

Completing an Application for Renewal Certification DODD Independent Provider

1. Access the PNM website

https://ohpnm.omes.maximus.com/OH_PNM_PROD/Account/Login.aspx

2. Click on the Log In with OH|ID button

The screenshot shows the top navigation bar of the Ohio Department of Medicaid website. It includes a 'Menu' icon, the 'Ohio Department of Medicaid' logo, and links for 'Provider Network Management', 'Medicaid Home', 'Sign Up', and 'Login'. Below the navigation bar, there is a 'Log in' section with the text 'All users must log in on the OH|ID portal using their single sign on ID.' A red arrow points to a 'Log in with OH|ID' button. Below this button is an orange banner with the text: 'Attention Providers: if you need assistance signing in or acquiring your OH|ID, please contact the ODM Integrated Help Desk at 800-686-1516 or email ihd@medicaid.ohio.gov'. Below the banner is a 'Latest News' section with the text: 'When creating a new account, you will be required to create an OH|ID. OH|ID is a secured web portal designed for Ohioans to access information and conduct business with a variety of state agencies, including Medicaid, all in one place.'

3. Type in your OH|ID username and password, and click Log In.

The screenshot shows the OH|ID login form. It has a header with the OH|ID logo and the text 'Ohio's Digital Identity. One State. One Account. Register once, use across many State of Ohio websites'. Below the header is a 'Create Account' button. Underneath is a 'Log In' section with two input fields: 'OH|ID' and 'Password'. There is a 'Log in' button at the bottom of the form.

4. Click on Yes, I have read the agreement

Make sure that you have reviewed the information

Medicaid

Terms

Whoever knowingly, or intentionally accesses a computer or computer system without authorization or exceeds the access to which that person is authorized, and by means of such access, obtains, alters, damages, destroys, or discloses information, or prevents authorized use of the information operated by the State of Ohio, shall be subject to such penalties allowed by law. All activities on this system may be recorded and/or monitored. Individuals using this system expressly consent to such monitoring and evidence of possible misconduct or abuse may be provided to appropriate officials. Users who access this system consent to the provisions of confidentiality of the information being accessed, but have no expectation of privacy while using this system.

In the event that an unauthorized user is able to access information to which they are not entitled, the user should immediately contact the site administrator.

☐ Yes, I have read the agreement

Cancel

Ohio.gov, 43216-1461
Columbus, OH 43216-1461

5. From the landing page, click on Reg ID or your Provider Name to continue

Menu Ohio Department of Medicaid

Provider Network Management Medicaid Home Learning Contact Fee Schedule Log out

My Providers

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
[Redacted]	[Redacted]	Complete	WAIVERED SERVICES ORGANIZATIC	[Redacted]	[Redacted]	DODD WAIVER	[Redacted]					

6. Under 'Enrollment Actions' in the middle of the page, select "Begin DODD Enrollment Profile Update"

If any applications are already open, the option to select is "Continue DODD Enrollment Profile Update"

Manage Application

Enrollment Actions

- Enrollment Action Selections:
 - Begin DODD Enrollment Profile Update
 - Begin DODD Enrollment Profile Update
 - Add DODD Services
 - Edit Key Provider Information
 - Request Disenrollment

Programs

- Program Selections:

Self Service

- Self Service Selections:

My Current and Previous Applications

7. The system will redirect you from PNM into PSM (the DODD Application)

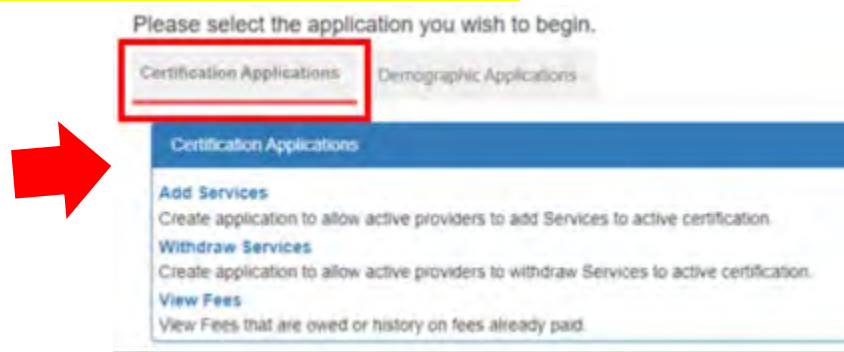
8. From the PSM Landing Page, click on your Contract Number to get to your Provider Home Page

- *If there are applications pending, they will also display.*
- *Access to Supplemental Applications will be on this page as applicable*



9. From your home page, click on certification applications and Select the renewal option from the list

Renewal Application will only appear as an option when it is available (90 days prior to renewal)



10. This page will load explaining the application process, click on continue, then complete each required part of the application

[illegible][illegible]

The screenshot shows a web application interface. At the top, there is a navigation bar with links for 'Home', 'Profile', and 'Settings'. Below this, the main content area displays a table of users. The table has three columns: 'User Name', 'Email Address', and 'Last Name'. The data is as follows:

User Name	Email Address	Last Name
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]

On the right side of the interface, there is a sidebar with a 'Welcome' message and a list of links: 'Home', 'Profile', 'Settings', 'About', 'Contact', 'Privacy Policy', 'Terms of Service', 'FAQ', and 'Help'.

on this screen, if all addresses (home, billing, mailing and alternative) are the same, just click the boxes, you do not have to fill in each section if they are the same

12. On the More Information Page, fill in any required information that is not already auto filled in.

6

13. Upload the required documents.

The screenshot shows a web application interface for document upload. At the top, there's a header with a logo and navigation links. Below the header, a blue banner contains the text 'Documents' and a 'Continue' button. The main content area has several sections: a 'Documents' section with instructions on how to upload documents, a 'Documents' section with a list of documents to be uploaded, and a 'Documents' section with a list of documents to be uploaded. The right sidebar contains a 'Documents' section with a list of documents to be uploaded. The bottom of the page has a 'Documents' section with a list of documents to be uploaded.

14. Complete this page, click save and continue.

15. Once you complete the application to recertify, you will pay the fee (use an electronic check or credit/debit card)

If the payment page does not automatically load, go back to the PSM home page and click on the red box, 'Fee Payment Information'