



## June 2019 Provider Education

In order to ensure proper and prompt payment of your claims, it is critical your provider Medicaid ID is accurate and up to date.

The Florida Agency for Health Care Administration (AHCA) requires all providers serving Medicaid recipients, either in straight Medicaid or through a Medicaid Managed Care Plan, have an active Medicaid ID. Once issued, the Medicaid ID must be renewed through the AHCA web portal every five years.

Renewal notices are mailed by (AHCA) to providers approximately 90 days before the expiration date of their current provider agreement. The renewal notice states the expiration date of the current agreement, which is the deadline for completing the renewal. It is important that providers renew timely to avoid issues with payments.

It is also important providers ensure that any changes in their practice information is updated regularly with AHCA.

Through the Florida Medicaid Web Portal, providers may verify their Medicaid ID is active, and that the information currently on their provider file is accurate, such as name, tax ID, address, national provider identifier. Providers may submit any necessary corrections, and upload supporting documentation including a signed Medicaid Provider Agreement and proof of a current, Medicaid eligible background screening.

Providers can access the renewal application online; or verify their practice information in the secure Florida Medicaid Web Portal at <http://portal.flmmis.com/flpublic/> and click on the Provider Services tab.

For assistance with the AHCA Medicaid ID and renewal process or updating your information, call 1-800-289-7799, Option 4.

For assistance with accessing the Medicaid Secure Portal, call 1-800-289-7799, Option 7.

To update your Medicaid ID or any other information with Florida Community Care, email [credentialing@ilshealth.com](mailto:credentialing@ilshealth.com).

**Thank you for partnering with Florida Community Care!**