JOB AID
Re-verification

OVERVIEW

This Job Aid provides foundational information on the purpose and requirements for provider re-verification and guides the user through the steps for completing the re-verification process through NCTracks.

RE-VERIFICATION PURPOSE

The re-verification process ensures the provider record is accurate and allows a criminal background check for all owners and managing relationships associated with the provider record.

The Code of Federal Regulations, Title 42, Part 455.414 requires the state Medicaid agency to re-validate the enrollment of all providers regardless of the provider type at least every 5 years. Therefore, NC Medicaid providers are required to complete the re-verification process every 5 years.

In addition to the criminal background check, a set of fingerprints may be required from each individual provider and any owner that has a 5% or more direct or indirect ownership in the provider/entity. Fingerprint requirements are based on the provider type risk level. Only the individual provider and owners with 5% or more ownership for certain high-risk provider types will be required to upload fingerprint information.

A site visit by Public Consulting Group (PCG) may also be required.

RE-VERIFICATION FEES

- A $100 North Carolina application fee is required from individual providers (waived through June, 2023).
- A $100 North Carolina application fee is also required from Organizations and Atypical Organizations if active in Medicaid.
- The Federal Fee will be required per location when one or more Moderate or High Risk taxonomy codes are active. (Please refer to the Provider Permission Matrix [PPM].)
- The Federal Fee changes from year to year. The federal fee can be found under Quick Links on the Provider Enrollment home page by clicking on the link entitled "Federal Fees & NC Enrollment Fees by Year."

Note: Effective Jan. 9, 2022, NCTracks no longer requires Medicaid providers to pay the $100 NC application fee with enrollment and re-verification applications, pursuant to NC Senate Bill 105 Session Law 2021-180 Section 9D.9(a), which waives the fee until June 30, 2023.The NC application fee is non-refundable if your application is denied.

In the event that the enrolling provider type requires fingerprinting, NCTracks will not require any additional fees. However, the local fingerprinting agency may require a fee for their service. It is recommended that the agency be contacted to confirm.

WHO MUST COMPLETE RE-VERIFICATION?

Actively enrolled individual, organization, and atypical organization providers are required to complete the re-verification application.

Note: The Office Administrator (OA) or the Enrollment Specialist (ES) for the provider can complete the re-verification process. However, the OA is the only person who can submit the re-verification application.

RE-VERIFICATION EXCEPTIONS

Exceptions for providers who do not need to complete re-verification are:

- Providers enrolled with a Division of Mental Health (DMH) only health plan.
- Providers who are time-limited enrolled such as out-of-state (OOS) Lite providers.
- Be aware that OOS Lite providers must continue to complete the enrollment process every 365 days.
- Providers with an active 302R00000X Health Maintenance Organization or 305R00000X Preferred Provider Organization taxonomy code.
- Newly enrolled providers do not need to complete re-verification for 5 years.

RE-VERIFICATION LETTER

When a provider is due to complete a re-verification application, a Re-verification Letter will be sent to the provider's NCTracks Message Center Inbox 70 days before the due date. The Re-verification Letter instructs the provider to navigate to their **Status and Management** page and electronically complete and submit the re-verification application.

If a re-verification application is not submitted, reminder letters will be sent to the provider's Message Center Inbox at 50 days, 20 days, and 5 days prior to the provider's re-verification due date.

[Current Date]
[Correspondence Provider Address Line 1]
[Provider Address Line 2]
[Provider Address City], [Provider Address State] [Provider Address Postal Code]

NPI/Atypical Provider ID: XXXXXXXXXX
Provider Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Dear [Salutation],

We are verifying and updating North Carolina DHHS provider enrollment records for NPI/Atypical Number XXXXXXXXXX. It is important that you submit the Re-verification Application on or before MM/DD/YYYY to avoid suspension and/or termination of your NPI/Atypical ID. If you serve Carolina ACCESS or ACCESS II enrollees, they will be reassigned if your NPI/Atypical ID is terminated.

As outlined in your North Carolina DHHS Provider Administrative Participation Agreement, you must keep your provider information (ownership, licensure, affiliations, address, contact information) updated.

As part of Re-verification, you will be required to review your entire provider record Office Administrator should follow these steps to complete the re-verification application:

1. Login to the NCTracks Secure Provider Portal (http://www.nctracks.nc.gov)
2. Navigate to the Status and Management Page
3. Your NPI/Atypical ID will be located in the Re-verification Section
4. Select the NPI/Atypical ID and click Re-verify
5. Complete and submit the Re-verification Application

MORE INFORMATION

- Please visit the NCTracks website (http://www.nctracks.gov) for more information about the DHHS Programs, Claims, CCNC/CA, and other provider information.

If you have any questions regarding this notice or need additional assistance, please contact the CSRA Call Center at 800-688-6696 or NCTracksprovider@nctracks.com.

Sincerely,
NCTracks Operations Center

SUSPENSION LETTER

If the re-verification application is NOT submitted 70 days prior to the due date indicated on the initial re-verification notification letter, the provider's NC Medicaid, Division of Public Health (DPH), and Office of Rural Health (ORH)/Migrant Health health plans will be suspended for 50 days.

A Re-verification Suspension Letter will be sent to the provider's Message Center Inbox. A hardcopy of the letter will also be sent by regular U.S. postal mail.

The provider's claims will pend if their record is suspended.

Claims will continue to pend until the re-verification application is submitted by the provider.

[Current Date]
[Correspondence Provider Address Line 1]
[Provider Address Line 2]
[Provider Address City], [Provider Address State] [Provider Address Postal Code]

NPI/Atypical Provider ID: XXXXXXXXXX
Provider Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Dear [Salutation],

Our record indicates that you have not submitted a Re-verification Application.

Your claims are now suspended.

To continue participation in the North Carolina DHHS programs, you must complete the Re-verification Application by MM/DD/YYYY. If you submit your Re-verification Application by MM/DD/YYYY, your suspended claims will be released for processing.

Your Office Administrator should follow these steps to complete the re-verification application:

1. Login to the NCTracks Secure Provider Portal (http://www.nctracks.nc.gov)
2. Navigate to the Status and Management Page
3. Your NPI/Atypical ID will be located in the Re-verification Section
4. Select the NPI/Atypical ID and click Re-verify
5. Complete and submit the Re-verification Application

IF THIS REQUEST IS NOT COMPLETED BY MM/DD/YYYY, YOUR NPI/ATYPICAL ID WILL BE TERMINATED AND A RE-ENROLLMENT WILL BE REQUIRED TO PARTICIPATE IN THE DHHS PROGRAMS.

If you have any questions regarding this notice or need additional assistance, please contact the CSRA Call Center at 800-688-6696 or NCTracksprovider@nctracks.com.

TERMINATION LETTER

The provider will be terminated from the NC Medicaid, DPH, and ORH/Migrant Health health plans following 50 days of suspension.

An automated process will release “Pended” claims with dates of service prior to the re-verification due date to continue to adjudicate. “Pended” claims submitted with dates of service during the suspension period will release and deny.

CERTIFIED MAIL

[Current Date]

[Correspondence Provider Address Line 1]
[Provider Address Line 2]
[Provider Address City], [Provider Address State] [Provider Address Postal Code]

NPI/Atypical Provider ID: [Provider National Provider Identifier][Provider Atypical]
Provider Name: [Provider Name]

Re: DHHS Health Plan Termination

Dear Provider Name,

Your participation in the following DHHS health plan has been terminated:

Health Plan: [Health Plan Identifier]
Health Plan: [Health Plan Identifier]
Health Plan: [Health Plan Identifier]
Health Plan: [Health Plan Identifier]
Health Plan: [Health Plan Identifier]
Health Plan: [Health Plan Identifier]

SUPPORTING DOCUMENTATION REQUIRED

If during the credentialing process the application is deemed incomplete or if additional information is required, the provider will receive a notification letter indicating that they will have 30 days to submit the required information or the application will be abandoned. If documentation is received timely, but is inadequate, the provider will be given an additional 10 days to submit the required information. If the information is received and reviewed, but it is still deemed inadequate, the provider will be given an additional 10 days. If the correct information is not received the third time, the application will be abandoned. If no documentation is received after the first 30-day notice or either of the 10-day notices, the application will be abandoned.

Date:
NPI/Atypical Id:
Provider Name:
Reference Id:

Dear

Your application for DHHS participation submitted on is incomplete as submitted and cannot be processed for approval. Please submit the following required document(s) by :

Required Documents:

An electronic copy of the required documentation must be uploaded on the Provider Secure Portal Status and Management Page. Emailed, faxed or mailed documentation will not be accepted.

If you do not submit the required documents by , your application will be abandoned. If you have already passes your Re-verification Due Date, your health plans will be terminated and you will be required to re-enroll. If you have not already passed your re-verification Due Date, you must complete and submit a new Re-verification application and pau any applicable fees.

If you have any questions regarding this notice or need additional assistance, please contact the NCTracks Operations Center at 1-800-688-6696 or email the NCTracks Operations Center at NCTracksprovider@nctracks.com.

Sincerely,
NCTracks Operations Center

Abandoned re-verification applications will result in the termination of the provider's Medicaid, DPH, and ORH/Migrant Health health plans if the current date is after the suspension date. If Medicaid, DPH, and ORH/Migrant Health are the only active health plans on the provider's record, a Re-enrollment application will be required. If the current date is before the suspension date, the provider can resubmit the re-verification application.

