
The Florida Medicaid provider renewal application is available via the secure Web Portal. This timesaving feature expedites the renewal process.

Through the online renewal process, providers can verify the information currently in their provider file, submit any necessary corrections, and upload supporting documentation, including a signed Medicaid Provider Agreement and proof of a current Medicaid-eligible background screening.

For information on renewals please visit [www.mymedicaid-florida.com](http://www.mymedicaid-florida.com) under Provider Services tab, select Enrollment, and then Provider Renewal.

Who Is Required to Renew?

Fully enrolled In-State and Out-of-State providers and limited enrolled providers are required to renew.
Where is the Online Renewal?

Providers can access the Renewal Application from the **Quick Links** dialog box on their Florida Medicaid Secure Web Portal account landing page.

*Note: The Renewal Application link only appears for providers currently eligible for renewal.*

![Image of Quick Links dialog box]

Completing the Renewal Application

After selecting **Renewal Application**, the Welcome Statement panel appears. Providers can access the **Medicaid Provider Renewal Application Guide** at any time, should questions arise while completing the online provider renewal application.

![Image of Renewal Application panel]

If you have questions about completing the online provider enrollment application, please review the **Medicaid Provider Renewal Application Guide** or call the Florida Medicaid fiscal agent's Provider Enrollment Unit at 1-800-289-7739, Option 4.
The next screen will provide a list of documents you may need to complete your information. Click **continue** to complete the Renewal Application.
Providers will then be prompted to enter their contact information, followed by other identifying information. This screen will prepopulate the Provider name, DBA name (if applicable), and the Tax ID information that is currently on file for the Medicaid provider. Providers must also upload any supporting documentation as required. Providers who are updating information such as their name, tax I.D. or reporting a change of ownership must provide supporting documentation. Please refer to the Supporting Documentation List quick reference guide to view acceptable documents for these changes.
After the Identifying Information panel, the user enters contact information for the application on the Contact Information Screen. The email address will be prompted to be entered twice for verification.

This is the Owners and Operators section. This section is used to update owner information or add new owners. The upload document section is for any supporting documentation for any changes made to the owners, such as proof of name change, an updated Background screening, or proof of fingerprinting exemption.

Providers reporting a change of ownership of less than 51%, can add new owners and adjust percentages in the Owner and Operators panel of the renewal application.

Providers who are reporting a change of 51% or more of ownership cannot do so during the provider renewal process. This change will require the buyer to submit a new enrollment application via the Florida Medicaid Enrollment Wizard.

Note: Owners cannot be removed from the application. Providers may update existing owner information and percentages. To remove owners, you may upload a letter, signed by an authorized signer with a removal request.
The Applicant History panel contains questions the user must answer regarding criminal history, disciplinary action related to their professional license, and history related to other Medicaid or Medicare enrollments. Selecting ‘yes’ as the answer to any of the Applicant History questions requires the user to enter a related name and provider number, as well as submit supporting documentation to Florida Medicaid regarding the issue.
The user proceeds to the Certification screen that requires the user to select a check box agreeing to the terms of the Medicaid Enrollment Agreement. By doing so, the user is asserting that all data entered on the enrollment application is accurate.
Note: The upload document section is for the Medicaid Provider Agreement. If the provider is Limited Enrolled provider, the Medicaid Provider Agreement is not required.

The user will then click submit to submit the application for processing by Provider Enrollment Renewal Team.

Note: Do not close your browser until the application is submitted.
Checking the Status or Correcting a Previously Submitted Renewal Application

To check the status of the Renewal Enrollment Application, after submitting, select the Renewal Application link found on the secure Web Portal landing page. The Renewal Status page will display. From this panel, providers can view the current renewal status, upload documents, and print a copy of the renewal application. Providers may also submit corrections for a previously submitted renewal application from this panel.
For More Information

DXC Technology

For further assistance with the renewal application, please call the Provider Enrollment Contact Center at 1-800-289-7799, Option 4.