# PI – Provider Enrollment from MCP Provider Actions

**Purpose:**
1. The purpose of this standard operating procedure (SOP) is to outline the review process for completing the Provider Enrollment Provider Actions report.

**Identification of Roles:**

| RACI Definitions | |
| --- | --- |
| **RACI** - RACI charts are a type of responsibility assignment matrices in project management. These simple spreadsheets or tables highlight the different states of responsibility a stakeholder has over a particular task or deliverable and denotes it with the letters R, A, C, or I. | |
| **(R)** | Responsible |
| **(A)** | Accountable |
| **(C)** | Consulted |
| **(I)** | Informed |

**MCP Oversight Specialist** - responsible to complete the Provider Actions spreadsheet using the Provider Actions tab from the MCP's monthly report and send to the Iowa Medicaid Program Integrity Unit. **(R, A)**

**Iowa Medicaid Program Integrity Unit** - responsible receive the Provider Actions report and send on to the provider enrollment staff for review. **(C, I)**

**Performance Standards:**
N/A

**Path of Business Procedure:**
1. The MCPs submit their monthly reports to IMPA.
2. The MCP Oversight Specialist pulls down those reports and stores them in the appropriate MCP folders in the MCO-DBM Information folder located here: \\dhsime\PI\MCO\MCO-DBM Information
3. The MCP Oversight Specialist then creates the Provider Actions report.
    a. Step 1: Review each MCP monthly report to see if each plan has taken a provider action from PI6_Provider Actions.
    b. Step 2: For those plans that have taken a provider action during the current month, that information is copied and pasted directly from the monthly report to the provider enrollment spreadsheet template.
    c. Step 3: For any plans that have no actions taken during the month, their respective tabs are then deleted from the template.

    d.   Step 4: The spreadsheet is sent to the Iowa Medicaid Program Integrity Unit to upload the report to the appropriate SFTP for the provider enrollment team to access.

**Forms/Reports:**
Provider Enrollment Spreadsheet Template

Monthly reports are stored here (PI1-PI14):

AGP: \\dhsime\PI\MCO\MCO-DBM Information\AGP\Monthly Reports
DDIA: \\dhsime\PI\MCO\MCO-DBM Information\Delta Dental\Monthly Reports
ITC: \\dhsime\PI\MCO\MCO-DBM Information\ITC\Monthly Reports
MCNA: \\dhsime\PI\MCO\MCO-DBM Information\MCNA\Monthly Reports

Provider Enrollment reports are stored here: \\dhsime\PI\MCO\Provider Enrollment Information

**Interfaces:**
Microsoft Office
IMPA

**Attachments:**

FINAL Delta Dental of Iowa PI1-PI7_Program

MONTH YYYY MCO-DBM Provider A