Medical Staff Briefing

10 tips for provider enrollment professionals

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To new or seasoned enrollment professionals, I offer the following helpful 10 tips:

1. Start the process as early as possible and collect as much of the application information as possible in advance.
2. Submit clean and complete applications to minimize delays.
3. Keep good notes and stay organized throughout the process.
4. Follow up consistently with payers for status inquiries.
5. Respond quickly to requests for additional information from payers.
6. Stay in good communication with all stakeholders.
7. Limit the use of paper and automate wherever possible to expedite processes.
8. Keep close track of provider expirables and revalidation dates to maintain enrollment.
9. Network with peers and don’t be afraid to ask for help. It’s nearly impossible to know everything about enrollment, and your peers can be incredible resources.
10. When frustration hits (and it frequently does in this industry), take a deep breath and remember that you have the whole enrollment community as your support system!

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