

TennCare provider registration portal

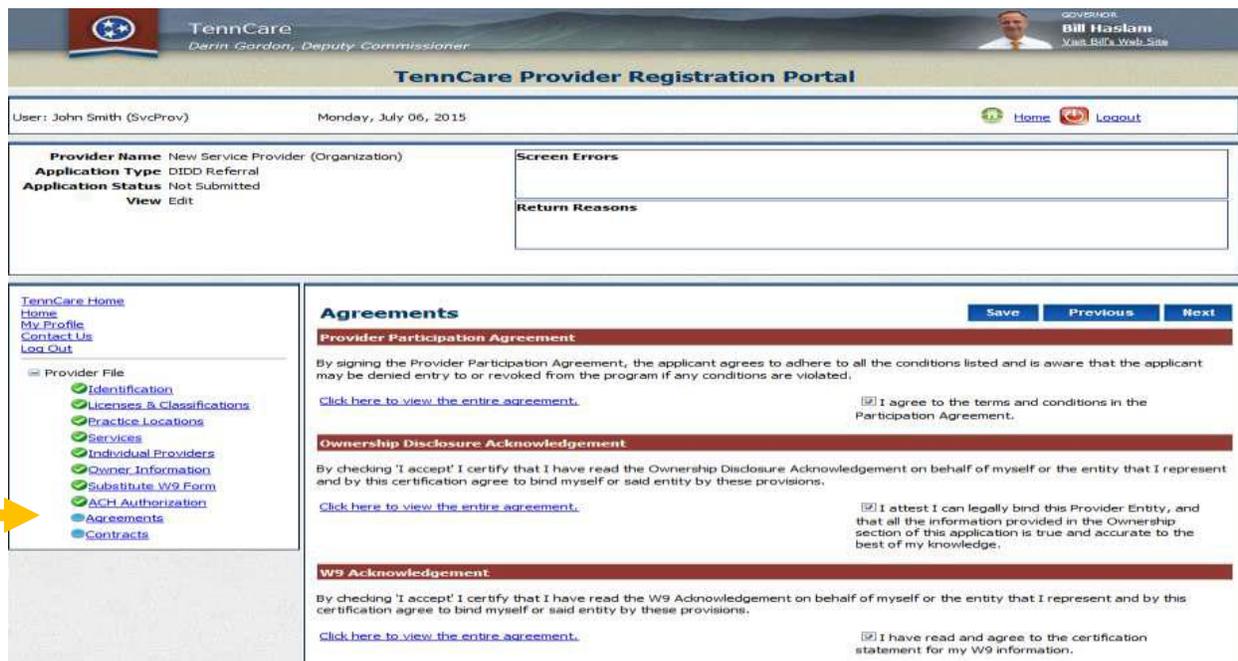
1. Access the TennCare Provider Registration Portal by Entering the ID and password you created then click “Log In” to continue.



The screenshot shows the login page of the TennCare Provider Registration Portal. At the top, there is a header with the TennCare logo, the name of the Deputy Commissioner, and the Governor's name. Below the header, the page title is "TennCare Provider Registration Portal". On the left side, there is a navigation menu with links: "TennCare Home", "Home", "Contact Us", "Create Account", and "Log In". The main content area is titled "Log In" and contains instructions for provider persons. It includes a "Log In" button and links for "Forgot Password?" and "Forgot User ID?".

Steps to Uploading Documentation

2. When submitting new documentation on the TennCare provider registration portal you will want to ensure the document(s) are saved on your personal computer.
3. Documents can be uploaded on anyone of the sections found on the left hand side of the TennCare provider registration portal labeled “identification” through “agreements”. The section to upload will be found at the bottom of each labeled section.



The screenshot shows the "Agreements" section of the TennCare Provider Registration Portal. The user is logged in as John Smith (SvcProv) on Monday, July 06, 2015. The page displays the "Provider Name" as "New Service Provider (Organization)" and the "Application Type" as "DIDD Referral". The "Application Status" is "Not Submitted". The "Agreements" section includes three sub-sections: "Provider Participation Agreement", "Ownership Disclosure Acknowledgement", and "W9 Acknowledgement". Each sub-section contains text explaining the agreement and a checkbox for the user to agree. There are "Save", "Previous", and "Next" buttons at the top right of the Agreements section. A yellow arrow points to the "Agreements" link in the left-hand navigation menu.

4. Select “Browse”

Uploaded Documents

The documents shown below are uploaded from this page only. You have to navigate to the specific page to view the documents on that page.

Document Type	File Name	Upload Date	Username	Obsolete
No uploaded documents found.				
Page size: 10				0 items in 1 pages



Document Type:

Description

Upload file

5. Another pop-up box will open to find the saved document to be uploaded from your computer.

6. Select "Open" once the saved document is identified from your desktop to be uploaded.

7. On the TennCare provider registration portal you will see "Document type". Here will select the document type labeled "ARPA FMAP DSP Pass Through Plan."