Subject: Abandoned Application

Date: MM/DD/YYYY
NPI/Atypical ID: XXXXXXXXXX
Provider Name: XXXXXXXXXXXXXXX
Reference ID: XXXXXXXXXXXXX

Dear XXXXX,

Your application submitted on MM/DD/YYYY has been abandoned because you did not submit the required documentation within 30/10 days.

If you have already passed your Re-verification Due Date, your health plans will be terminated and you will be required to re-enroll. If you have not already passed your Re-verification Due Date, you must complete and submit a new Re-verification application and pay any applicable fees.

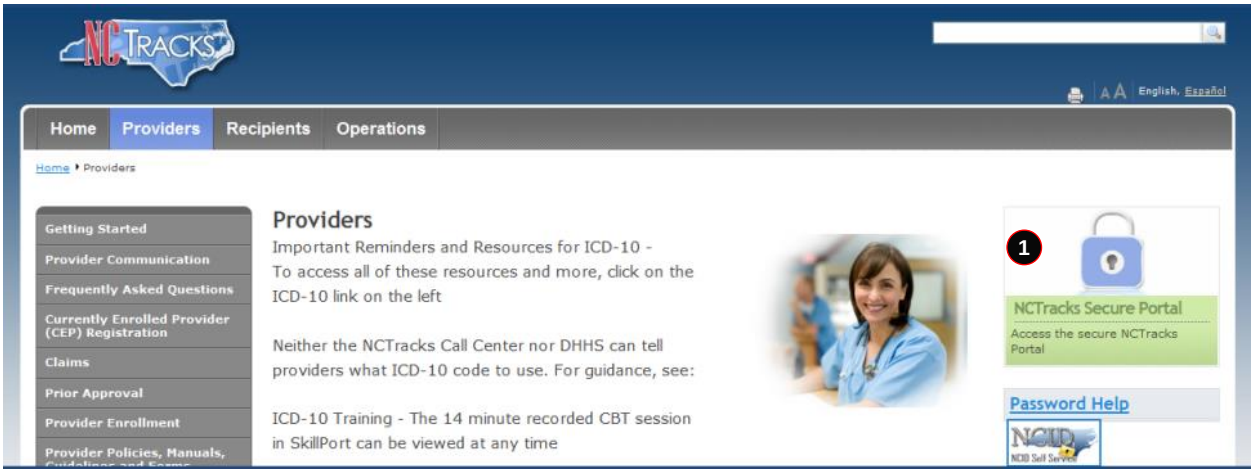
If you have any questions regarding this notice or need additional assistance, please contact the NCTracks Operations Center 800-688-6696 or email the NCTracks Operations Center at NCTracksprovider@nctracks.com

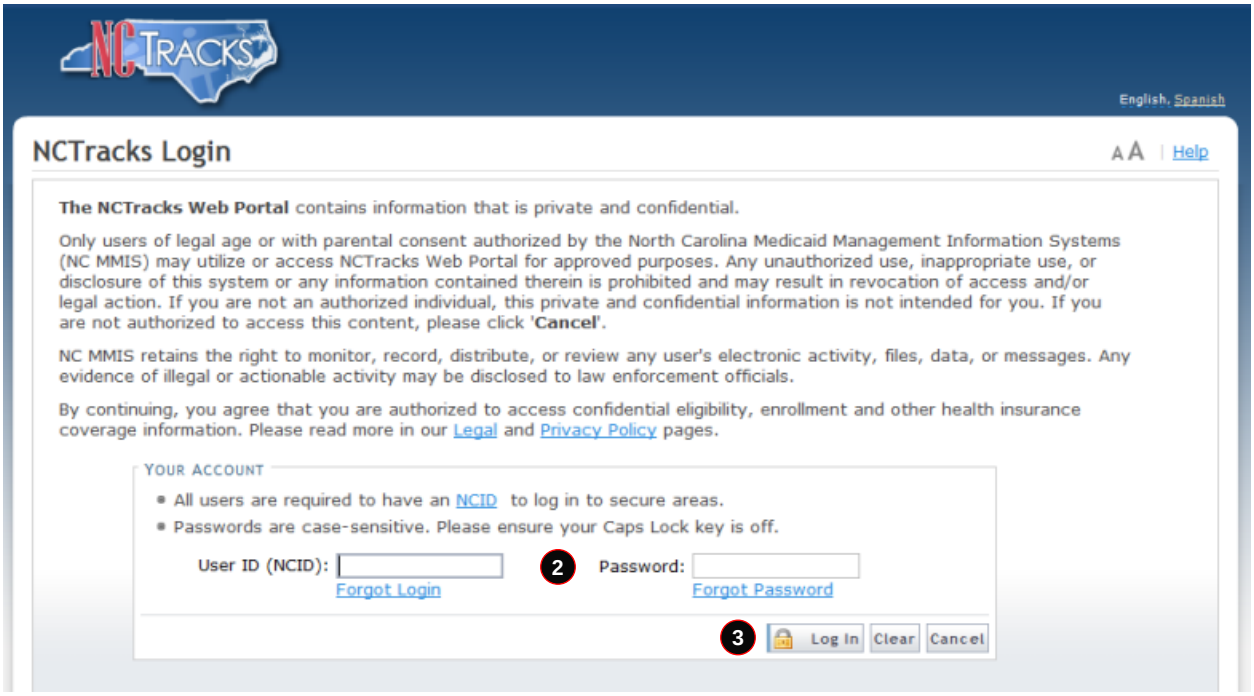
Sincerely,

NCTracks Operation Center

Note: The OA/ES user will have access to the notification letters via the Message Center Inbox, as well as be provided a hyperlink on the **Status and Management** page to view the notification.

LOG IN TO NCTRACKS PROVIDER PORTAL





Step	Action
1	Open the latest version of a supported Internet browser, such as Microsoft Edge, Mozilla Firefox, or Google Chrome. Enter the following web address: https://www.nctracks.nc.gov/content/public/providers.html NCTracks will open in the **Providers** tab. Select **NCTracks Secure Portal**.
2	Enter your NCID as your User ID; then enter your Password. **Note**: If you do not have an NCID, you may sign up for one by selecting the **NCID** link on this page.
3	Select **Log In**.

Note: Passwords are case-sensitive. After three unsuccessful attempts, the user will be locked out; however, NCTracks will provide a contact number that the user can call for access assistance. Multi-Factor Authentication (MFA) is required. After the user enters the User ID and password, the second level authentication will be sent to the user's preferred method (Phone or Mobile App). For more information on the MFA registration process, refer to the "Provider Multi Factor Authentication Registration Process" Job Aid located in SkillPort.

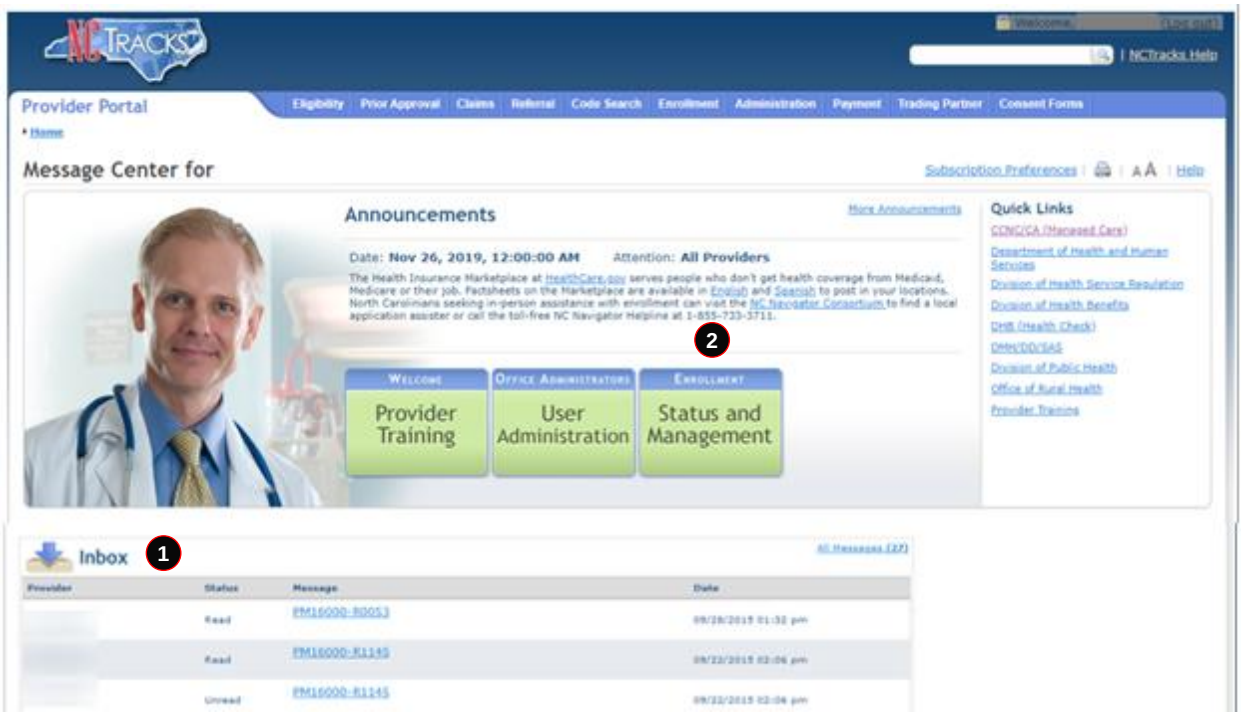
The NCTracks **Provider Portal Home** page displays.

COMPLETE THE RE-VERIFICATION PROCESS

Provider Portal Home Page

The step-by-step re-verification process is completed from the **Status and Management** section of the NCTracks Provider Portal.

