



## Overview of the WTC Health Program Provider Enrollment Tool

This overview describes how to request enrollment as a WTC Health Program Provider using the WTC Health Program Provider Enrollment Tool. This overview also describes how to check on the status of an enrollment request.

### **What is the WTC Health Program Provider Enrollment Tool?**

The Provider Enrollment Tool is used to register new providers in the WTC Health Program provider network. The Provider Enrollment Tool relies on a local network of Medicare Administrative Contractors (MACs) who are authorized to provide care under the Centers for Medicare and Medicaid Services (CMS). New WTC Health Program providers must be enrolled with their local MAC before they use the Provider Enrollment Tool to process their registration.

### **How Does WTC Health Program Use MAC Enrollment for Provider Registration?**

If you are enrolled with your local MAC, you can use the Provider Enrollment Tool to register as a new WTC Health Program Provider. The Provider Enrollment Tool will prompt you to enter key information including your name, NPI, the last five digits of your tax ID, and your Medicare Provider Transaction Access Number (PTAN). The Provider Enrollment Tool will validate enrollment with your local MAC and help register you as a provider in the WTC Health Program provider network.

If you are not registered with your local MAC, you may still enroll as a WTC Health Program provider by enrolling with your local MAC prior to requesting enrollment with the WTC Health Program. You should wait at least 14 business days from the date you receive your local MAC ID before using the Provider Enrollment Tool. If you do not want to enroll with your MAC, you can still enroll as a WTC Health Program Provider through an alternative procedure by calling the WTC Health Program Help Line at 1-888-982-4748 for more information.

### **How Do I Use the Provider Enrollment Tool?**

You can use the Provider Enrollment Tool to (1) make a new enrollment request, (2) check on the status of an existing enrollment request, or (3) check on the status of your enrollment with your local MAC. The Provider Enrollment Tool will have clear prompts to guide you through the process. You can download a PDF letter as a record of your transaction at each step in the process.

You can also use the Provider Enrollment Tool to confirm your enrollment as a WTC Health Program Provider. You will take the same steps that you would to begin a new enrollment request by entering your name, NPI, and the last five digits of your tax ID. Your information will be validated against the WTC Health Program provider network. If a match is found, you are already enrolled as a WTC Health Program provider. You will receive confirmation that your active WTC Health Program enrollment has been located. You can then download a confirmation of your WTC Health Program registration, as well as a Quick Reference Provider Guide.

The Provider Enrollment Tool will not be able to retrieve an existing WTC Health Program Provider enrollment if you are enrolled under your Social Security Number (SSN) instead of a Tax Identification Number (TIN), or if your WTC Health Program Provider Enrollment is not active.



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You may receive one of the following messages as you navigate through the Provider Enrollment Tool:

**Your active WTC Health Program Provider enrollment has been Located.**

You are enrolled as a WTC Health Program Provider. You can download a confirmation of your WTC Health Program registration, as well as a Quick Reference Provider Guide.

**The WTC Health Program does not have does not have an enrollment record on file based on the information you submitted. Do you want to request registration as a WTC Health Program provider?**

You may request registration as a WTC Health Program Provider. If you reply 'Yes,' you will be directed to a screen to request your registration. If you reply 'No,' you will be given instructions about your options for participating in the WTC Health Program.

**Unable to locate a WTC Health Program enrollment registration or Medicare ID on file.**

Based on the information you entered, you are not enrolled in your local MAC. You are given information on how to locate your local MAC enrollment site. You are also given information on how to request WTC Health Program provider enrollment if you do not wish to be a Medicare provider.

**Unable to complete registration because the group name/NPI with which you are associated is not registered as a WTC Health Program Provider.**

You are associated with a group in Medicare, but that group is not a WTC Health Program provider. You are directed to consult with your group. You can also download a letter confirming your transaction and offering instruction on how to discuss your enrollment status with a representative at the WTC Health Program.

**Unable to complete registration because your enrollment record is already in the WTC Health Program provider network, but has been deactivated.**

Based on the information you entered, your record is inactive in the WTC Health Program. You are given information on how to contact the WTC Health Program to discuss your enrollment status, and your eligibility for re-activation as a participating provider.

If you have any questions about the program, please contact the WTC Health Program Help Line at 1-888-982-4748.