January 12, 2021

Re: Medicaid Enrollment Process

Dear Provider,

Federal law requires all Medicaid Managed Care network providers to enroll with State Medicaid programs. You have received this letter because AmeriHealth Caritas DC has identified you as a network provider serving Medicaid eligible enrollees. The District of Columbia requires dental providers to re-credential every 3-5 years. If you receive this letter from multiple Medicaid Managed Care plans, you only need to submit one D.C. Medicaid enrollment application or renewal. It is the responsibility of the dental provider to monitor the expiration date of their Medicaid provider enrollment. Please take this notification under advisement as it may jeopardize reimbursement of your claims.

In order to enroll or renew, you will need to complete the D.C. Medicaid application electronically using the D.C. Department of Health Care Finance's (DHCF) Provider Data Management System (PDMS). You can access PDMS at https://www.dcpdms.com/Account/Login.aspx. At this website, you will also find an enrollment guide entitled *How to Enroll in DC Medicaid Using the DC Provider Screening and Enrollment Web Portal*, available at https://www.dcpdms.com/Documents/PDMS_HowToEnroll_User_Guide_v1.5_%207.14.2017.pdf. Once you have logged into the PDMS website, please select the "Streamlined" application type, and then begin enrollment. If you are renewing, follow the instructions provided.

If you have technical questions regarding PDMS, please contact the system vendor, MAXIMUS, at 1-844-218-9700, or by e-mail at dcprovider.registration@maximus.com. If you have questions about enrollment in the D.C. Medicaid Program in general, please contact the DHCF Department of Public and Private Provider Relations staff directly at (202) 698-2000.

Thank you for your attention and cooperation with this important initiative.

Sincerely,

Kelli Johnson, RDH, MBA