Note: The OA or someone who has been designated as the ES for the provider can complete re-verification. However, the OA is the only person who can submit the re-verification application.

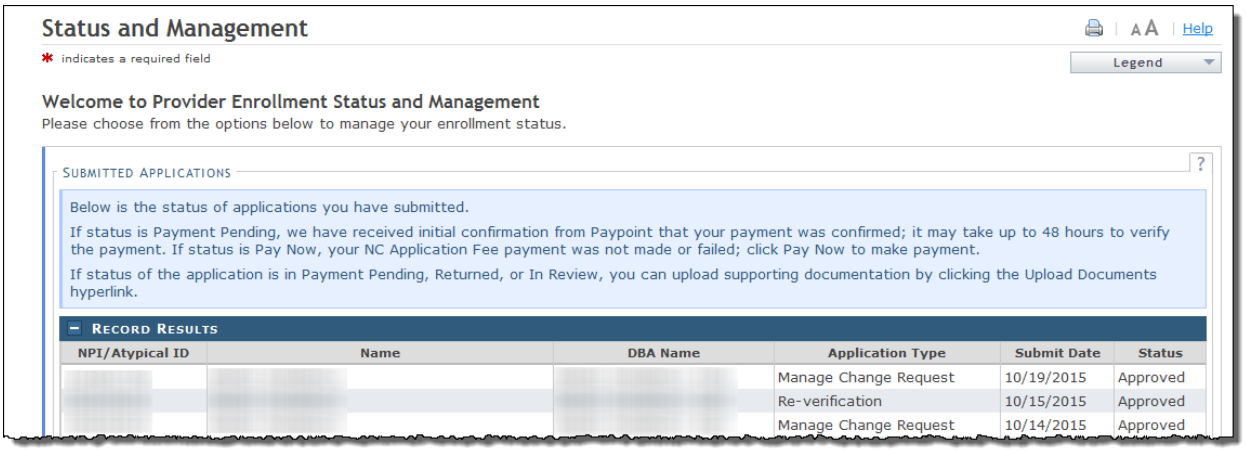


Step	Action
1	A Re-verification Letter is sent to the provider's NCTracks Inbox, alerting the provider that they need to complete the re-verification application.
2	Select **Status and Management**.

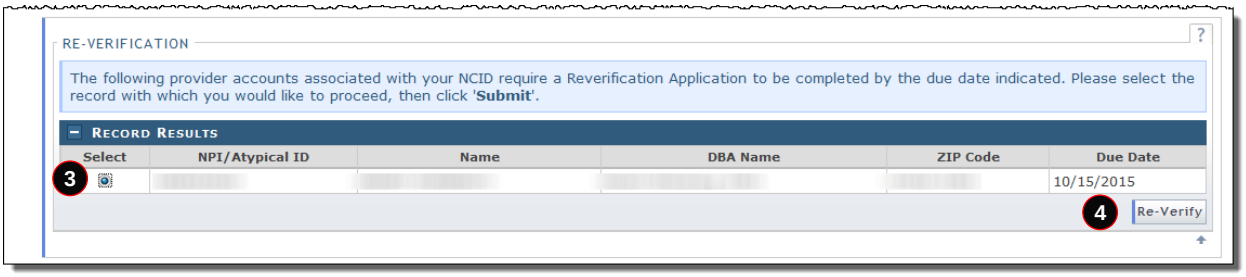
The **Status and Management** page displays.

Status and Management Page

The **Status and Management** page allows the provider to manage their enrollment for the application process. Here you will find sections for Submitted Applications, Saved Applications, Manage Change Request, and Re-verification. Scroll down to the **Re-verification** section of the page.



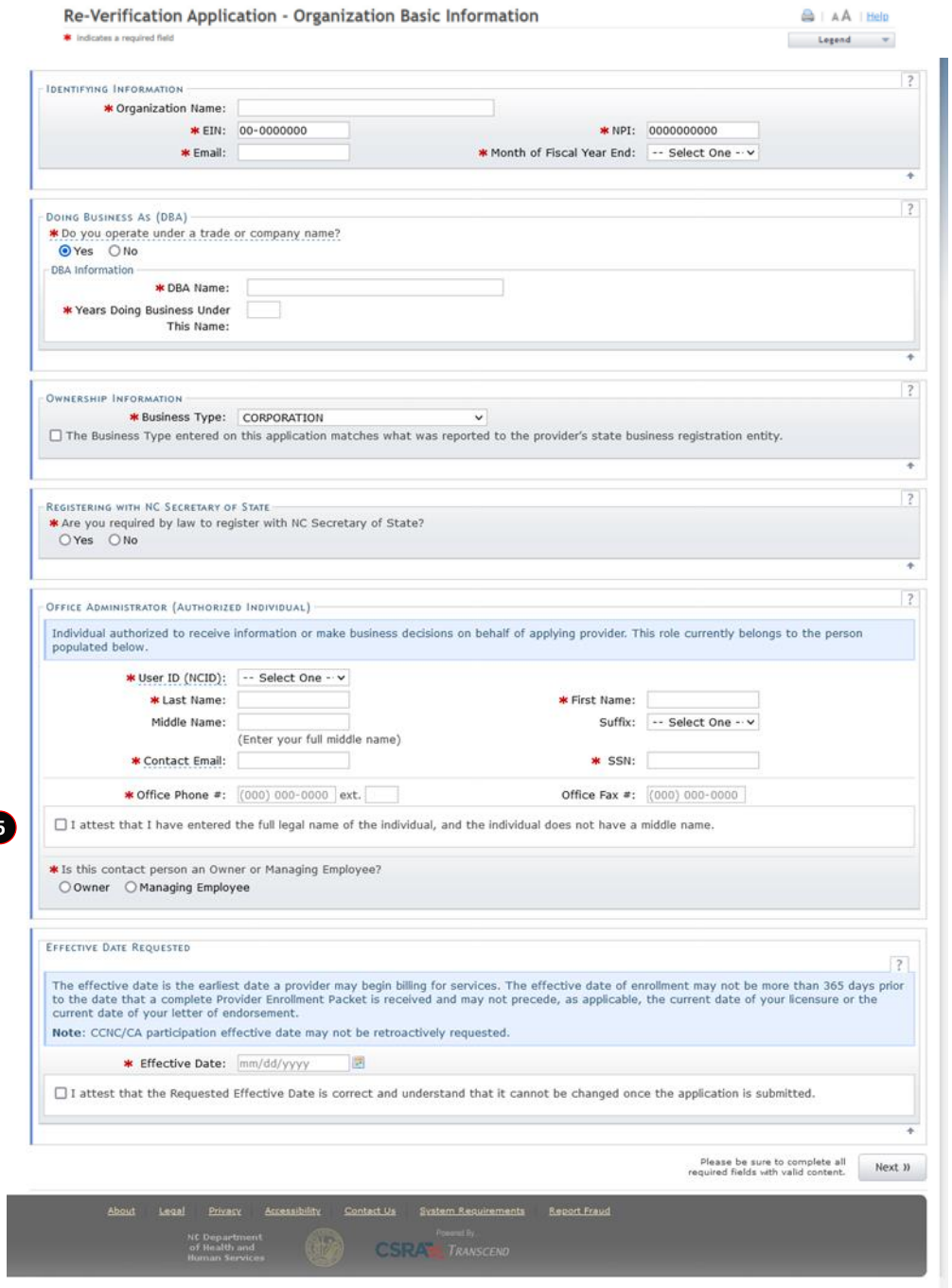
The **Re-verification** section displays all National Provider Identifiers (NPIs) and Atypical IDs that are due for re-verification under that particular OA.



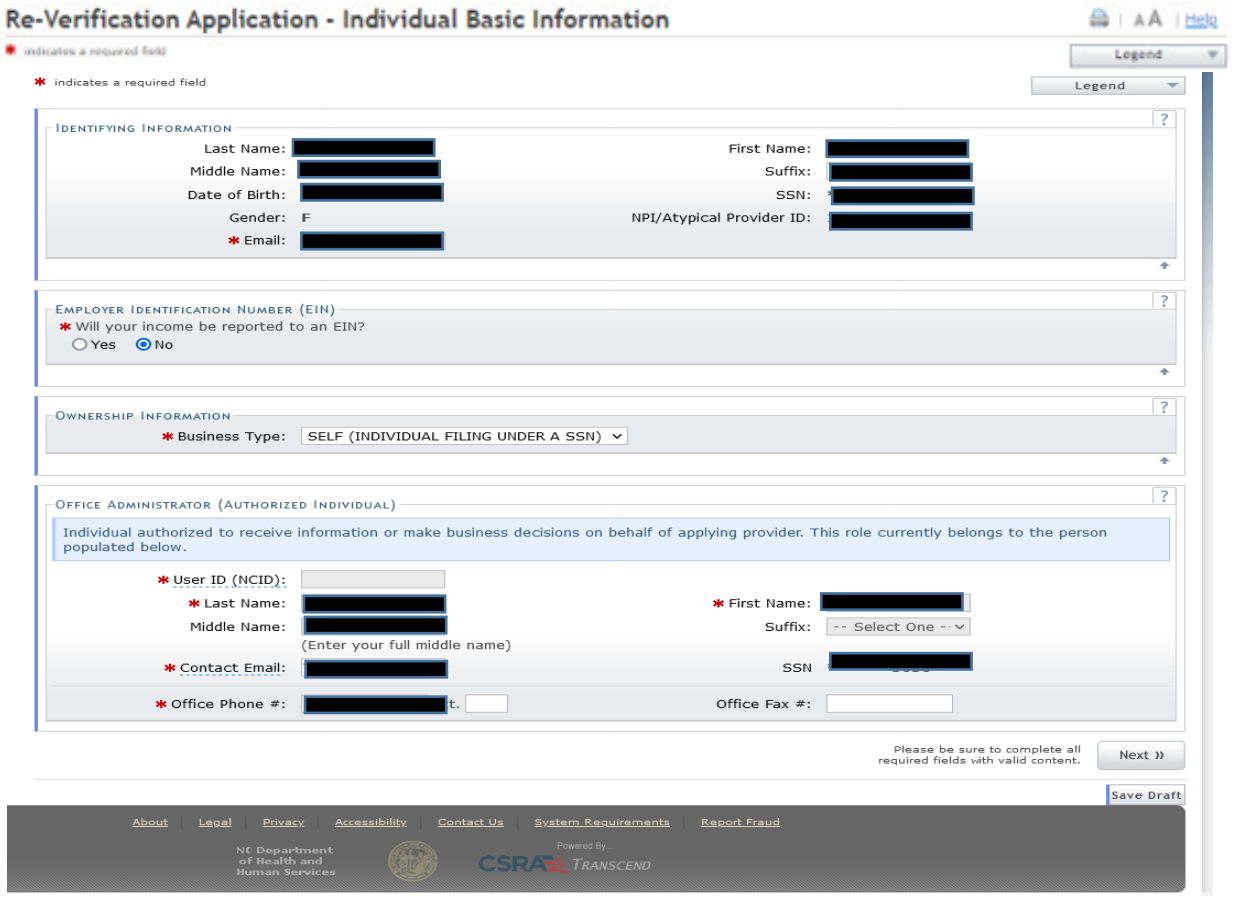
Step	Action
3	Select the line with the desired NPI.
4	Select **Re-Verify**.

