HELP GUIDE FOR NEW ENROLLMENT SECTION

Introduction:
The enrollment sections has been updated to provide the user enhancements to navigation, finding forms, understanding requirements better, more clearly defined instructions and enhanced interaction and performance. This guide provides an overview of the layout and usage of the updated section.

Provider Index Page

Filtered Provider Listing

The provider listing on the main provider enrollment index page can now be filtered by enrollment type, simply by clicking on the desired radio button or image next to that radio button. The list will then be filtered, displaying only the provider types in that grouping.

Enrollment Guide Page

The enrollment guide page has been updated to easily be able to read thru the page and clearly outlines the necessary steps for different types of enrollment. Click on each of the step “tabs” to navigate through each section. If you want to print just that one step click on the printer icon on the top right of the box, otherwise to print all steps click the link at the bottom of the box.
Section 1 – General Instructions

This section gives overall instructions and print guidelines to filling the enrollment form and any other required form.
Section 2 – Additional Instructions

This section helps fill out certain fields in the enrollment form.

Section 3 – Requirements & Additional Forms

This section first lists any requirements needed then lists all the additional required forms, with links directly to the forms for easy access.

Section 4 – Maintenance Forms

This section lists any maintenance forms associated with the provider type in alphabetical order.

Section 5 – Mailing Instructions

This section lists mailing instructions along with optional expedited / priority mailing instructions.

Conclusion:

The enrollment section is similar enough to the old section but new features and a new look was given to it to enhance experience.