



Dear Providers,

This special newsletter summarizes information and communications concerning the upcoming revalidation process.

For more information on revalidation, visit the [Revalidation web page](#) and review the [Updated Revalidation Special Newsletter](#) and [Revalidation Special Newsletter II](#).

Revalidation Topics

Ensure Provider Contact Information For Revalidation Notices Are Updated

Billing groups and rendering providers should ensure their contact information and affiliations (as applicable) are up to date in the Provider Web Portal before revalidation. Revalidation notices are sent to the billing, mail-to and location email addresses on file. See below for further details:

- **Billing group:** When an Individual within a Group leaves the billing provider group, the provider group should ensure the contact information on file in the Provider Web Portal is up to date. This will ensure the individual provider receives the revalidation notice with their upcoming revalidation deadlines. If a group has a new individual working for the practice they should ensure the email address for the individual is up to date.
- **Rendering provider:** Individuals within a Group should verify their contact information and group affiliations are up to date prior to revalidating via the Provider Web Portal.

If the Web Portal log-in credentials need to be reset in order for the provider to access it, contact the [Provider Services Call Center](#) at 1-844-235-2387.

For step-by-step instructions on updating provider affiliations and contact information, refer to the Provider Maintenance - Provider Web Portal Quick Guide, available on the [Quick Guides web page](#).

Keeping Delegate Information Current on the Provider Web Portal

It is important to ensure that employees who have left a provider group no longer have provider web portal access for information such as revalidation, claims, eligibility and banking updates. Providers must set the status to inactive for any delegates no longer in the group by logging into the [Provider Web Portal](#), clicking on Manage Accounts, and clicking the Add New Delegate/Office Staff tab. Refer to the Delegates Provider Web Portal Quick Guide, located on the [Quick Guides web page](#), for more information.

Revalidation Resources

Provider Revalidation Manual **NEW!**

The [Provider Revalidation Manual](#) is now available under the Revalidation Resources section of the [Revalidation web page](#). This manual serves as a step-by-step guide to the revalidation application process.

The Revalidation Manual is targeted toward users who are already familiar with the enrollment process. For providers who are new to the enrollment process, refer to the [Provider Enrollment Manual](#) for additional information.

Revalidation Dates Spreadsheet

Providers are encouraged to check the Provider Revalidation Dates spreadsheet, available

under the Revalidation Resources section of the [Revalidation web page](#), to find their revalidation deadline. The Provider Revalidation Dates spreadsheet is updated every Monday morning.

Child Health Plan *Plus* (CHP+) and Health First Colorado (Colorado's Medicaid Program) providers must revalidate in the program at least every five (5) years to continue as a provider. Once providers have revalidated, their next revalidation date (5 years later) will be listed on the Provider Revalidation Dates spreadsheet.

Revalidation Web Page

Providers are encouraged to visit the [Revalidation web page](#) for resources and information concerning revalidation.

Revalidation Assistance Through the Provider Services Call Center

Contact the [Provider Services Call Center](#) at 1-844-235-2387 and select option 2 and then option 5 for assistance with revalidation.

Please do not reply to this email; this address is not monitored.