The **Re-Verification Application – Organization Basic Information** or **Re-Verification Application – Individual Basic Information** page displays.

This page presents specific information about you as an Organization or Individual provider. This information must match what is reported on your income tax return.

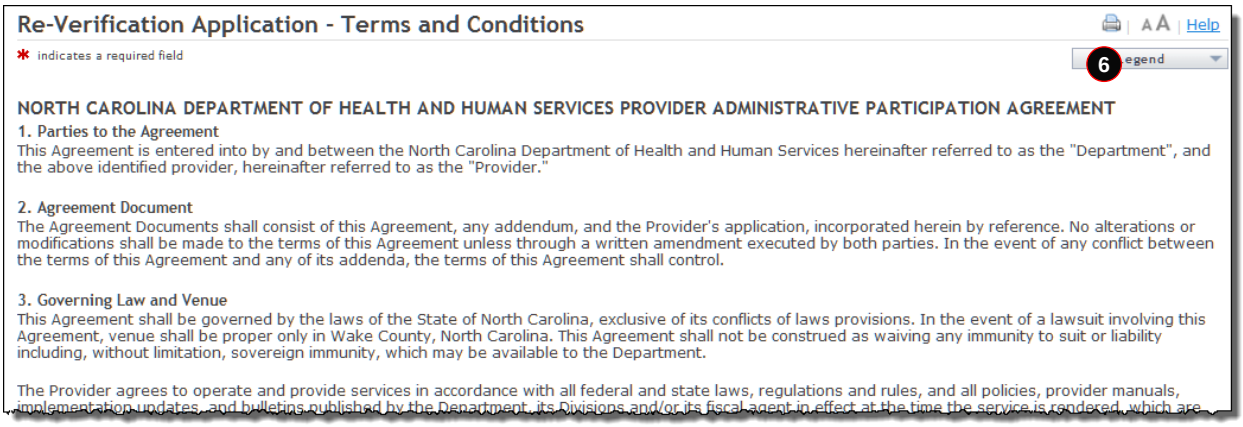


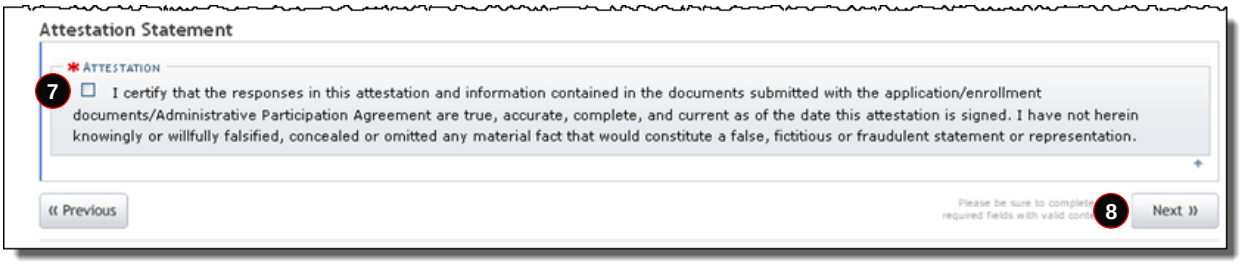
Step	Action
5	Select the **Attestation** checkbox and select **Next**. Note: The Business Type entered on this application must match what was reported to the provider's state business registration entity.



Step	Action
6	Review the information on the page and select **Next**.

The **Re-Verification Application – Terms and Conditions** page displays.





Step	Action
7	Read the **Terms and Conditions** page as you scroll down the page.
8	Select the **Attestation** checkbox and select **Next**.

Review all pages of the application and update your provider information as necessary. Your enrollment type determines which pages must be reviewed; the pages will present as if you are completing a Manage Change Request application.

Individual OPR Lite Provider

1. Individual Basic Information page
2. Terms and Conditions page (OPR Lite Specific Agreement)
3. Basic Information Completed page
4. Health Plan Selection page
5. Addresses page
6. Taxonomy Classification page
7. Accreditation page
8. Agents and Managing Relationships page
9. Provider Supplemental Information page
10. Exclusion Sanction Information page
11. Federal Requirements page (see PPM)
12. Sign and Submit page
13. Final Steps page

Individual Full Provider

1. Individual Basic Information page
2. Terms and Conditions page
3. Basic Information Completed page
4. Health Plan Selection page
5. Name and Address page
6. Taxonomy Classification page
7. Add Services and Endorsements page (see PPM)
8. Prior Approval (PA) Information page (N/A for OOS providers)

9. Accreditation page
10. Community Care of North Carolina/Carolina ACCESS page (N/A for rendering only providers; displayed for Medicaid providers; see PPM)
11. Physician Extenders Participation page (dependent on Taxonomy Classification page)
12. Preventive and Ancillary Services page (displayed for CCNC/CA providers)
13. Hours page (N/A for OOS providers)
14. Services page (N/A for OOS providers)
15. Agents and Managing Employees page
16. Pharmacy Information page (see PPM)
17. Hospital Admitting page (N/A for OOS providers)
18. Method of Claim and Electronic Submission page (N/A for rendering only providers)
19. Associate Billing Agent page (N/A for rendering only providers; dependent on Method of Claim and Electronic Submission page)
20. Affiliated Provider Information page
21. EFT Account Information page (N/A for rendering only providers)
22. NC Minority Provider (NCMP) Information
23. Provider Supplemental Information page
24. Exclusion Sanction Information page
25. Trading Partner Information page (N/A for rendering only providers; dependent on Method of Claim and Electronic Submission page)
26. Federal Requirements page (see PPM)
27. Sign and Submit page
28. Final Steps page

Organization Full Provider

1. Organization Basic Information page
2. Terms and Conditions page
3. Basic Information Completed page
4. Health Plan Selection page
5. Ownership Information page (displayed if business type is 1-Corporation, 5-Non-Profit, 6-Partnership, or C-LLC)
6. Addresses page
7. Taxonomy Classification page
8. Add Services and Endorsements page (see PPM)
9. Prior Approval (PA) Information page (N/A for OOS providers)
10. Accreditation page

11. Community Care of North Carolina/Carolina ACCESS page (displayed for Medicaid providers; see PPM)
12. Physician Extenders Participation page (see PPM)
13. Preventive and Ancillary Services page (displayed for CCNC/CA providers)
14. Hours page (N/A for OOS providers)
15. Services page (N/A for OOS providers)
16. Agents and Managing Employees page
17. Pharmacy Information page (see PPM)
18. Facilities Information page (see PPM)
19. Method of Claim and Electronic Submission page
20. Associate Billing Agent page (N/A for rendering only providers; dependent on Method of Claim and Electronic Submission page)
21. EFT Account Information page
22. NC Minority Provider (NCMP) Information
23. Exclusion Sanction Information page
24. Trading Partner Information page (dependent on Method of Claim and Electronic Submission page)
25. Federal Requirements page (see PPM)
26. Sign and Submit page
27. Final Steps page

