

# Provider Enrollment and Contracting for Pharmacy

**IOWA MEDICAID, IOWA TOTAL CARE,  
MOLINA, AND WELLPOINT**

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Health and  
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# Table of Contents

- General Overview of Process
- Iowa Medicaid Fee-for-Service (FFS) Enrollment
- Iowa Total Care (ITC) Contracting & Credentialing
- Molina Healthcare of Iowa Contracting & Credentialing
- Wellpoint Contracting & Credentialing
- Frequently Asked Questions
- Iowa Medicaid FFS Resources
- Managed Care Organization (MCO) Resources

# General Overview

## 1. Enroll with Iowa Medicaid FFS

Provider:	Service:
Pharmacy	Point-of-Sale (POS) – Provider Type 08
	Durable Medical Equipment (DME) – Provider Type 12
Pharmacist	Medical – Provider Type 82 <ul style="list-style-type: none"><li>Immunizations &amp; Point-of-Care Testing (POCT)</li></ul>

## 2. Contract and Credential with each MCO

Provider:	Service:	Notes:
Pharmacy	POS – Contract with each pharmacy network	ITC – Express Scripts
		Molina – CVS Caremark
		Wellpoint – CVS Caremark
	DME and Medical – Contract and credential with each MCO	ITC, Molina, Wellpoint
Pharmacist	Medical – Enroll with each MCO	ITC, Molina, Wellpoint

# Iowa Medicaid Fee-for-Service

Providers must first enroll with Iowa Medicaid FFS prior to completing the contracting and credentialing process with each MCO.

# Iowa Medicaid FFS

1. Visit the [IA Medicaid Provider Forms HHS](#) webpage.
2. Click on the 'Iowa Medicaid Universal Provider Enrollment Application' link (Form Number 470-0254).
3. Complete Sections A and B if you are enrolling in the Iowa Medicaid program as a new **Pharmacy** provider or if you are already enrolled but have a new Tax ID.
  - a. To enroll for more than one provider type, you must complete a separate Section B for each provider type.
  - b. Identify your provider type in Box 16 - Type Code:
    - i. 08 – Pharmacy (POS)
    - ii. 12 – Medical Supplies (DME)
3. To enroll with Iowa Medicaid as a **Pharmacist**, complete Section B:
  - a. Identify your provider type in Box 16 - Type Code:
    - i. 82 – Pharmacist
  - b. Note – You will enter the pharmacy NPI, taxonomy and zip code in which you will be associated as a provider in boxes 31a – c.
4. Send the completed application to Iowa Medicaid via one of the options below:
  - Email: [IMEProviderEnrollment@hhs.iowa.gov](mailto:IMEProviderEnrollment@hhs.iowa.gov)
  - Fax: Iowa Medicaid, Attn: Provider Enrollment at 515-725-1155
  - Mail: Iowa Medicaid, Attn: Provider Enrollment, PO Box 36450, Des Moines, Iowa 50315
5. The pharmacy and pharmacist will receive confirmation of enrollment via traditional mail.

# Managed Care Organizations

After enrolling with Iowa Medicaid FFS, providers can begin the process to contract and credential with each MCO.

# Iowa Total Care - Pharmacy

1. Complete steps on Slide 5 to enroll with Iowa Medicaid FFS.
2. To contract and credential as a **Pharmacy** with ITC, follow the steps below:
  - a. For **POS Billing**, join the Pharmacy Network with Express Scripts:
    - I. Visit the [www.esiprovider.com](http://www.esiprovider.com) webpage.
    - II. On the right side of the webpage, click the orange button titled 'New Account.'
    - III. Follow the prompts to create an account.
    - IV. After successfully logging in, select 'Apply to Become a Network Provider.'
    - V. Complete the application in its entirety and submit.
  - b. For **DME and Medical Billing**:
    - I. Visit the '[Become a Provider | Iowa Total Care](#)' webpage.
    - II. Click on the 'Contract Request Form' link.
    - III. Contract Request Form
      - i. Under, 'Type of Contract Request,' select 'New Contract.'
      - ii. In the 'Entity NPI' field, enter the Pharmacy NPI.
      - iii. In the 'Provider Type' section, select 'Ancillary or Hospital Based Practitioners'
      - iv. Complete the form in its entirety and click 'Submit.'
    - IV. Iowa Total Care will reach out for additional information if needed.
    - V. The pharmacy will receive final confirmation of enrollment via email.

