



Department of Health  
Medicaid Program

December 3, 2020

Managed Care Organizations (MCOs)  
Medicare Advantage Organizations (MAOs)  
Pharmacy Benefit Managers (PBMs)  
Puerto Rico Government Health Plan – Vital Plan

Ref. Special Enrollment Period for provider types Home  
Infusion Therapy Pharmacy, Licensed Marriage Counselor,  
and Certified Addiction Counselor

Dear all:

In this communication, we want to reaffirm important information about the requirement to enroll on the Puerto Rico Medicaid Program (PRMP) Provider Enrollment Portal (PEP). This requirement applies to all providers who bill, order, prescribe, or refer Medicaid beneficiaries under the Vital Plan or Platinum Medicare.

PRMP implemented the PEP on April 27, 2020, to comply with the Affordable Care Act of 2010 (ACA) which requires State Medicaid Agencies (SMAs) to enroll their providers in the Medicaid Program.

PRMP set up a special initial enrollment period for provide types mentioned above that will begin on **December 21, 2020 until February 26, 2021**. It is important to remind you that as of January 1, 2021, retroactive enrollment has a maximum of 90 days. This means that if you currently submit bills, you can only go back 90 days so that the adjudication of payments for the encounters/claims is not affected. For this reason, we urge you to submit your enrollment as soon as possible to avoid impacts to payments for your claims/encounters.

### **Training Schedule**

The training schedule provides the dates and times on which courses will be offered to providers during this special enrollment period. Providers may participate in web-based training beginning on December 10, 2020.

However, each participant must register to participate in the training that interests them. To register for training, the participant must create a user ID in the Learning Management System

(LMS) using the following link: <https://lms.prmmsis.pr.gov/>. Please use *authorization code 5247* to create your user ID and password.

<u>Date</u>	<u>Time</u>	<u>Session</u>
12/10/2020	9:00 am - 12:00 pm	Web-based
12/16/2020	9:00 am - 12:00 pm	Web-based
12/22/2020	9:00 am - 12:00 pm	Web-based
12/29/2020	1:00 pm - 4:00 pm	Web-based
01/08/2021	9:00 am - 12:00 pm	Web-based
01/13/2021	9:00 am - 12:00 pm	Web-based
01/19/2021	1:00 pm - 4:00 pm	Web-based
01/27/2021	1:00 pm - 4:00 pm	Web-based
02/02/2021	9:00 am - 12:00 pm	Web-based
02/11/2021	1:00 pm - 4:00 pm	Web-based
02/16/2021	1:00 pm - 4:00 pm	Web-based
02/24/2021	9:00 am - 12:00 pm	Web-based

**Note:** These dates are subject to changes. Please refer to the LMS for the exact dates and times.

The LMS also provides other valuable training tools such as Computer-Based Training (CBT) courses and training documentation. We also encourage all providers to visit the Puerto Rico Medicaid web site at <https://medicaid.pr.gov/Home/ProviderPortalEnrollment/>.

This site contains a direct link to the PEP plus additional information, including checklists that provide details of what information and documentation is needed, as well as policies around provider enrollment.

For additional assistance, providers may contact the PRMP Contact Center at (787) 641-4200. PRMP appreciates your support and commitment to notify the following types of providers in your network of the upcoming wave activities:

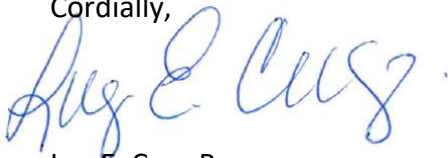
**The special enrollment period includes the following types of Providers:**

- Home Infusion Therapy Pharmacy
- Licensed Marriage Counselor

- Certified Addiction Counselor

PRMP will continue to communicate with colleges and provider associations for their assistance in distributing this important information. We will be sharing additional information as it becomes available.

Cordially,



Luz E. Cruz-Romero  
Executive Director  
Puerto Rico Medicaid Program

c: Lorenzo González-Feliciano  
Secretary of Health

Jorge E. Galva-Rodríguez  
Executive Director  
Puerto Rico Health Insurance Administration (ASES)