

MIHP APPLICATION PROCESS

1. Interested party (IP) sends an email to the newproviderapplication@michigan.gov email box with their contact information.
2. MDHHS MIHP program staff sends email back to IP acknowledging receipt of request. E-mail contains contact information of MIHP staff responsible for new applications and cc'd to MIHP staff.
3. IP information and date of contact logged into New Provider Application tracking document.
4. MIHP staff e-mails IP with date, time and location of next New Provider Inquiry Meeting. IP informed that doors close at the start of meeting and no one is allow to join after the doors are closed.
5. Inquiry meeting is held four times a year and lasts for 1½ hour. The MIHP application process and completion of the application is reviewed. Timelines for completion, submission and next Orientation Training detailed.
6. IP may submit application at any time up to 6 months after the completion of the Inquiry Meeting. After 6 months the IP will be required to attend another Inquiry Meeting in order to apply.
7. MIHP staff will process the application within 45 days. If application revisions are required this will extend the approval time line.
8. Applications submitted that are incomplete or not satisfactory will be returned to the applicant with explanation. Applicant is allowed to submit a revised application two times (a total of 3 submissions). If after two submitted revisions, the application is not satisfactory, the applicant must wait 18 months to submit another application.
9. If the application is approved, the IP is notified via e-mail with the date of the next Orientation Training. The IP is also informed that they will have to provide proof of the purchase of the ASQ and ASQ-SE-2, a completed agency Personnel Roster detailing the required professional staff and that the IP must be approved as a Medicaid provider with a MIHP specialty. They must submit the proof before attendance at a New Provider Orientation.
10. The IP is added to the MIHP Coordinator e-mail lists and assigned to a MIHP Consultant.
11. MIHP staff informs Medicaid Provider Enrollment, Medicaid Policy, Medicaid

Managed Care, MIHP Consultants and ancillary staff in writing that the IP is approved by Public Health staff and will apply to be a Medicaid provider with the MIHP specialty code before attendance at a New Provider Orientation.

12. The approved IP is scheduled for the next scheduled all day Orientation Training, held two times a year from 9:00 AM to 4:00 PM. The IP will sign the MIHP Provider assurances, statements that they have read the MIHP Medicaid Policy and the Operations Guide and will follow all training, policy and program requirements including use of the mandated forms and must have 40 clients at the time of their 6 month Certification Review.
13. The IP will not be allowed to see beneficiaries even if they have the MIHP specialty code until after they have successfully completed the Orientation Training.
14. At the completion of the Orientation Training, the IP is informed that they are now authorized to start providing MIHP services.
15. The IP is now a new MIHP agency and is added to the MIHP Coordinator Directory and to the certification review calendar.