# Iowa Total Care - Pharmacist

1. Complete steps on Slide 5 to enroll with Iowa Medicaid FFS.
2. To enroll as a **Pharmacist** with Iowa Total Care, follow the steps below for **Medical Billing**:
  - a. A pharmacy must be contracted with ITC before the individual pharmacist can be enrolled.
  - b. Visit the [Iowa Total Care Contracting & Credentialing Forms](#) webpage.
  - c. Select the form titled, 'Iowa Statewide Universal Practitioner Credentialing Application.'
  - d. Complete the form in its entirety.
  - e. Send the completed form to [NetworkManagement@IowaTotalCare.com](mailto:NetworkManagement@IowaTotalCare.com).
  - f. Iowa Total Care will reach out for additional information if needed.
  - g. The pharmacist will receive final confirmation of enrollment via email.



# Molina – Pharmacy

1. Complete steps on Slide 5 to enroll with Iowa Medicaid FFS.
2. To contract and credential as a **Pharmacy** with Molina Healthcare of Iowa, follow the steps below:
  - a. For **POS Billing**, join the Pharmacy Network with CVS Caremark:
    - I. Visit the [‘Molina | Join our Network’](#) webpage.
    - II. Click on ‘Step One – Connect’ to expand this section.
    - III. Under ‘Pharmacy Providers,’ click on the ‘Join CVS Caremark Network’ link.
    - IV. Click on the ‘Pharmacy Pre-Enrollment Questionnaire’ link.
    - V. Complete the questionnaire in its entirety and submit.
  - b. For **DME & Medical Billing**:
    - I. Visit the [‘Molina | Join our Network’](#) webpage.
    - II. Click on ‘Step One – Connect’ to expand this section.
    - III. Under ‘Medical/Behavioral Health/Ancillary Providers,’ click on the ‘Contract Request Form’ link.
    - IV. Provider Contract Request Form
      - i. In the first section titled ‘Please Select Provider Type,’ select the ‘DME’ checkbox.
      - ii. In the same section as above, select the ‘Other’ checkbox and write in ‘Pharmacy’ – POCT/Immunizations.’
      - iii. In the ‘Provider Identification’ section, write in the Pharmacy NPI.
      - iv. Complete the form in its entirety.
    - V. Send the completed form to [IAProviderContracts@MolinaHealthcare.com](mailto:IAProviderContracts@MolinaHealthcare.com) OR fax to (833) 671-3988.
    - VI. Molina will reach out for additional information if needed.
    - VII. The pharmacy will receive final confirmation of enrollment via email.

# Molina – Pharmacist

1. Complete steps on Slide 5 to enroll with Iowa Medicaid FFS.
2. To enroll as a **Pharmacist** with Molina Healthcare of Iowa, follow the steps below for **Medical Billing**:
  - a. Visit the '[Molina | Join our Network](#)' webpage.
  - b. Click on 'Step One – Connect' to expand this section.
    - I. Under 'Medical/Behavioral Health/Ancillary Providers,' click on the 'Contract Request Form' link.
    - II. Provider Contract Request Form
      - i. In the first section titled 'Please Select Provider Type,' select the 'Other' checkbox and write in 'Pharmacist – POCT/Immunizations.'
      - ii. In the 'Provider Identification' section, write in 'Pharmacist NPI, Pharmacy NPI,' and provide both numbers.
      - iii. Complete the form in its entirety.
  - c. Send the completed form to [IAProviderContracts@MolinaHealthcare.com](mailto:IAProviderContracts@MolinaHealthcare.com) OR fax to (833) 671-3988.
  - d. Molina will reach out for additional information if needed.
  - e. The pharmacist will receive final confirmation of enrollment via email.

# Wellpoint - Pharmacy

1. Complete steps on Slide 5 to enroll with Iowa Medicaid FFS.
2. To contract and credential as a **Pharmacy** with Wellpoint Iowa, Inc., follow the steps below:
  - a. For **POS Billing**, join the Pharmacy Network with CVS Caremark:
    - I. Visit the [www.caremark.com](http://www.caremark.com) webpage.
    - II. At the bottom of the page, click on the 'Pharmacists & Medical Professionals' link.
    - III. Under 'Additional Resources for Medical Professionals', select the 'Forms and Guides' link.
    - IV. Scroll down and click on the 'Pharmacy Pre-Enrollment Questionnaire' dropdown to expand this section.
    - V. Click on the 'Complete Pre-Enrollment Questionnaire' link.
    - VI. Complete the questionnaire in its entirety and submit.
  - b. For **DME & Medical Billing**:
    - I. Visit the [Wellpoint | Join our Network](#) webpage.
    - II. Scroll down to the blue highlighted section.
    - III. Under 'Provider Type,' select 'Other.'
    - IV. Under, 'Does your organization have an existing Availity Account?,' answer 'Yes' or 'No' and then click 'Continue.'
    - V. Complete the application in its entirety and submit.
    - VI. Wellpoint will reach out to discuss the contract and collect additional information (including W-9).
    - VII. The pharmacy will receive final confirmation of enrollment via traditional mail.

