



MaineCare Provider Revalidation Tips

These tips focus on common errors found when submitting revalidation applications through the Provider Enrollment Application (PEA).

To prevent a delay of your revalidation application, please avoid:

- Incomplete Provider Agreement Form
- Inadequate surety bonds for Durable Medical Equipment (DME) and Home Health Agency (HHA) providers
- Missing Electronic Funds Transfer (EFT) documentation and vendor forms
- Untimely responses to requests for additional information

Please use these tips to avoid delays in revalidation:

- Ensure that you are working through the application in the correct order.
- Complete all required fields. Required fields are notated with a red asterisk.
- Provide all required information. Applications with missing information will be returned to you.
- Download all required documents on the documents page prior to submitting your application. Failure to receive required documents may result in a delay of processing your case.
- Download and review the new Provider Agreement, select the method of submission, obtain the appropriate signature, and upload, mail, email, or fax the document timely. All revalidation applications require a new Provider Agreement Form. After the application is complete and prior to submitting it, you must submit the agreement. **The form must be signed. Include your title and a date, and include all pages when submitted. This is a required document and the application will not be reviewed until this is received.**
- Check that the contact information is correct. This is the information we will use to contact you if any additional information is needed.
- Submit a State of Maine Vendor Form if you are making changes to your Pay To provider name or address. The vendor form can be downloaded on the [Office of the State Controller](#) webpage.
- Send a voided copy of a check or bank letter and a State of Maine Vendor Form if you are enrolling in EFT or making a change to your direct deposit.

- Do not download the documents until you have completed all other parts of the application. Downloading a document prematurely may result in inaccuracies, which may delay the processing of your application.
- Make corrections or provide the requested documentation timely if your application is returned for corrections or you are outreached for additional documentation.
- Contact Provider Services prior to resubmitting the application if you have questions about what is required.
- Submit a surety bond if you are a DME or HHA provider. The bond must specifically include MaineCare and meet the requirements outlined in the [Surety Bonds section](#) of the MaineCare Provider Enrollment and Revalidation webpage. **Obtaining updates to the surety bond with your bond holder may take several weeks so please be aware of your assigned revalidation cycle and apply for changes ahead of time.**

Below is a list of the screens found in the PEA:

- Business Information
- Ownership Information
- Service Location
- Rendering Providers (if applicable)
- Ordering/Referring Providers (if applicable)
- Documents
- Signature/Submission

The following resources are available to assist you with the revalidation process:

- [MaineCare Provider Enrollment and Revalidation webpage](#)
- [MaineCare Frequently Asked Questions webpage](#)
- [CMS Revalidations webpage](#)
- [MaineCare Revalidation email box](#)
- Provider Services Call Center: **1-866-690-5585, Option 7**; TTY users dial 711.