

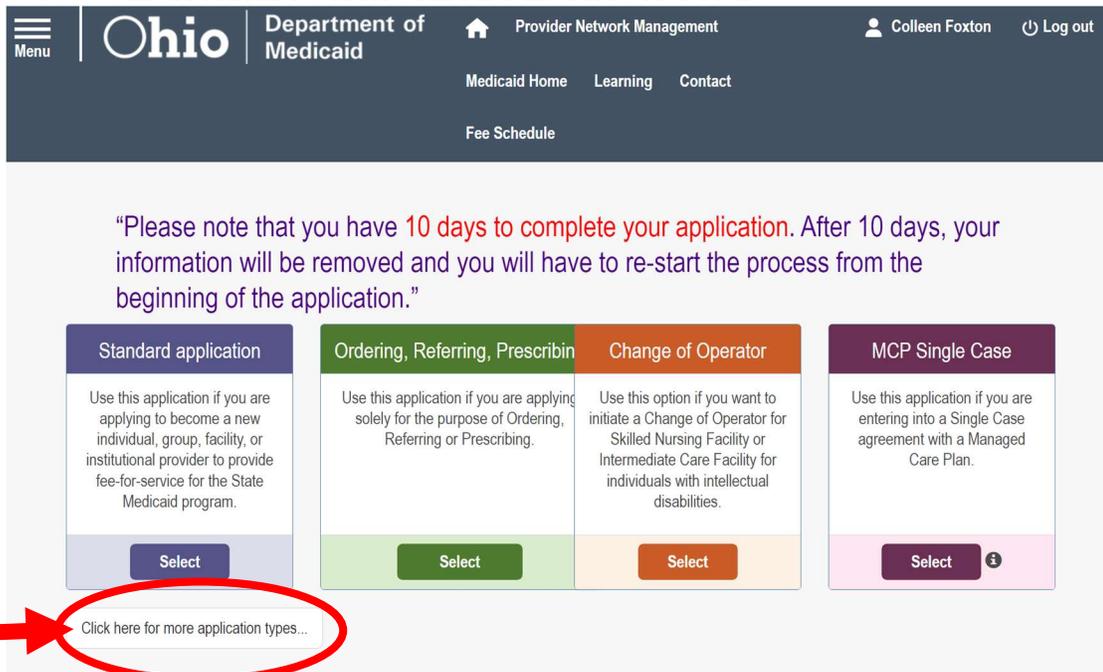


## DODD Initial Independent Provider Application

1. Go to PNM (Provider Network Management) website:  
[https://ohpnm.omes.maximus.com/OH\\_PNM\\_PROD/Account/Login.aspx?ReturnUrl=%2FOH\\_PNM\\_PROD%2FDefault.aspx](https://ohpnm.omes.maximus.com/OH_PNM_PROD/Account/Login.aspx?ReturnUrl=%2FOH_PNM_PROD%2FDefault.aspx)
2. Sign in with your OH|ID account information
3. Read over the agreement and if you agree, select **'YES, I HAVE READ THE AGREEMENT'**.
4. Select **'NEW PROVIDER'**



5. Select **'CLICK HERE FOR MORE APPLICATION TYPES'**





6. Select 'MEDICAID WAIVER (DODD)' the bottom, orange rectangle.

The screenshot shows a grid of application options. The 'Medicaid Waiver (DODD)' option is highlighted with a red circle and a red arrow pointing to it. The options are:

- Standard application (purple header)
- Ordering, Referring, Prescribing (green header)
- Change of Operator (orange header)
- MCP Single Case (dark purple header)
- Medicaid Waiver (ODM) (dark blue header)
- Medicaid Waiver (ODA) (green header)
- Medicaid Waiver (DODD) (orange header, highlighted)
- Non-Medicaid DODD (dark purple header)

7. Select 'INDEPENDENT' and fill out the required fields.

- a. Provider Type: 25- Non-Agency Personal Care Aide
- b. Are you a nurse with a valid nursing license?
  - i. YES: STOP APPLICATION. There is a different path for certification for nurses.
  - ii. NO: Select and proceed
  - iii. Tax ID Type: SSN (Social Security Number)
  - iv. Tax ID: Put in your SSN
  - v. NPI: Enter in your NPI
  - vi. Zip Code Extension: You can go here to look up your zip code extension: <https://tools.usps.com/zip-code-lookup.htm?byaddress>

8. Select 'SAVE' when completed.

9. You will then be transferred to PSM (DODD's site) to complete the application process.

- a. Here is where you will fill in more required fields, select services you wish to provide, upload documents, and agree with statements and disclaimers.
- b. When all sections are completed, submit your application. If a fee is required, you will be prompted for payment.



**If you cannot finish the application in all one sitting, then you need to SAVE your progress and you can return at a later date.**

c. If you need to return at a later date, you can find your application following this process:

i. Sign in to PNM:

[https://ohpnm.omes.maximus.com/OH\\_PNM\\_PROD/Account/Login.aspx?ReturnUrl=%2FOH\\_PNM\\_PROD%2FDefault.aspx](https://ohpnm.omes.maximus.com/OH_PNM_PROD/Account/Login.aspx?ReturnUrl=%2FOH_PNM_PROD%2FDefault.aspx)

ii. Agree to agreement

iii. Select your REG ID

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
251016		All				All						

10. Go to the center of the page and find the heading 'MANAGE APPLICATION'

a. Go to 'Enrollment Actions and select the plus sign.

i. Select 'CONTINUE DIDD ENROLLMENT PROFILE UPATE'

ii. You will be transferred to the PSM portal

**Manage Application**

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Enrollment Actions - Enrollment Action Selections:

- [Continue DODD Enrollment Profile Update](#)
- [Cancel Update](#)

Programs + Program Selections:

Self Service + Self Service Selections:



11. Select your contract number and you will be taken to your application. Complete sections you haven't finished or that you have to edit.

Contract#	Name	Provider Type	Certification Status	Sanction Status	Certification Start	Certification End
0801636						

Showing 1 to 1 of 1 entries

12. Submit application. If a fee is required, you will be prompted for payment.

## Application Updates

- If DODD requires additional documents or clarification on any document you have already submitted, they will email you. They typically will want you to communicate to them through the PSM portal. A link to the communication will be sent in the email. Be sure to attend to any requests they have in a timely manner so your approval won't delay further.
- You may see the following statuses:
  - "Supplemental Application Required": This means DODD requires additional information from you and you must take action.
  - "Pending External Medicaid Approval": This is a normal part of the Independent Provider certification application process and it means the process is moving in correct direction.
- You should receive approval via email 30-45 days after you submit your application.