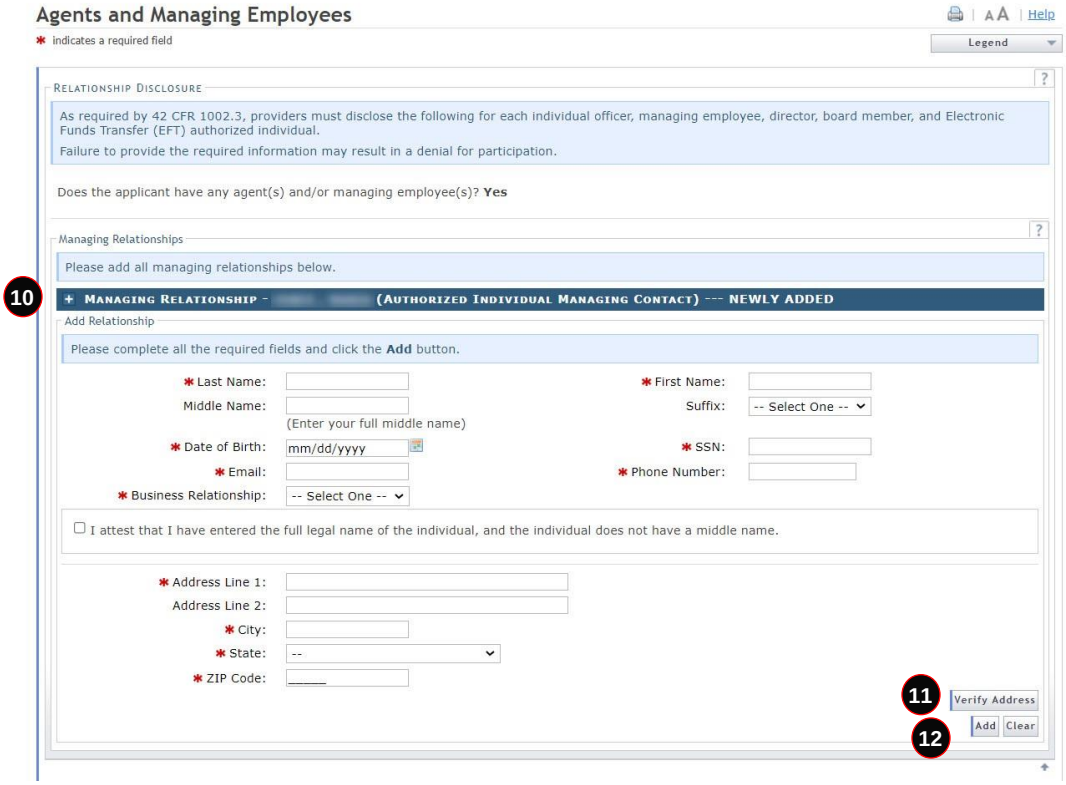
Atypical Organization Full Provider

1. Organization Basic Information page
2. Terms and Conditions page
3. Basic Information Completed page
4. Health Plan Selection page
5. Ownership Information page (displayed if business type is 1-Corporation, 5-Non-Profit, 6-Partnership, or C-LLC, or OA is Owner)
6. Addresses page
7. Taxonomy Classification page
8. Add Services and Endorsements page (see PPM)
9. Accreditation page
10. Hours page (N/A for OOS providers)
11. Services page (N/A for OOS providers)
12. Agents and Managing Employees page
13. Method of Claim and Electronic Submission page

14. Associate Billing Agent page (dependent on Method of Claim and Electronic Submission page)
15. EFT Account Information page
16. Exclusion Sanction Information page
17. Trading Partner Information page (dependent on Method of Claim and Electronic Submission page)
18. Federal Requirements page (see PPM)
19. Sign and Submit page
20. Final Steps page

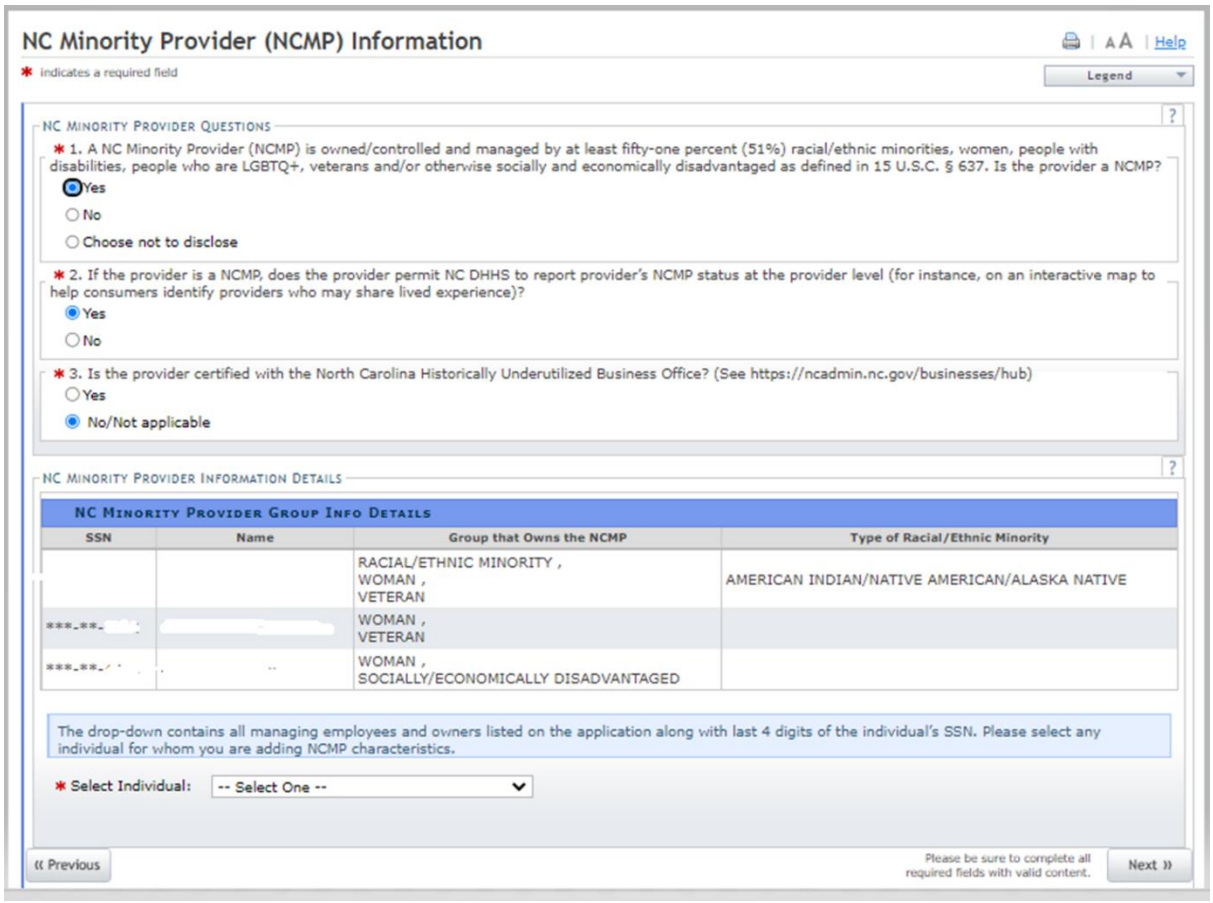
Note: This Job Aid does not contain all of the pages that may display as part of the re-verification application. Key pages that differ from those for a Manage Change Request application are highlighted below.

Step	Action
9	Owners with 5% or more ownership select the **Attestation** checkbox. The enrolling provider entered on this application must match what was reported to the provider's state business registration entity, licensure board, and Medicare.



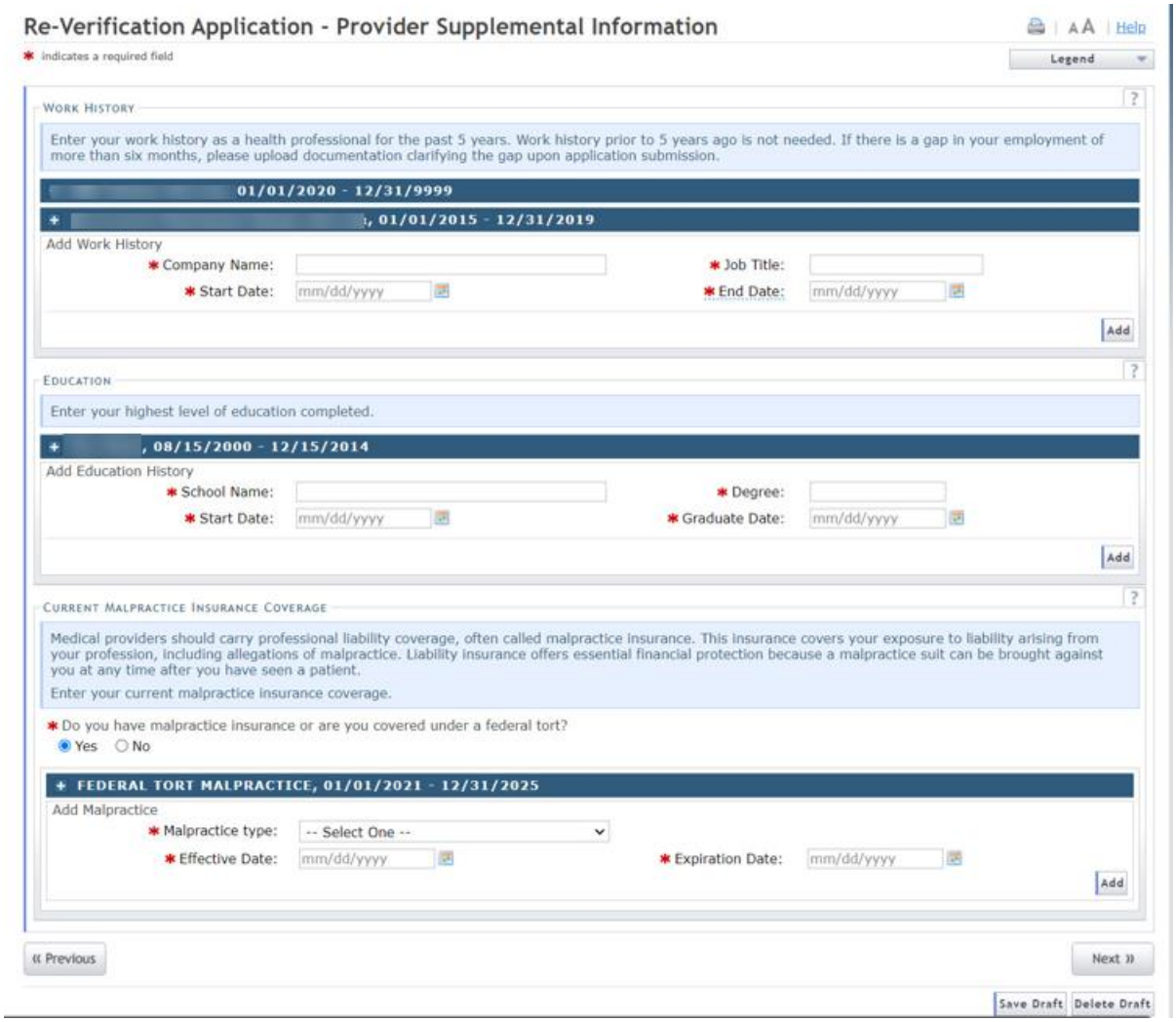
Step	Action
10	Selecting the plus sign "+" beside **Managing Relationship** will allow you to edit by adding missing information or end-dating the individual if they no longer hold the role.
11	Once all changes are made, select the **Verify Address** button.
12	Select the **Add** button.
13	Once all information is correct, select the **Next** button.

