



**TENNCARE**

Single or Multi-Specialty Provider Registration/Re-validation FAQs

TennCare has recently released our next phase of electronic provider registration. In this phase we have incorporated a registration process for single and multi-specialty groups. All single and multi-specialty groups, new and existing will be required to revalidate / register their information in our system. If you are a current single or multi-specialty group, the existing data we have in our system has been converted and loaded for your review / update.

Steps each group needs to take are:

1. Access the new registration site at: <https://pdms.tennCare.tn.gov/Account/Login.aspx>
2. Click on 'Create Account'
3. Enter your provider type (single or multi-specialty)
4. Enter your Tax ID, NPI, and Organizational Name (If there is more than one NPI, each one will need its own ID. If there is more than one Medicaid ID for the same NPI you will be required to choose one of them to be associated with the NPI.)
5. Click 'Next' and enter your contact information. When you click register, you will be sent an email to activate your ID and password. Once activated you will be able to log in with the ID created. Once logged in, click 'Continue Registration' under manage my account.
6. For each section you will need to verify the information converted and make changes as necessary. Start with the organizational information section and click the edit button on the right hand side of the webpage. This button will resemble a piece of paper and a pencil.
7. Click on the plus sign on the right as you go through each section to enter additional information.
8. For practice locations, enter any additional satellite locations that were associated with the NPI entered in the beginning. If there are different NPIs those locations are set up separately with their own account.
9. On the individual providers section, you will see a list of your existing providers that are associated with your group if you are an existing group provider. New groups registering for the first time will need to add their providers here. Existing groups should make sure all providers are on this page and add any that are missing. As time permits they should reconcile their Individual provider roster. It is possible there are some providers listed that are no longer a part of the group. Enter the term date and the system will disassociate them from the group. There is a list of what the various Affiliation statuses are. These are listed at the bottom of this webpage.
10. Once all sections are complete and the agreements pages have been acknowledged, click 'Submit to TennCare'. We will then process your revalidation. Make sure the individual providers have added your location to their CAQH profile and they will be linked to your group. Letters will be emailed to the contact person listed in the account.