

Molina Provider Enrollment Tool Enhancements/Updates

We are pleased to announce updates and streamlined processes to the Molina Provider Enrollment Tool. These enhancements are designed to improve efficiency and reduce submission errors, making it easier to maintain up-to-date provider information.

1. **Medicaid Verification Failures** will be generated because the providers Medicaid ID in the V12 account is different than what appears in Medicaid.
 - a. New Enrollment please ensure when adding a provider to your practice/facility that the provided Michigan provider Medicaid ID (not NPI) is entered in the designated MEDICAID ID field at the time of enrollment.
2. **Roster Submission** process has been improved to include the following:
 - **File Format Flexibility:** You can now upload **.CSV or Excel files (.XLS, .XLSX)**.
 - **Enhanced Interface:** Our new upload interface **detects errors upfront**, allowing you to **review and correct issues on the spot** before final submission.

To ensure a successful upload, please visit <https://www.molinahealthcare.com/members/common/en-us/provider-resources.aspx> and review the following resources:

- [Roster Uploads](#)
- [Existing Large Group Roster Submission Workflow](#)

Molina Required Roster Data

To ensure successful file processing and reduce upload errors, please confirm all required data elements are present and accurately formatted before submitting your roster.

Please use Molina’s preferred template, please reach out to your provider services representatives for the excel template file.

Required roster data elements

General Information:

Type of Request
Legal entity name
Tax ID Number
Group Practice NPI
Roster Group Provider type

Practitioner Information:

First Name	License Effective Date
Last Name	License Expiration Date
Taxonomy	License State
Date of Birth	Service Location Name
Individual NPI	Service Location Address
Medicaid ID	Service Location City
Gender	Service Location State
License Number	Service Location Zip code

Required data formatting

Data element	Required formatting criteria
Type of request	Molina only accepts rosters to add practitioners at this time; therefore, the type of request should always be “Add”
Tax ID Number	Digits only, no dashes
Roster Group Provider type	For non-delegated rosters value should be “ProviderGroup”
Gender	Only values of "Male" or "Female"
Is provider a PCP?	Only accepts Boolean values of "true" or "false"
Is Practitioner Hospital-Based?	Only accepts values of "Yes" or "No"
Accepting New Patients?	Only accepts Boolean values of "true" or "false"
Cultural Competency Completed?	Only accepts Boolean values of "true" or "false"
Telehealth services provided	Only accepts values of "Yes" or "No"
ADA Accessible? (Yes/No)	Only accepts values of "Yes" or "No"
Gender Restrictions (Male Only/Female Only)	Only accepts values of "Male Only" or "Female Only"