# Wellpoint - Pharmacist

1. Complete steps on Slide 5 to enroll with Iowa Medicaid FFS.
2. To enroll as a **Pharmacist** with Wellpoint Iowa, Inc., follow the steps below for **Medical Billing**:
  - a. Visit the [Forms | Wellpoint Iowa, Inc.](#) webpage.
  - b. Scroll down and click on the 'Provider Demographics/Credentialing' section to expand.
  - c. Select the 'Roster Automation Standard Template' link. An Excel spreadsheet will download.
    - I. Open the Excel spreadsheet and complete the roster in its entirety using the instructions on the first tab titled 'User Reference Guide.'
    - II. Please include the name and address for each applicable pharmacy location.
  - d. Visit the [Wellpoint Availity Login](#) webpage.
    - I. Existing Availity Users: Login with existing username and password.
    - II. New Availity Users: On the right side of the webpage, click on 'Create a Free Account' and follow the prompts.
    - III. After logging in, click on 'Help & Training' from the main webpage.
    - IV. Using the search bar, type in 'Submit a Provider Roster' to locate the instructions for uploading a completed roster.
    - V. Upload the completed roster in Availity.
    - VI. For further assistance, please contact your Wellpoint Provider Relations contact.
  - e. Wellpoint will reach out for additional information if needed.
  - f. The pharmacist will receive final confirmation of enrollment via traditional mail.



# Frequently Asked Questions

- ▶ **Once a pharmacist completes the enrollment process for Iowa Medicaid, can they begin submitting claims to the MCOs?**
  - No. While the Iowa Medicaid provider enrollment process is a required step, the pharmacy/pharmacist must also contract and credential with each MCO and their pharmacy networks.
  
- ▶ **A pharmacy is contracted with an MCO's Pharmacy Network. Can the pharmacy submit medical claims to the MCO?**
  - No. Contracting with an MCO's Pharmacy Network is for point-of-sale billing. The pharmacy/pharmacist must contract and credential with the MCO for medical billing.
  
- ▶ **Should IA Medicaid & the MCOs be notified when a pharmacist is no longer employed by a pharmacy?**
  - Yes. Please notify IA Medicaid, Iowa Total Care, and Molina via email using the contact information on the following slides. For Wellpoint, complete the Termination tab on the roster Excel file and upload to Availity using the standard process.

# Iowa Medicaid FFS Resources

**For any questions on the enrollment process, please contact Iowa Medicaid Provider Services:**

- Phone: (800) 338-7909 or (515) 256-4609
- Email: [IMEProviderEnrollment@hhs.iowa.gov](mailto:IMEProviderEnrollment@hhs.iowa.gov)
- Webpage: <https://hhs.iowa.gov/programs/welcome-iowa-medicaid/provider-services>

## **Additional Resource:**

- <https://hhs.iowa.gov/programs/welcome-iowa-medicaid/provider-services/medicaid-pharmacy>

# MCO Resources

**Please include the applicable Provider Relations contact on all email communications to any MCO Provider Services email group.**

- To identify your counties Provider Relations contact, refer to the maps below:

## **Iowa Total Care**

- Visit the [Iowa Total Care Territory Maps](#) webpage.
- Under 'Provider Relations,' click on the 'Access PR Map (PDF)' link.

## **Molina**

- Visit the [Molina Provider Resources Contact](#) webpage.
- Scroll down to the middle of the page.

## **Wellpoint**

- Visit the [Wellpoint Provider Resources Overview](#) webpage.
- Scroll down to the 'Related Information' section and click on 'Provider Account Management – State Representative Map.'

# MCO Resources

**For any questions on the MCO contracting and credentialing process, please contact the MCO directly:**

## **Iowa Total Care**

- Phone: 1-833-404-1061
- Email: NetworkManagement@IowaTotalCare.com
- Webpage for Providers: <https://www.iowatotalcare.com/providers.html>

## **Molina**

- Phone: 1-844-236-1464
- Email: IAProviderContracts@MolinaHealthcare.com
- Webpage for Providers: <https://www.molinahealthcare.com/providers/ia/medicaid/home.aspx>

## **Wellpoint**

- Phone: 1-833-731-2143
- Email: ProviderNetworkIA@wellpoint.com
- Webpage for Providers: <https://www.provider.wellpoint.com/iowa-provider/home>