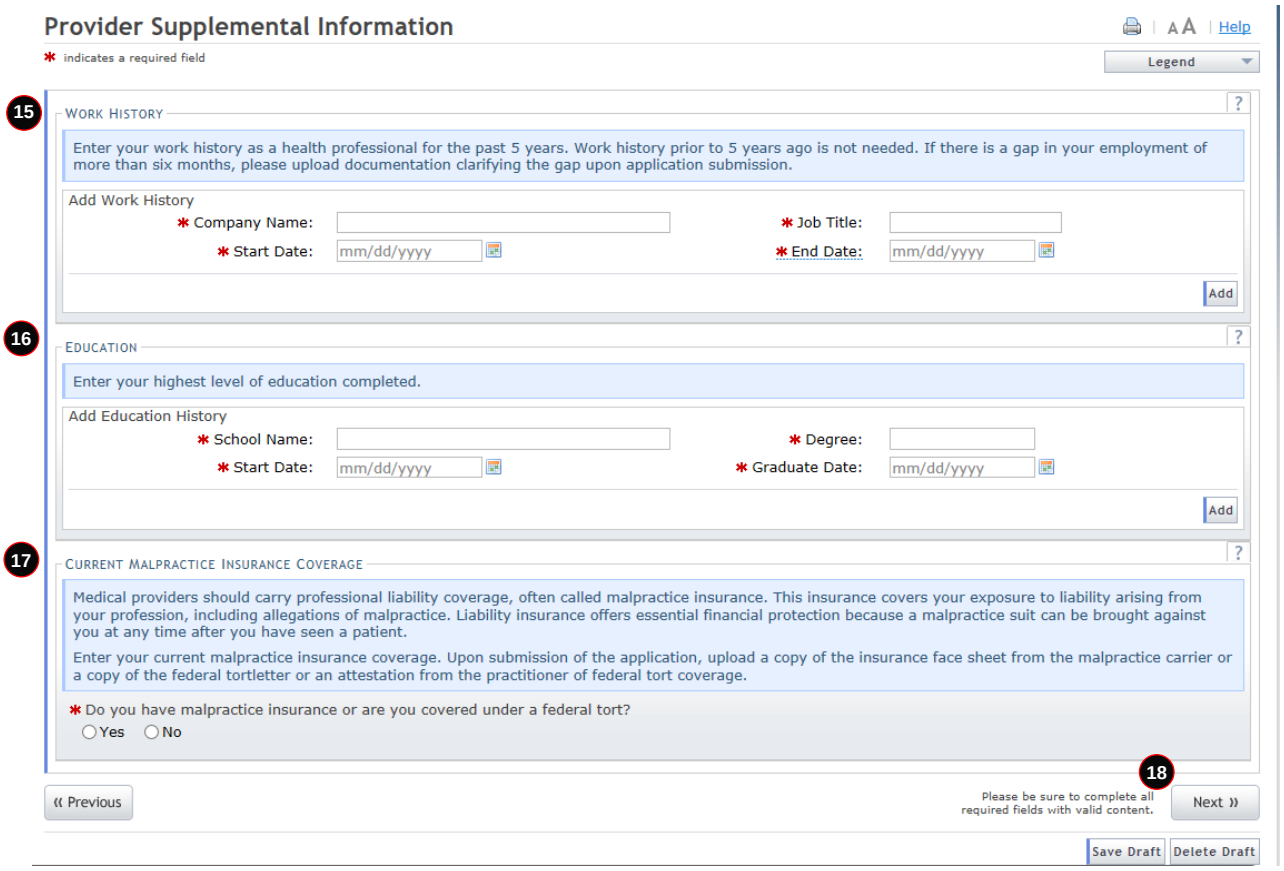
The **NC Minority Provider (NCMP) Information** page will display to ask the provider if they are an NC Minority Provider. An NC Minority Provider is owned/controlled and managed by at least 51% racial/ethnic minorities, women, people with disabilities, people who are LGBTQ veterans, and/or otherwise socially and economically disadvantaged as defined in 15 U.S.C.

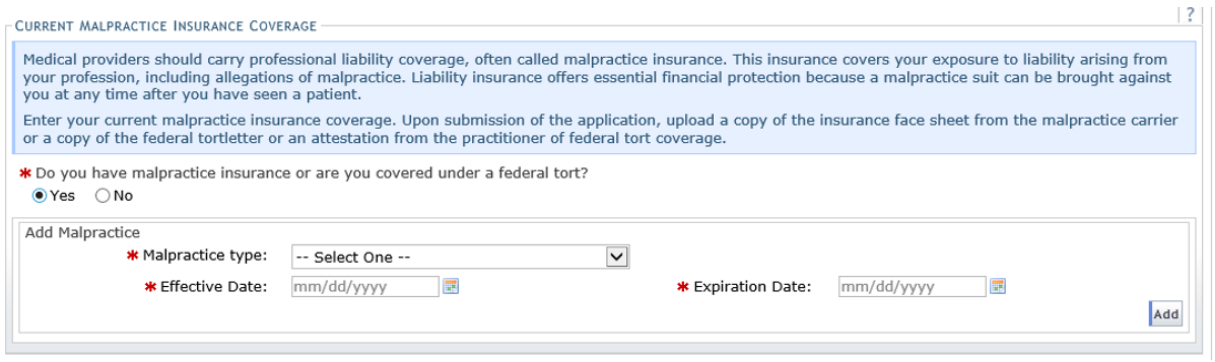


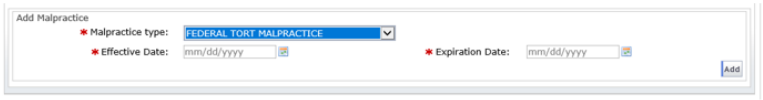
Step	Action
14a	Answer YES or NO for each Minority Provider Question.
14b	If YES is selected, choose the appropriate individual in the drop-down menu.

The **Provider Supplemental Information** page is required for Individual providers to add and/or edit the provider's work history, education, and current malpractice insurance information. This information was collected at initial enrollment and re-enrollment for individual providers beginning August 9, 2020. If NCTracks has data on file, your data will be pre-populated for you to review and edit if necessary.

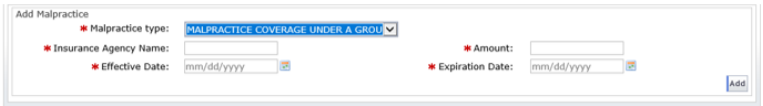

Re-Verification Application - Provider Supplemental Information
AA | Help
* indicates a required field
Legend
WORK HISTORY
Enter your work history as a health professional for the past 5 years. Work history prior to 5 years ago is not needed. If there is a gap in your employment of more than six months, please upload documentation clarifying the gap upon application submission.
01/01/2020 - 12/31/9999
, 01/01/2015 - 12/31/2019
Add Work History
* Company Name:
* Job Title:
* Start Date: mm/dd/yyyy
* End Date: mm/dd/yyyy
Add
EDUCATION
Enter your highest level of education completed.
, 08/15/2000 - 12/15/2014
Add Education History
* School Name:
* Degree:
* Start Date: mm/dd/yyyy
* Graduate Date: mm/dd/yyyy
Add
CURRENT MALPRACTICE INSURANCE COVERAGE
Medical providers should carry professional liability coverage, often called malpractice insurance. This insurance covers your exposure to liability arising from your profession, including allegations of malpractice. Liability insurance offers essential financial protection because a malpractice suit can be brought against you at any time after you have seen a patient.
Enter your current malpractice insurance coverage.
* Do you have malpractice insurance or are you covered under a federal tort?
Yes
No
FEDERAL TORT MALPRACTICE, 01/01/2021 - 12/31/2025
Add Malpractice
* Malpractice type: -- Select One --
* Effective Date: mm/dd/yyyy
* Expiration Date: mm/dd/yyyy
Add
« Previous
Next »
Save Draft
Delete Draft


