminder, the PRMP will implement the PEP to comply with the Affordable Care Act of 2010 (ACA), which requires State Medicaid Agencies (SMAs) to enroll providers in the Medicaid Program.

### Wave Schedule

Providers will enroll in waves by their provider type. Provider Types listed in Wave 5 begin their enrollment on 06/29/2020 and will conclude in 08/24/2020. The provider must register in their corresponding wave.

| Wave | Provider Types   | Training Start | Enrollment Start | Enrollment End |
|------|--|----------------|------------------|----------------|
| 5    | Comprehensive Outpatient Rehabilitation Facility (CORF)<br>Dialysis Center<br>Family Planning Center<br>Imaging Center – Mobile<br>Intermediate Care Facility for Individuals with Intellectual Disabilities Facility (ICF/IID)<br>Methadone Center<br>Non-Emergency Medical Transportation (NEMT)<br>Pharmacy<br>Skilled Nursing Facility (SNF) | 06/02/2020     | 06/29/2020       | 08/24/2020     |

## Wave Training Schedule (Wave 5 Providers Only)

The training schedule below provides the dates, times, and cities for trainings for the provider types in Wave 5. Providers may participate in web-based trainings starting 06/02/2020 and later may participate in both web-based and in-person trainings that will be offered starting 08/04/2020; however, each attendee must be registered for training in order to participate.

To register for training, you must first create a user account in the Learning Management System (LMS) at this link <https://lms.prmis.pr.gov/>. Please use the *provider authorization code 5247* to set up your user ID and password.

| Training Schedule |            |                    |             |
|-------------------|------------|--------------------|-------------|
| Wave              | Date       | Time               | Session     |
| 5                 | 06/02/2020 | 9:00 AM - 12:00 PM | Web - Based |
| 5                 | 06/02/2020 | 1:00 PM - 4:00 PM  | Web - Based |
| 5                 | 06/03/2020 | 9:00 AM - 12:00 PM | Web - Based |
| 5                 | 06/04/2020 | 1:00 PM - 4:00 PM  | Web - Based |
| 5                 | 06/09/2020 | 9:00 AM - 12:00 PM | Web - Based |
| 5                 | 06/10/2020 | 9:00 AM - 12:00 PM | Web - Based |
| 5                 | 06/10/2020 | 1:00 PM - 4:00 PM  | Web - Based |
| 5                 | 06/11/2020 | 9:00 AM - 12:00 PM | Web - Based |
| 5                 | 06/11/2020 | 1:00 PM - 4:00 PM  | Web - Based |
| 5                 | 06/16/2020 | 9:00 AM - 12:00 PM | Web - Based |
| 5                 | 06/17/2020 | 1:00 PM - 4:00 PM  | Web - Based |
| 5                 | 06/18/2020 | 9:00 AM - 12:00 PM | Web - Based |
| 5                 | 06/18/2020 | 1:00 PM - 4:00 PM  | Web - Based |
| 5                 | 06/23/2020 | 9:00 AM - 12:00 PM | Web - Based |
| 5                 | 06/23/2020 | 1:00 PM - 4:00 PM  | Web - Based |
| 5                 | 06/24/2020 | 9:00 AM - 12:00 PM | Web - Based |
| 5                 | 06/25/2020 | 9:00 AM - 12:00 PM | Web - Based |
| 5                 | 06/29/2020 | 1:00 PM - 4:00 PM  | Web - Based |
| 5                 | 06/30/2020 | 1:00 PM - 4:00 PM  | Web - Based |
| 5                 | 07/01/2020 | 9:00 AM - 12:00 PM | Web - Based |
| 5                 | 07/02/2020 | 1:00 PM - 4:00 PM  | Web - Based |
| 5                 | 07/03/2020 | 9:00 AM - 12:00 PM | Web - Based |
| 5                 | 07/07/2020 | 1:00 PM - 4:00 PM  | Web - Based |
| 5                 | 07/08/2020 | 9:00 AM - 12:00 PM | Web - Based |
| 5                 | 07/09/2020 | 1:00 PM - 4:00 PM  | Web - Based |

| Training Schedule |            |                    |             |
|-------------------|------------|--------------------|-------------|
| Wave              | Date       | Time               | Session     |
| 5                 | 07/15/2020 | 9:00 AM - 12:00 PM | Web - Based |
| 5                 | 07/21/2020 | 9:00 AM - 12:00 PM | Web - Based |
| 5                 | 07/22/2020 | 1:00 PM - 4:00 PM  | Web - Based |
| 5                 | 07/23/2020 | 1:00 PM - 4:00 PM  | Web - Based |
| 5                 | 07/28/2020 | 9:00 AM - 12:00 PM | Web - Based |
| 5                 | 07/29/2020 | 1:00 PM - 4:00 PM  | Web - Based |
| 5                 | 07/30/2020 | 9:00 AM - 12:00 PM | Web - Based |
| 5                 | 07/31/2020 | 1:00 PM - 4:00 PM  | Web - Based |
| 5                 | 08/04/2020 | 2:00 PM - 5:00 PM  | San Juan    |
| 5                 | 08/05/2020 | 9:00 AM - 12:00 PM | San Juan    |
| 5                 | 08/05/2020 | 4:00 PM - 7:00 PM  | San Juan    |
| 5                 | 08/06/2020 | 9:00 AM - 12:00 PM | Mayaguez    |
| 5                 | 08/06/2020 | 2:00 PM - 5:00 PM  | Mayaguez    |
| 5                 | 08/07/2020 | 9:00 AM - 12:00 PM | San Juan    |
| 5                 | 08/07/2020 | 3:00 PM - 6:00 PM  | San Juan    |
| 5                 | 08/11/2020 | 1:00 PM - 4:00 PM  | Web - Based |
| 5                 | 08/12/2020 | 9:00 AM - 12:00 PM | Ponce       |
| 5                 | 08/12/2020 | 3:00 PM - 6:00 PM  | Ponce       |
| 5                 | 08/13/2020 | 2:00 PM - 5:00 PM  | San Juan    |

**Note:** Dates are subject to change. Please refer to the LMS for exact dates and times.

The LMS also provides other valuable training tools such as training documentation and Computer-Based Training (CBT) courses. We also encourage all Wave 5 providers to visit the Puerto Rico Medicaid web site at <https://medicaid.pr.gov/Home/ProviderPortalEnrollment/>.

This site contains a direct link to the Provider Enrollment Portal (PEP) plus additional information, including checklists that provide details of what information and documentation is needed, as well as policies around provider enrollment.

For additional assistance, providers may contact the PRMP Contact Center at (787) 641-4200.

PRMP appreciates your support and commitment to notify the following types of providers in your network of the upcoming wave activities:

## **Wave 5**

- Comprehensive Outpatient Rehabilitation Facility (CORF)
- Dialysis Center
- Family Planning Center
- Imaging Center – Mobile
- Intermediate Care Facility for Individuals with Intellectual Disabilities Facility (ICF/IID)
- Methadone Center
- Non-Emergency Medical Transportation (NEMT)
- Pharmacy
- Skilled Nursing Facility (SNF)

PRMP will continue to communicate with Professional Colleges and Provider Associations to help distribute this information. Updates will continue to be provided as new information is available.

Cordially,



Luz E. Cruz Romero  
Executive Director  
Puerto Rico Medicaid Program

cc: Lorenzo González-Feliciano, MD, MBA, DHA  
Secretary of Health

Jorge E. Galva-Rodríguez, JD, MHSA  
Executive Director  
Puerto Rico Health Insurance Administration (PRHIA)