Online-only Institutional Enrollment Begins September 1, 2014

Effective September 1, 2014, the Georgia Department of Community Health (DCH) and Hewlett Packard Enterprise Services (HP) will no longer accept paper enrollment applications from institutional providers. All paper applications will be removed from the Georgia Medicaid Management Information System (GAMMIS www.mmis.georgia.gov). Paper applications received on or after September 1, 2014, will be returned to the applicant with instructions to submit the application online through GAMMIS.

DCH is implementing this process to increase efficiency and effectiveness, reduce the administrative burden for the provider community, and expedite the enrollment process, which will reduce the time it takes enroll providers into Georgia Medicaid.

On January 1, 2015, DCH will implement this same process for all individual practitioners. Paper applications received on or after January 1, 2015, will be returned to the applicant with instructions to submit the applications online through GAMMIS.

Institutional providers and individual practitioners may enroll in Medicaid through GAMMIS at www.mmis.georgia.gov by:

- Clicking on Provider Enrollment.

- Clicking on Enrollment Wizard (scroll to bottom of screen).

- Clicking on Provider Enrollment Application.

- Clicking on New Application.

- For Request Type, select Facility, Individual, Pharmacy, or CMO Only Provider – Facility or CMO Only Individual.

After the application is completed and has been submitted, you will receive an Automated Tracking Number (ATN). Immediately after submission, you may upload all required documents by clicking on the Upload Required Documents link. To upload the documents at a later time you may:

- Click on Provider Enrollment.

- Click on Enrollment Application Status.

- Type ATN and Last Name of Provider and click on Search.

- Click on Upload Required Documents.

- Click on pertinent Attachment Description.

- Attach a digital copy of your supporting documentation, if applicable.

- To check the status of your application:

- Click on Provider Enrollment.

- Click on Enrollment Application Status.

- Type in your ATN and Last Name of Provider and click on Search.

For questions or additional information, providers should contact Medicaid's fiscal agent Hewlett-Packard Enterprise Services (HPES) at 800-766-4456 or email enrollment@dch.ga.gov.