



## Puerto Rico Medicaid Management Information System (PRMMIS)

Provider Maintenance for Licenses and Certifications	Policy No.:	PRMMIS – PRV-0012
	Classification:	Provider Enrollment
	Effective Date:	04/27/2020
	Supersedes:	New
	Last Change:	N/A
	Mandate Review:	Annual

### Purpose

To define the policy for providers enrolled with the Puerto Rico Medicaid Program (PRMP) to maintain all current licenses and certifications according to State and Federal regulation. This include Drug Enforcement Administration (DEA), Puerto Rico Substance Control Certificate (previously known as ASSMCA), Clinical Laboratory Improvement Amendments (CLIA), Professional and State Licenses, Professional Malpractice Insurance Policy, and other certifications.

Acronym/Term	Definition
CHIP	Children’s Health Insurance Program
CLIA	Clinical Laboratory Improvement Amendments
PRMMIS	Puerto Rico Medicaid Management Information System
PRMP	Puerto Rico Medicaid Program
DEA	Drug Enforcement Administration
ASSMCA	Administración de Seguros de Salud y Contra la Adicción (Puerto Rico Administration of Mental Health and Anti-Addiction Services)

### Scope

All references to the Puerto Rico Medicaid Program (PRMP) in this policy are inclusive of Children’s Health Insurance Program (CHIP). This policy covers all providers enrolling in the Puerto Rico Medicaid Program, including out-of-state providers, who hold a professional or state license, including DEA and ASSMCA, professional malpractice cover and Clinical Laboratory Improvement Amendments (CLIA) certificate.

### Policy

#### License Expiration

PRMP requires that a provider’s license be active and in good standing in accordance with the laws where services are rendered. Providers billing, rendering, ordering, prescribing, or referring services in Puerto Rico must hold a valid license issued by Puerto Rico. Providers billing, rendering, ordering, prescribing, or referring services outside of Puerto Rico must hold a valid license issued by the state in which the services are provided.



Providers must renew their license prior to its expiration. If the provider fails to renew the license by the license expiration date, all claims/encounters with a date of service after the expiration date will suspend for a period of 30 days beyond the license expiration. After 30 days, if the license has not been renewed, claims/encounters with dates of service after the expiration date will be denied and the provider will be terminated. Terminated providers will need to submit a new application.

Upon receiving a valid document within the 30 days beyond license expiration, the provider file will be updated to reflect the new license.

**Clinical Laboratory Improvement Amendments (CLIA) Expiration**

Providers who perform laboratory services are required to maintain a current CLIA certificate. The certificate must indicate the effective and end dates, specialties, and sub-specialties of services the laboratory is approved to perform. Laboratories (Provider Type 50) are required to have a valid CLIA certificate on file as a condition of enrollment.

All providers are required to renew their CLIA certificates prior to expiration. Provider who have been granted an extension to the CLIA certificate must provide evidence. Services are not payable without the appropriate certificate.

Encounters/claims for laboratory services are not payable without appropriate CLIA certification and will be denied. Laboratories without a valid CLIA certificate will be terminated.

Upon receiving a valid CLIA certificate, the provider file will be updated to reflect the new certificate.

Drug Enforcement Administration (DEA), Puerto Rico Substance Control Certificate (formerly known as Administración de Servicios de Salud Mental y Contra la Adicción (ASSMCA)) Malpractice Insurance and other Certification Expirations

Providers are required to provide an updated copy of their Puerto Rico Substance Control Certificate, DEA, Malpractice Insurance information and other required Certifications prior to the expiration date via Provider Secure Communication (PSC) portal.

**References**

42 CFR §455.412 - Verification of provider licenses. [https://www.ecfr.gov/cgi-bin/text-id.x?SID=c62f21c1b820f70ccea80ac02f37ed&mc=true&node=se42.4.455\\_1412&rqn=div8](https://www.ecfr.gov/cgi-bin/text-id.x?SID=c62f21c1b820f70ccea80ac02f37ed&mc=true&node=se42.4.455_1412&rqn=div8)  
 42 CFR §455 Subpart E - Provider Screening and Enrollment. <https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=123f1b177020a39fbb2cf4d7e004dd94&mc=true&n=pt42.4.455&r=PART&ty=HTML#sp42.4.455.e>

**Change History**

Date	Version	Change Details	Approval Date
10/30/2019	1.0	New Policy	10/30/2019
4/23/2020	1.1	Policy revised by Provider Enrollment Unit	04/23/2020