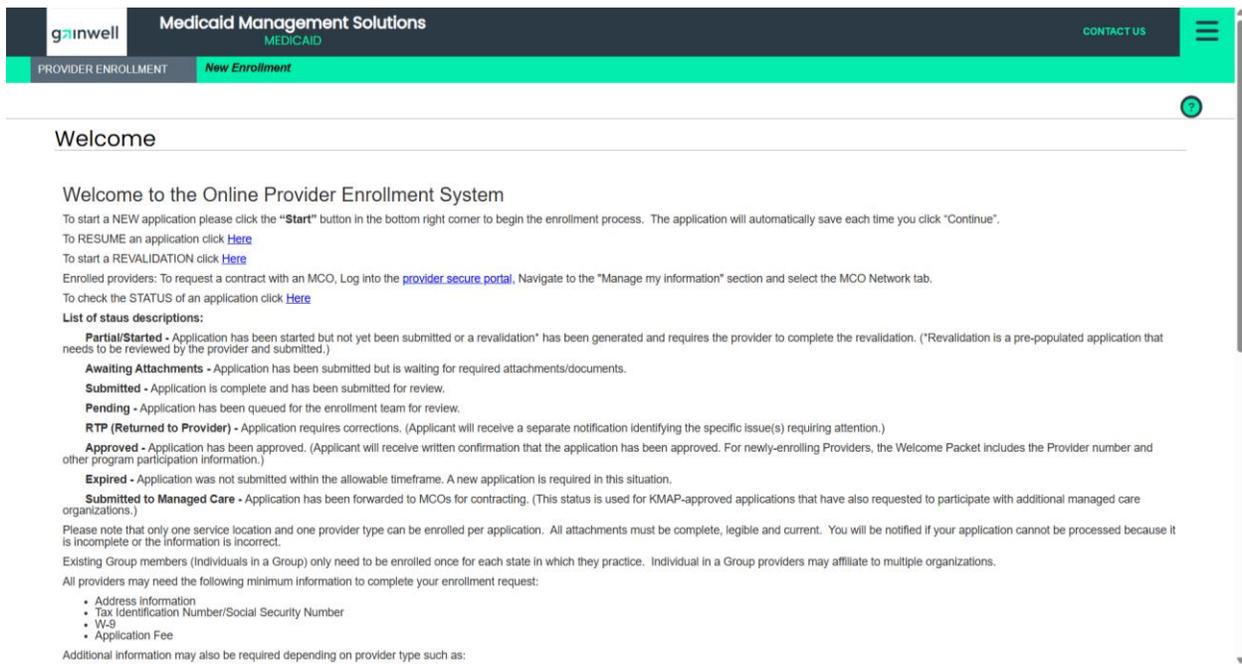# Medicaid (KanCare) Provider Enrollment and Credentialing

Get started with the Medicaid (KanCare) provider enrollment and credentialing process using this step-by-step guide.

Step One: Visit the Kansas Medical Assistance Program (KMAP) website https://portal.kmap-state-ks.us/ProviderEnrollment/EnrollmentCreate#

The Welcome Page looks like this:

The KMAP website is managed by Gainwell Technologies. All enrollments are approved by the Kansas Department of Health and Environment (KDHE) Division of Health Care Finance-the state's Medicaid agency.

Step Two: Generate an Enrollment Pre-Checklist

Scroll to the bottom of the KMAP enrollment webpage to access the Enrollment Pre-Checklist.

You'll be asked to answer a short set of questions, including:

- Enrollment type
  - Group
  - Individual
  - Individual within a group
- Provider type
  - Dentist
- Specialty
  - Sedation Dental
  - Endodontist
  - General Dentistry Practitioner
  - Oral Surgeon
  - Pediatric Dentistry
  - Periodontist
- Tax ID Type
  - EIN
  - SSN
- Are you Medicare enrolled
  - Yes
  - No
- I will accept patients in the following programs*
  - FFS Only
  - MCO
  - FFS and MCO

*Note: Most KanCare members receive coverage through an MCO. To serve these patients, you'll need to select an option that includes MCO.

Click "Generate Pre-Checklist" to receive a customized list of everything you'll need for your enrollment application.

Step Three: Gather Required Information and Documents

Your checklist may include the following:
- Practice Address
- Tax Identification Number (TIN)/Social Security Number (SSN)
- National Provider Identifier (NPI)
- Taxonomy code(s) Find dental taxonomy codes at: https://taxonomy.nucc.org/ under "Dental Providers"
- License Number(s) and Effective Dates
- CLIA Number and Effective Dates – if billing laboratory codes
- Capacity: How many Medicaid [KanCare] clients are you willing to serve?
- References
- Federal W-9 Form
- Section 12 Attestation/Consent and Release Form
- Curriculum Vitae (CV) with five-year work history
- Controlled Substance Registration Certificate
- DEA Certification and Effective Dates
- Liability Insurance and Effective Dates
- Malpractice Information
- Certificates of Completion (if applicable)

All credentials must be current.

Step Four: Complete the Application
Estimated time: 1 hour

This is when you choose which of the MCOs you wish to contract with. The Enrollment Wizard allows you to submit a single application to be shared with all selected MCOs.
Important: If you do not sign up with the MCOs, you will be considered an out-of-network provider.

You will receive a tracking number to pause and resume the application, as needed.

Processing time: 1-2 weeks
Reference Guide:
https://portal.kmap-state-ks.us/Documents/Provider/Miscellaneous/Provider_Portal_Reference_Guide.pdf

For questions or technical issues, contact KDHE's Division of Health Care Finance:

- HCFProviderEnrollment@ks.gov
- 800-933-6593

Or reach out to our Dental Medicaid Facilitator Team, *your KanCare Concierge.*

- Info@oralhealthkansas.org

Step Five: Credentialing and Contracting

The final step in becoming a Medicaid (KanCare) provider is to begin credentialing with the managed care organizations (MCOs).

Once your application is approved, you'll receive a KMAP provider ID number. Your application and associated documents will be shared with your selected MCOs.

Each MCO will:

- Begin credentialing and contract review.
- Send a provider contract for your signature.
- Finalize the contracting process.

Credentialing and Contracting timeline: approximately 60 days *once contractual details are agreed upon.* Note: You may negotiate with the MCOs for increased reimbursement rates, especially in areas with a shortage of participating providers.

Once your contract is approved, you're ready to begin seeing KanCare members and receiving Medicaid reimbursement!