



STATE OF MICHIGAN

DEPARTMENT OF COMMUNITY HEALTH  
LANSING

JENNIFER M. GRANHOLM  
GOVERNOR

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DIRECTOR

## CREDENTIALING REQUIREMENTS

All providers requesting enrollment in the Michigan Medicaid program must provide appropriate credentials as verification of their eligibility to participate in our program, some examples are listed below. **Missing documents may result in your application being returned or denied.** There are additional instructions attached to this agreement. Please include the name of a contact person and their phone number.

- **PHYSICIANS:** Must supply a copy of their state medical license, proof of board certification in their specialty, and a W-9 which is proof of the tax number (if assigned one) received from the federal government. **Note: Each physician providing services within a group practice must separately enroll.**
- **CLINICAL LABORATORY:** Must supply a copy of their CLIA Certificate, copy of their state laboratory license, proof of lab specialties (sub-specialties), and a W-9 which is proof of the tax number received from the federal government.
- **MEDICAL SUPPLIERS/DME:** Must supply a copy of their state license (or sales tax number if no state license), a list or brochure describing the supplies provided, and a W-9 which is proof of the tax number received from the federal government.
- **HOSPITALS & NURSING FACILITIES:** Must supply their Fiscal Year End (FYE), a copy of their state license, proof of Medicare certification by the "Centers for Medicare & Medicaid Services" (formerly the Health Care Financing Administration), CLIA Certificate, and a W-9 which is proof of the tax number received from the federal government.
- **AMBULANCE:** (Ground Based-Fixed Wing Wing-Helicopter/Rotary) must supply a copy of their state license and a W-9 which is proof of the tax number received from the federal government.
- **ALL OTHERS:** Must supply a copy of their state license and a W-9 which is proof of the tax number received from the Federal government.

**NOTE: Out-of-State (non-Michigan) providers that are enrolled in the Michigan Medicaid program will have an automatic expiration date (ending date) entered into their enrollment eligibility.** This expiration date is based on the expiration date of their state license, certification, or accreditation. Upon renewal of the license, certification, or accreditation, a copy must be forwarded to this office so that the expiration date may be changed in our records to coincide with the new expiration date of the license, certification, or accreditation.