Chapter 2

Contracting -
Program Enrollment
and Re-enrollment

Program Enrollment / Re-enrollment Process

Online Enrollment Tool

Providers are required to submit enrollment/re-enrollment applications via the web using the Online Enrollment Tool at www.ctdssmap.com.

In order to enroll or re-enroll online, you must first have all of your material assembled for the enrollment process. You will need:

- o Your Federal and State Tax ID

- o Your NPI (National Provider Identifier Standard)

And a copy of your:

- Liability insurance

- Specialty certificate

- Diploma

- Office owners will need a W-9 and EFT (Electronic Funds Transfer) information.

Note: Once you begin with the enrollment wizard, you cannot save the application and return to the enrollment application at a later time.

- Go to the www.ctdssmap.com website;

- Go to the "**Provider**" box and scroll down to "**Provider Enrollment**";

- Click "**Next**" to start the enrollment wizard. It will walk you through the information needed;

Remember: Once you begin the enrollment process, you cannot save the information and return to it at a later date.

> **NOTE: Re-enrollments must complete the credentialing process prior to your expiration date. Please submit your re-enrollment information 6 – 8 weeks prior to your expiration date to ensure uninterrupted enrollment in the program. Also, re-enrollment applications cannot be back-dated.**

Dental Taxonomy Assignment Chart

The CT Dental Health Partnership offers personalized assistance with the Enrollment and Contracting processes.

By contacting **CTDHP** at **860-507-2307,** we will work with you and your office staff to get your office enrolled or re-enrolled with the CMAP network.   Once enrolled in the program, you will need to submit new contracts in the event that you change Tax IDs, add individuals to a group practice, add new office locations open to HUSKY Health or Covered CT members or add new provider specialties to a practice.

The Department of Social Services recognizes and enrolls providers in the following dental specialties:

Specialty	Taxonomy
Dental Anesthesiologist	1223D0004X
General Practice Dentist	1223G0001X
Hygienist	124Q00000X
Endodontist	1223E0200X
Oral and Maxillofacial Pathologist	1223P0106X
Oral and Maxillofacial Radiologist	1223D0008X
Oral and Maxillofacial Surgeon	1223S0112X
Orthodontist	1223X0400X
Pediatric Dentist (Pedodontist)	1223P0221X
Periodontist	1223P0300X
Public Health Dentist	1223D0001X
Prosthodontist	1223P0700X
Dental Resident in Training Program	390200000X

Paper Enrollment Process

Dental providers are required to enroll via the secure web portal you can access at: https://ctdhp.org/dental-providers/provider-login/. If you are unable to submit your application via the web portal you may submit a paper application to Gainwell with a letter that requests an exception to the requirement with details of the reason for the request.

A PDF of the enrollment form can be downloaded by following the steps below:

- Go to the website www.ctdssmap.com;

- Click on "**Information**" and a drop-down box will give the option "**Publications**"

- Choose this option, and then scroll down the page to the "**Forms**" section;

- Continue to scroll down the list to "**Provider Enrollment/Maintenance Forms**" and click on "**Provider Enrollment Application.**"

- The enrollment package will download as an Adobe Acrobat (.pdf) file.

For the most up to date enrollment requirements, please consult the ctdssmap.com website.