Provider Supplemental Information
Help
* indicates a required field
Legend
15
WORK HISTORY
Enter your work history as a health professional for the past 5 years. Work history prior to 5 years ago is not needed. If there is a gap in your employment of more than six months, please upload documentation clarifying the gap upon application submission.
Add Work History
* Company Name:
* Job Title:
* Start Date: mm/dd/yyyy
* End Date: mm/dd/yyyy
Add
16
EDUCATION
Enter your highest level of education completed.
Add Education History
* School Name:
* Degree:
* Start Date: mm/dd/yyyy
* Graduate Date: mm/dd/yyyy
Add
17
CURRENT MALPRACTICE INSURANCE COVERAGE
Medical providers should carry professional liability coverage, often called malpractice insurance. This insurance covers your exposure to liability arising from your profession, including allegations of malpractice. Liability insurance offers essential financial protection because a malpractice suit can be brought against you at any time after you have seen a patient.
Enter your current malpractice insurance coverage. Upon submission of the application, upload a copy of the insurance face sheet from the malpractice carrier or a copy of the federal tortletter or an attestation from the practitioner of federal tort coverage.
* Do you have malpractice insurance or are you covered under a federal tort?
Yes No
18
« Previous
Please be sure to complete all required fields with valid content.
Next »
Save Draft
Delete Draft


CURRENT MALPRACTICE INSURANCE COVERAGE
Medical providers should carry professional liability coverage, often called malpractice insurance. This insurance covers your exposure to liability arising from your profession, including allegations of malpractice. Liability insurance offers essential financial protection because a malpractice suit can be brought against you at any time after you have seen a patient.
Enter your current malpractice insurance coverage. Upon submission of the application, upload a copy of the insurance face sheet from the malpractice carrier or a copy of the federal tortletter or an attestation from the practitioner of federal tort coverage.
* Do you have malpractice insurance or are you covered under a federal tort?
Yes No
Add Malpractice
* Malpractice type: -- Select One --
* Effective Date: mm/dd/yyyy
* Expiration Date: mm/dd/yyyy
Add


Add Malpractice
* Malpractice type: FEDERAL TORT MALPRACTICE
* Effective Date: mm/dd/yyyy
* Expiration Date: mm/dd/yyyy
Add


Add Malpractice
* Malpractice type: INDIVIDUAL MALPRACTICE COVERAGE
* Insurance Agency Name:
* Amount:
* Effective Date: mm/dd/yyyy
* Expiration Date: mm/dd/yyyy
Add

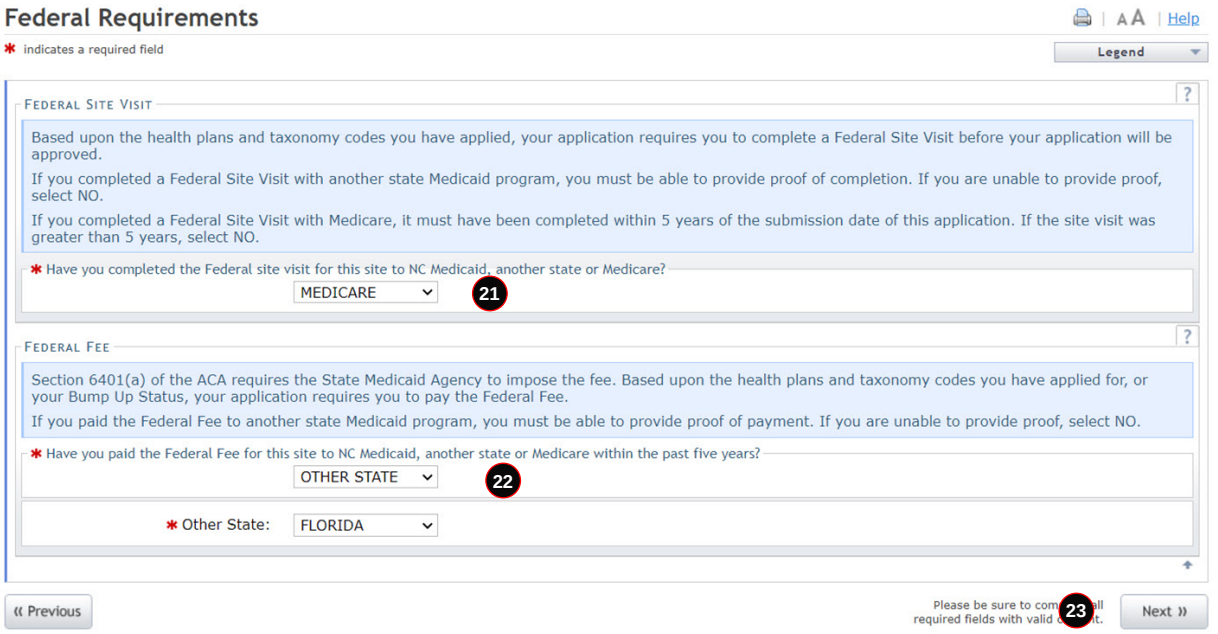

Add Malpractice
* Malpractice type: MALPRACTICE COVERAGE UNDER A GROU
* Insurance Agency Name:
* Amount:
* Effective Date: mm/dd/yyyy
* Expiration Date: mm/dd/yyyy
Add

Step	Action
15	In the **Work History** section of the **Provider Supplemental Information** page, enter your work history as a health professional: • Company Name – Employer name • Job Title – Position/job title • Start Date – Start date of the job title at this company • End Date – End date of the job. If you still hold this job title at this company, enter 12/31/9999. If the enrolling provider is currently a resident or intern, when entering work history he/she should enter the details of that residency/internship, such as: • Job Title: Resident • Company Name: Healthcare Facility XYZ • Start Date: Date residency/internship began • End Date: 12/31/9999 if still a resident/intern
16	In the **Education** section, enter your Education information: • School Name – School or institution name • Degree – Highest degree • Start Date – Date started at the school or institution • Graduation Date – Date graduated from the school with this degree
17	In the **Current Malpractice Insurance Coverage** section, enter/select the following: • Do you have malpractice insurance or are you covered under a federal tort? Select **Yes** if you have malpractice insurance or are covered under a federal tort. • Malpractice Type – Select the type of malpractice coverage. • Insurance Agency Name – Enter the name of the malpractice insurance agency. • Amount – Enter the amount of malpractice coverage. • Effective Date – Effective date of the coverage • Expiration Date – Expiration date of the coverage
18	Select **Next**.

The **Exclusion Sanction Information** page displays.

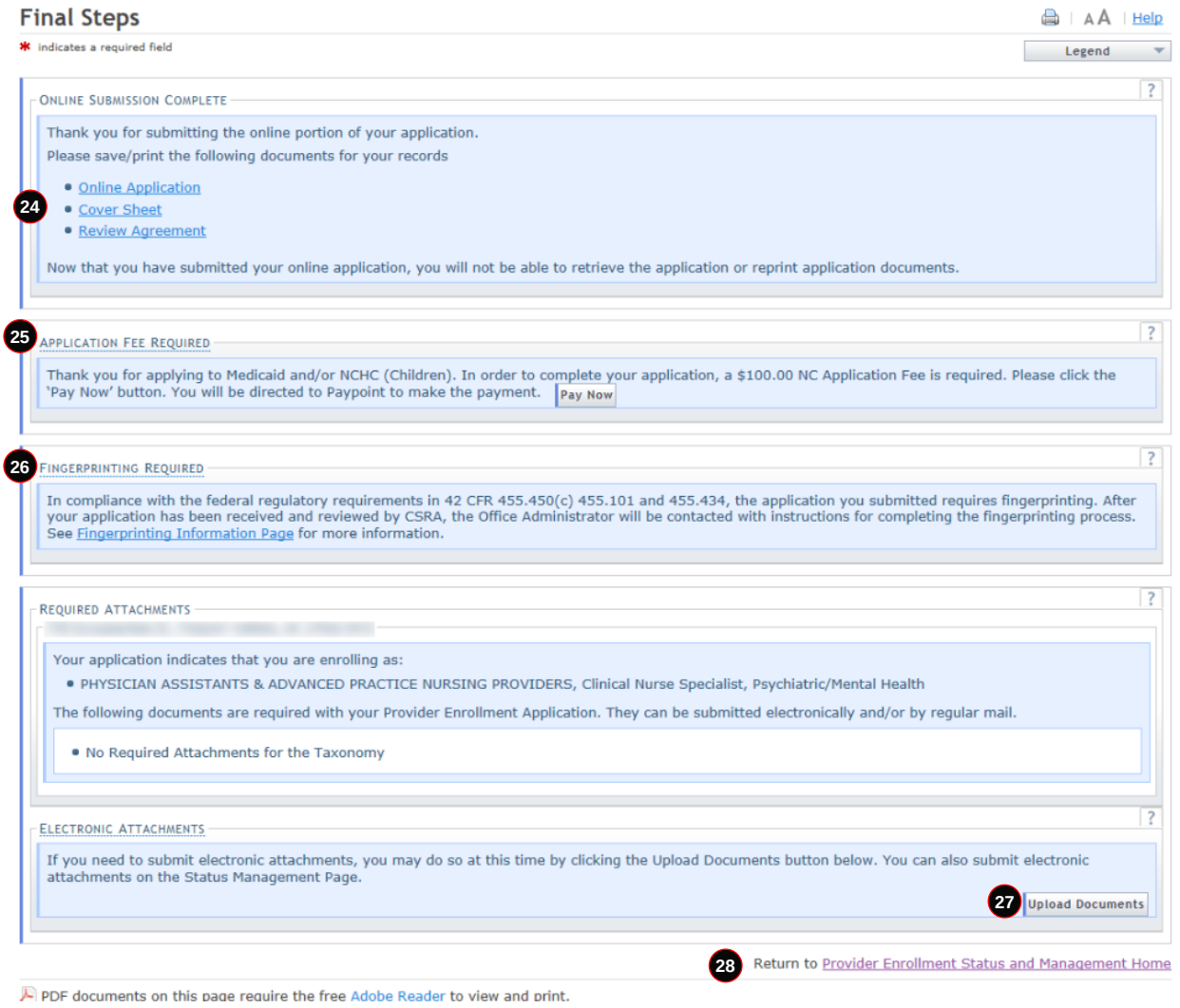
Step	Action
19	Answer each question by selecting the **Yes** or **No** radio button. **Note**: • These questions pertain to all providers, owners, and managing employees listed in the provider record. • When **Yes** is selected for a question, the **Infraction/Conviction Dates** section displays. Select the appropriate date of the infraction or conviction. Select the **Add** button to add the information to the application. • At the end of this application, you must electronically upload or submit a complete copy of the applicable criminal complaint or disciplinary action, Consent Order, documentation regarding recoupment/repayment settlement action, and/or final disposition clearly indicating the final resolution. Submitting a written explanation in lieu of supporting documentation may result in the denial of this application.
20	Select **Next**.