Uploaded Documents

The documents shown below are uploaded from this page only. You have to navigate to the specific page to view the documents on that page.

Document Type	File Name	Upload Date	Username	Obsolete
No uploaded documents found.				
Page size: 10				0 items in 1 pages

Choose File No file chosen

Document Type:

Description

- LTSS (Policy & Procedures) Documentation of Service Delivery Training
- LTSS (Policy & Procedures) Documentation of Service Delivery Sign-in Sheet
- LTSS (Policy & Procedures) Critical Incident Process Training
- LTSS (Policy & Procedures) Critical Incident Process Training Sign-in Sheet
- LTSS (Policy & Procedures) Reportable Events Process Training
- LTSS (Policy & Procedures) Reportable Events Process Training Sign-in sheet
- LTSS (Policy & Procedures) CLS Daily Services Process Training
- LTSS (Policy & Procedures) CLS Daily Services Process Training Sign-in Sheet
- LTSS (Policy & Procedures) Conducting Background Checks
- LTSS (Policy & Procedures) Review & Denial of Background Checks
- LTSS (Policy & Procedures) HCBS Settings Rule
- LTSS (Records & Reports) Enrollee Data
- LTSS (Records & Reports) Services Rendered Checklist
- LTSS (HCBS Settings Rule Compliance) Activity Calendar
- LTSS (HCBS Settings Rule Compliance) Lease Agreement(s)
- LTSS (Miscellaneous) Quality Assurance Review
- LTSS (Miscellaneous) Additional Training
- LTSS (Miscellaneous) Other
- WFDWorkbookData

Identificati

Next

310 Great C ARP HCBS FMAP Provider Attestation Form

Version: (Production)

8. If more information is needed the “**description**” text box will allow you to enter text to describe a more detailed description (ex: Contract dated 12/01/2019).

Uploaded Documents

The documents shown below are uploaded from this page only. You have to navigate to the specific page to view the documents on that page.

Document Type	File Name	Upload Date ↑	Username	Obsolete		
No uploaded documents found.						
⏪ ⏩ 1 ⏪ ⏩		Page size: 10 ▼	0 items in 1 pages			

Browse...

Document Type: ▼

Description

Upload file

9. Select “Upload file”

Uploaded Documents

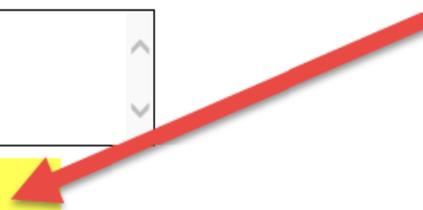
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Document Type	File Name	Upload Date ↑	Username	Obsolete		
No uploaded documents found.						
⏪ ⏩ 1 ⏪ ⏩		Page size: 10 ▼	0 items in 1 pages			

Browse...

Document Type: ▼

Description

Upload file


10. All uploaded document will be listed in this section and can be viewed upon logging into the TennCare provider registration portal. If an incorrect upload is made you will not be able to delete this information therefore you will be only able to select the “**obsolete**”.

Uploaded Documents

The documents shown below are uploaded from this page only. You have to navigate to the specific page to view the documents on that page.

Document Type	File Name	Upload Date	Username	Obsolete		
void check.jpg	void check_4.jpg	2/11/2015	██████████	<input type="checkbox"/>		

Page size: 10 1 items in 1 pages

11. Once the file has been uploaded, click the “submit to TennCare” button at the top of the page. This will send the data to TennCare for processing.


TennCare
Darin Gordon, Deputy Commissioner

GOVERNOR
Bill Haslam
Visit Bill's Web Site

TennCare Provider Registration Portal

User: John Smith (SvcProv)
Monday, July 06, 2015

[Home](#)
[Logout](#)

Provider Name New Service Provider (Organization)
Application Type DIDD Referral
Application Status Not Submitted
[View](#) [Edit](#)

Screen Errors

Actions:

Submit to TennCare

Contracts [Sign Contract](#) [Previous](#)

Contract Information

Instructions: See below to view and sign your contract. Any changes to the services you are providing will generate a new contract. When the final signature is obtained your contract will be updated in your provider file. Save a copy of this contract for your records

Signee	Date Signed
Provider	07/06/2015
DIDD Commissioner	
Provider Services Commissioner	

[View Referral](#) [View Current Contract](#)

Contract History

No contract history found.

Uploaded Documents

Name	Description	File Name	Username		
Bank Letter		Bank Letter.pdf	SvcProv		
Insurance		Insurance Document_2.pdf	SvcProv		
License		License_1.pdf	SvcProv		

Browse...

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Provider File

- [Identification](#)
- [Licenses & Classifications](#)
- [Practice Locations](#)
- [Services](#)
- [Individual Providers](#)
- [Owner Information](#)
- [Substitute W9 Form](#)
- [ACH Authorization](#)
- [Agreements](#)
- [Contracts](#)



If you should need further assistance with this process, please contact Provider.Registration@tn.gov.