IDAHO DEPARTMENT OF HEALTH & WELFARE
DIVISION OF MEDICAID

Provider Revalidation Advisory Memo

Purpose:
To provide direction and guidance on the Idaho Medicaid provider revalidation process and **steps providers can take now to prepare**.

Overview

- Provider revalidation is **federally required** under 42 CFR 455.414.
- All Idaho Medicaid providers must revalidate **at least every five years**.
- Gainwell is releasing revalidation invitations **in phases** by provider type.
- Providers will have a **90-day window** to complete revalidation once notified.

What Providers Should Know

- Revalidation is required to **avoid interruption in billing**.
- Newly enrolled providers may not need to revalidate for **several years**, depending on enrollment date.
- Gainwell will send revalidation notifications to the **mailing address and email address on file** when it's time to revalidate.

Preparation Steps (Recommended Now)

To ensure a smooth revalidation experience in the future, providers should:

- **Review and update all enrollment information** for accuracy.
- Ensure all relevant staff have the **correct permissions** in the portal.
- Submit any changes to provider records **within 35 days** of the change.
- Begin a **maintenance application** at any time (available 24/7) to update information.

Important:

- Completing a maintenance application **doesn't** fulfill the upcoming revalidation requirement.
- Keeping information current will **streamline the revalidation process** once your window opens.

No Immediate Action Required

- This memo is **for awareness and preparation only**.
- Providers will be notified when they're officially required to revalidate.

Resources

- Training Calendar**:** Revalidation and enrollment trainings offered by Provider Relations.
- Frequently Asked Questions (FAQ)**:** Common revalidation and enrollment questions.
- User Guides**:** Step-by-step instructions for enrollment and maintenance applications.

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How to perform a revalidation

- E-mail notifications will be sent at the start of the **90-day** window.
- A pop-up will be displayed when a maintenance is started, offering to start a revalidation instead.
- Providers must select **Yes** to perform a revalidation. If a maintenance has been started, it must be completed first.
- Providers will be directed to review each and every page of their application before reviewing their provider agreement.
- After the rest of the application has been reviewed, providers may sign everything on the *Signature* tab and *Submit* the application.