



October 5, 2012
Announcement 524

Re-Enrollment Reminder: Complete Each Section of the Provider Enrollment Application

When providers receive their re-enrollment letter, they must submit the [Provider Enrollment Application and Contract](#) and each document listed on the [Enrollment Checklist](#) for their provider type.

Re-enrollment reminders:

- **Each section of the application must be completed, even if the information has not changed.** Please verify that each address is entered correctly and the Electronic Funds Transfer Authorization section is complete.
- Be sure to check the "Re-enrollment" checkbox at the top of the application.
- Be sure to include all documents listed on the Enrollment Checklist. Submit the Enrollment Checklist along with the documents if required for your provider type. The first line of the Checklist will indicate this requirement.
- **Be sure to sign and date (current date) the Application and the Contract.**
- The individual person/provider of service who is enrolling must sign the Application and Contract.
- Beginning June 1, 2012, providers are required to re-enroll in Nevada Medicaid and Nevada Check Up once every 36 months. Providers will receive a re-enrollment letter 60 days prior to their enrollment end date and a reminder letter 20 days before the enrollment deadline.
- Providers who do not re-enroll within 60 days of the date on their re-enrollment letter will have their provider contract terminated. The result of the termination is that no payment will be made to the provider for dates of service after the effective date of the termination.