The **Re-Verification Application – Federal Requirements** page displays for providers whose taxonomy classification is categorized as moderate or high risk. The PPM defines which providers/taxonomy codes are required to complete the federal requirements.



Step	Action
21	Answer the question **'Have you completed the Federal site visit for this site to another state or Medicare?'** • Answer **No** – If you have not had a site visit or are unable to provide proof of completion. • Answer **Medicare** – If you have had a site visit for Medicare certification purposes. • Answer **Other State** – If you have met this requirement for another state. If **Other State** is selected, you will need to select the state from the drop-down menu.
22	Answer the question **'Have you paid the Federal Fee for this site to another state or Medicare?'** • Answer **No** – If you have not paid the fee or are unable to provide proof of payment. • Answer **Medicare** – If you have paid the fee for Medicare certification purposes. • Answer **Other State** – If you have met this requirement for another state. If **Other State** is selected, you will need to select the state from the drop-down menu. Note: The Federal Requirements page displays the Federal Fee amount charged to a provider enrolling in NCTracks and is per application, the system will charge the Federal Fee only a single time for a provider, no matter how many of the provider's service locations require the fee.
23	Select **Next**.

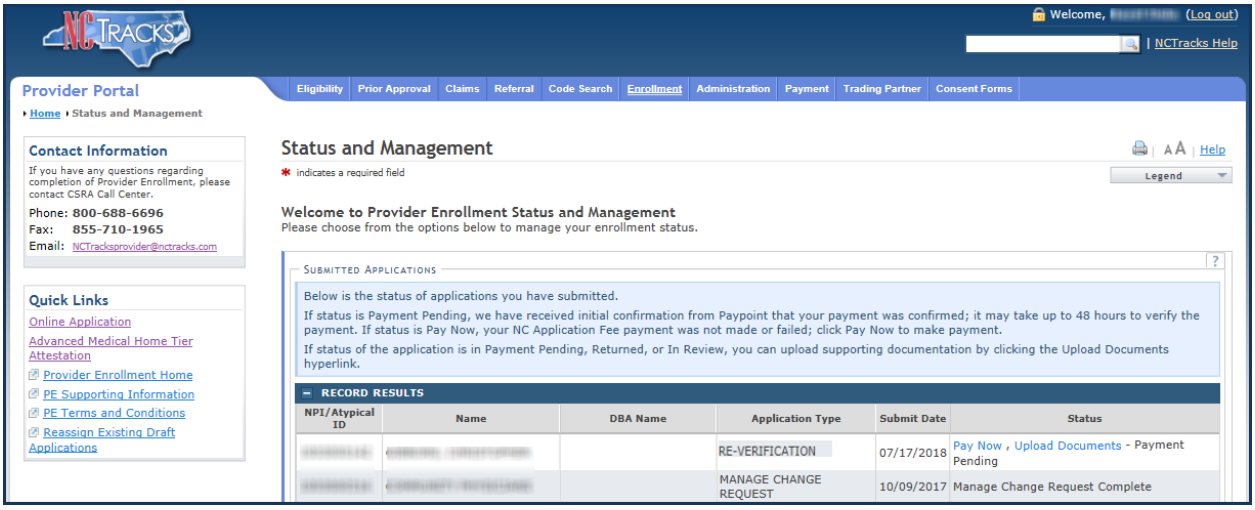
The **Final Steps** page displays.



Step	Action
24	Print/save the Online Application and/or Cover Sheet. This will be the only opportunity to save, download, or print the PDFs.
25	In the **Application Fee Required** section, select the **Pay Now** button. The PayPoint landing page displays, allowing payment of the NC Application Fee.
26	When Fingerprinting is required, the system advises that the OA will be contacted with more information on completing the process.
27	In the **Electronic Attachments** section, select the **Upload Documents** button to navigate to the **Upload Documents** page to upload supporting documents. Documents required include the following: • Supporting documents if the provider answered **Yes** to any of the questions on the **Exclusion Sanction Information** page. • Supporting documents if the provider completed the Federal Site Visit or paid the Federal Fee to another state. • Notification and Electronic Fingerprint Submission Release of Information Form if the application required fingerprinting and either the Individual provider or one of the owners has completed the fingerprinting process with NCTracks within the past 6 months.

Step	Action
28	Select the **Provider Enrollment Status and Management Home** link to return to the **Status and Management** page.

The **Status and Management** page displays with the current status of the re-verification application.



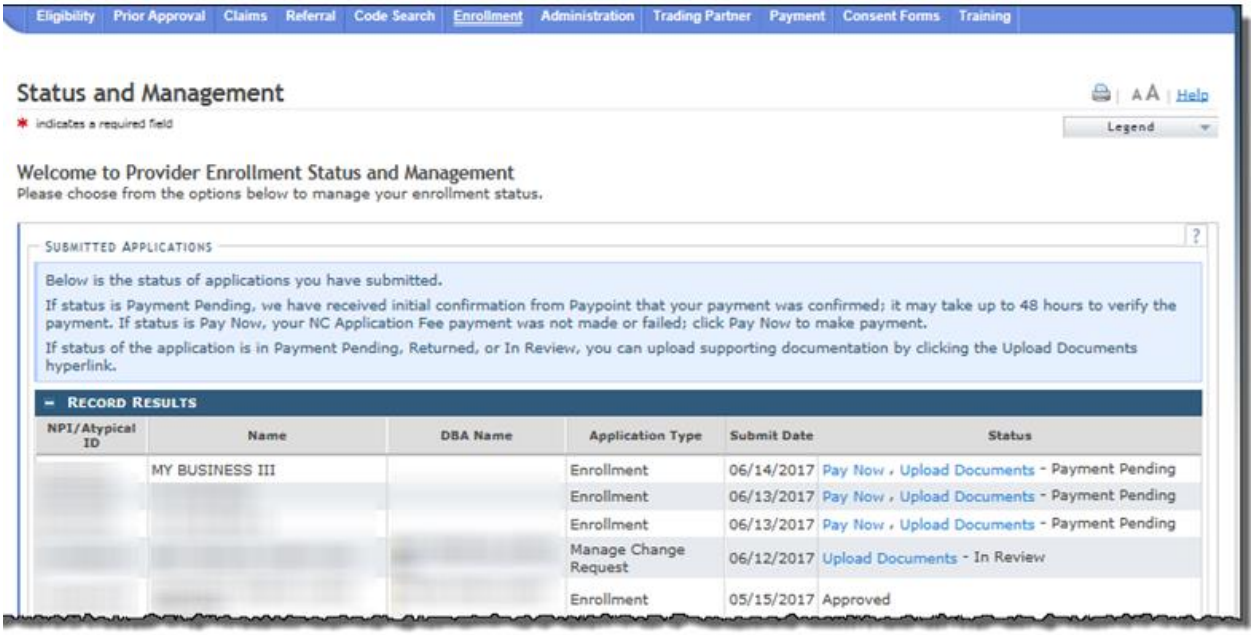
Statuses applicable to re-verification applications:

- **Abandoned:** Supporting documents were not electronically uploaded by the due date in the Application Incomplete letter, or the NC Application Fee was not paid within 30 days of the submission of the application.
- **In Review:** Application is being reviewed by CSRA or State.
- **Returned:** Application was returned to provider needing additional documentation from the provider. When the **Returned** link is selected, the provider will be redirected to the Application Incomplete letter.
- **Denied:** Your participation in the program has been denied.
- **Approved:** Your participation in the program has been approved.
- **Withdrawn:** CSRA or provider has withdrawn the application.
- **Pymt Pend:** (Payment Pending): Records indicate that you have made a payment at PayPoint. It may take up to 48 hours to verify a payment.
- **Pay Now:** You can select the **Pay Now** link to make your payment on the PayPoint website. It may take up to 48 hours to verify a payment.
- **Withdraw:** You can select the **Withdraw** link to withdraw your application.
- **Upload Documents:** You can select the **Upload Documents** link to electronically attach documents to your application.

Appendix A. Sections of the Status and Management Page

SUBMITTED APPLICATIONS SECTION

The **Submitted Applications** section displays the status of all submitted applications. Here, the provider is able to see the status specific to their submitted application. Some examples are Withdrawn, In Review, Abandoned, and Approved.



SAVED APPLICATIONS SECTION

The **Saved Applications** section displays those applications that have been initiated but have not yet been submitted. When you are ready to continue working with the application, you must select the NPI and select **Resume**. You may also delete the application by selecting **Delete Draft**.