HEALTH CARE AUTHORITY

Residents/Interns/House Officers to Enroll in NM Medicaid

This document will provide two options on how to enroll.

Before You Begin

Create your YesNM account at https://yes.nm.gov

a. Select Sign In and choose **Medicaid Provider** or **Medicaid Provider Admin**
   i. ***Medicaid Provider****: You are a medical provider who is enrolled or wishes to be enrolled as a Medicaid provider*
   ii. ***Medicaid Provider Admin****: You represent a medical provider who is enrolled or wishes to be enrolled as a Medicaid provider*

Important:

- *Interns must create an account and be admins on their workspace by following the instructions here Creating a New Account in Yes NM for Providers PDF*
- *Use your own email address when creating your account, not your organizational given email address. It is recommended to use an email you will maintain access to long-term (such as a personal email), as access to your account is tied to your login credentials.*
- *Do not use autofill, as this may prevent the system from sending your verification code.*
- *An administrator for your organization can create the account and application if necessary.*

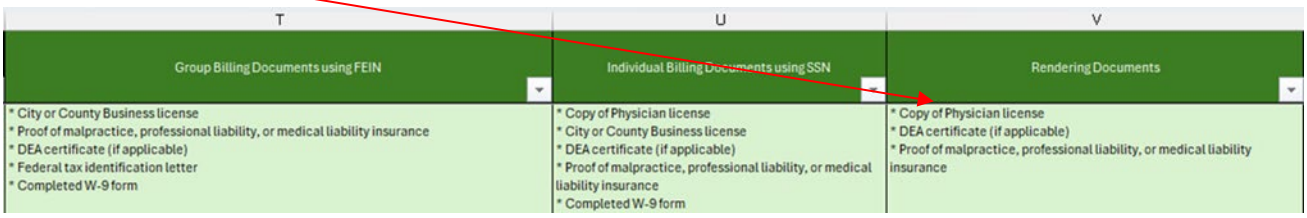
Rendering Application Initiated by the Enrolled Group

1. Navigate to the Accounts Dashboard



2. Hover over the desired Group account.
3. Select the **Add Affiliation** icon.
4. Select the **Add Affiliation** button.
5. **Enter the NPI of the unenrolled Rendering Provider** that you want to affiliate with and select the **Verify** button.
6. Select the **Yes** radio button and select the **Continue** button.
7. If the new Rendering application is for an MCO Only Provider, select the Yes radio button. If the new Rendering application is not for an MCO Only Provider, select the No radio button.
8. Select **Continue** button.
9. Select Taxonomy code **Allopathic & Osteopathic Physicians**

10. Select **General Practice**
11. Select **N/A – N/A**
12. Select **Continue** button.
13. Review the application information and select the **Create Affiliation Application** button if correct to begin the application.
    Ensure you have all the required documents listed under the Rendering Documents column.



T	U	V
Group Billing Documents using FEIN	Individual Billing Documents using SSN	Rendering Documents
* City or County Business license * Proof of malpractice, professional liability, or medical liability insurance * DEA certificate (if applicable) * Federal tax identification letter * Completed W-9 form	* Copy of Physician license * City or County Business license * DEA certificate (if applicable) * Proof of malpractice, professional liability, or medical liability insurance * Completed W-9 form	* Copy of Physician license * DEA certificate (if applicable) * Proof of malpractice, professional liability, or medical liability insurance

- **In lieu of the Physician License, your Resident/Intern/House Officers License or a copy of the NMMB printout must be uploaded in its place.**
- **In lieu of the DEA certificate, upload a completed Verification of Institutional DEA Suffix form**

14. Complete the **Group Signature** section, select the **Send to Rendering** button, **enter the Rendering Provider's information**, and select the **Continue** button. After you select Continue, the Rendering Provider will receive a notification for this application.
    a. *The Rendering Provider must go into their Provider and PED Enrollment System and complete the Rendering application, including their electronic signature. Once this has been completed, the Rendering application may be submitted to Medicaid for review.*

Important:

- *Interns must create an account and be admins on their workspace*
- *Applications cannot be submitted without a completed electronic signature.*

Rendering Provider Workspace creation:

1. Sign In to Yes.NM.gov.
2. Select **"Continue to Provider/PED Enrollment, Recertification, Revalidation"** link.
3. Enter NPI
4. Select **Verify** button.
5. Enter a Unique Name for your Workspace and select the **Create KYP Portal Workspace** button.

To Sign your application, follow the steps below:

1. Sign In to Yes.NM.gov.
2. Select **"Continue to Provider/PED Enrollment, Recertification, Revalidation"** link.

3. Select the Notification bell at the top of the screen or go to the Message Center.
4. Locate the request to affiliate and sign the application.