

Pharmacist Provider Registration

Pharmacists who need a Medicaid ID are required to register through the TennCare electronic registration portal, found at: <http://www.tn.gov/tenncare/topic/provider-registration>. Using the “Individual (Provider Person) Provider Registration Information” link enter the information requested. This information will be sent to CAQH to request your provider data. CAQH is designed to assist providers in the collection of provider data so participating organizations may have single source for obtaining provider data. If the pharmacist does not have a CAQH ID, CAQH will assign one and notify the pharmacists of their ID so they can log in and enter their provider information. If the pharmacist already has a CAQH ID, the provider information will be sent to TennCare for processing if the pharmacist has granted global access. If global access has not been granted, the pharmacist will have to “grant” TennCare access before the data will be sent for processing.

The process outlined below indicates the specific sections in the CAQH process and specific instructions needed in those sections. Keep in mind while not all fields are required in CAQH, there are specific fields / data which is needed by TennCare to ensure accurate registration. Once the CAQH application is complete and attested, the data will be sent to TennCare for processing.

Once you have received your CAQH Provider ID, access CAQH to enter provider data. The address is: <https://proview.caqh.org>

Sections in CAQH that must be completed:

- **Personal Information**
- **Professional IDs** - When entering the Pharmacist license information, be sure to enter both the effective date as well as the end date. Not entering the effective date will cause an error and delay processing.
- **Education and Professional Training** (not all sections will apply to pharmacist but education section should be completed at a minimum).
- **Specialties** – In order to be registered correctly, choose the specialty type from the specialty list. If the specific pharmacy specialty is not listed, choose Pharmacist. If you are board certified, complete this section as well.
- **Practice Locations** – This is one of the most critical sections for ensuring the Medicaid ID is assigned correctly.
 - There **must** be a primary practice location checked in the profile under “Office Type”
 - If the practice location is the pharmacy with a group tax ID, enter the Pharmacy Group in the “Physician Group/Practice Name”. Complete the remaining information in this section. Indicate if you are practicing at the address. (All yes/no questions must be answered).
 - Enter the “Tax ID”, the “Type of Tax ID” and if the tax ID is the Primary Tax ID for the practice location (pharmacy). Enter the pharmacy in the “Group Name” Field. If the tax ID is the pharmacist own individual tax ID, the enter it and choose “Use Individual tax ID”. The individual pharmacist would then be listed in the “Group Name” field of the application.
 - There are additional sub-sections within the “Practice locations” section. While not all of the sub-sections are required, it is recommended that they be completed.

- **Hospital Privileges** – In many cases this answer will most likely be “No”.
- **Credentialing Contact** – You **must** enter at least one “Primary Credentialing Contact” and indicate the choice by checking “Yes/No” in this section. This will be the person primarily responsible for ensuring the CAQH data is up to date.
- **Professional Liability Insurance** – Complete
- **Employment Information / Professional References** – Complete any sections needed
- **Disclosure** – Application cannot be processed if this is not completed
- **Authorize** – Choose “Global” or “All healthcare organizations...” or “Only the healthcare...” that you choose.

After all your information is entered, choose “Review” the system will review the application and indicate if there are any errors that must be fixed prior to processing the CAQH application. In addition there is supporting documentation which must be uploaded prior to the CAQH provider data being sent to TennCare or any other organization. Once all errors are cleared complete the attestation process.

In order to maintain your Medicaid ID, the CAQH profile must remain in an “Attested” status. CAQH requires provider to “re-attest” every 120 days. If the ID is not “re-attested” it goes into “expired attestation”. Providers in “expired attestation” are at risk of having their Medicaid IDs terminated.

If you have any questions, please contact Provider Registration via email at Provider.Registration@tn.gov or by phone at 1-800-852-2683.