Georgia Medicaid Group/Billing Enrollment Requirement – Client Overview

Effective July 1, 2025, GA Medicaid introduced a new formal group/billing enrollment requirement for all billing providers to complete. This enrollment links rendering providers (individual NPIs) to a centralized billing group NPI. While this may sound like the structure of your current payee ID/account, please know that it is different; the current payee ID/account does not have an affiliated NPI associated with it. Failure to complete this process by the deadline, January 1, 2026, will result in claim denials.

What is Group/Billing Enrollment?

Group/Billing Enrollment is a required process through the GAMMIS portal that establishes a billing entity (group NPI) and formally affiliates individual rendering providers to that group. Even if your group is already set up as a payee in the system, you must complete this new enrollment for claims to be accepted after January 1, 2026.

Who Needs to Take Action?

Any organization that submits Medicaid professional claims under a group or billing NPI must complete this new enrollment. This includes provider groups that currently receive payment under a payee ID but have not submitted a Group/Billing application through the new process.

What Does the Application Involve?

- In GAMMIS, navigate to 'Enrollment Wizard' under the 'Provider Enrollment' section.
- Select 'Group/Billing' under the Enrollment Type.
- Provide group-level demographic and ownership information.
- Add rendering provider Medicaid IDs.
    - If more than 30 providers need to be affiliated, you may opt to check the box to authorize automatic affiliations based on recent remittance data.

⚠ *Caution: The auto-affiliation may not capture all active providers. Manual review is strongly recommended post-approval. It may be advisable to manually enter each ID during the application process.*

What If I Have Multiple Billing NPIs Under One Payee ID?

Each billing NPI will need a separate group billing enrollment. If you have multiple billing NPIs but only one payee ID, you can connect that payee ID to multiple group/billing enrollments. However, you cannot associate one billing NPI with multiple group/billing enrollments. Billing NPIs can only be used for one application; payee IDs can be used for multiple applications.

Required Documents

You'll be asked to upload the below documents at the end of the application.

- Current Business License
- GA Secretary of State Certificate of Existence

Hospital Authorities

Hospital authorities are not required to obtain a Secretary of State Certificate of Existence. In lieu of the SOS COE document, we've had success creating/uploading a letter on company letterhead explaining that the SOS COE is not a requirement.

NOTE: I've provided an example letter that you may copy/paste on your company letterhead that you may use for your enrollment application.

What Happens After Enrollment?

Georgia Medicaid has not released detailed guidance on processing timelines, linkage confirmation, or claim routing behavior once group enrollment is active. Providers should monitor their GAMMIS portal for application status updates and ensure affiliations are reflected correctly prior to 2026.
**SHP processed one application prior to creating this guide; it took approximately 2 weeks for the application to complete.*

What Happens If You Don't Enroll?

Claims submitted after January 1, 2026, without a valid group enrollment and provider affiliations will be rejected. This will result in payment delays, administrative burdens, and back-end corrections across your revenue cycle.

Need Help?

If you are not contracted for our Provider Enrollment services, please contact Gainwell Technologies Provider Services at (800) 766-4456 or visit the Enrollment section of the GAMMIS portal at mmis.georgia.gov.

NOTE – Copy/paste the below text on company letterhead. Update the information within the defined brackets, ensure it's signed by the authorized official, and upload as a pdf in place of the "certificate of existence" required document.

[Date]

RE: Medicaid Secretary of State Explanation

To Whom it May Concern:

Please accept this as a formal notification that [enter legal 'Hospital Authority' business name] TIN [XX-XXXXXXX] is a government owned entity. Pursuant to Georgia Code Title 31, Chapter 7, Article 4, hospital authorities are established under the Health Code and are not subject to corporate registration under Title 14. Therefore, a Certificate of Existence from the Secretary of State is not available or required.

Should you need additional information, please contact [enter contact name, phone number and/or email address].

Thank You,

[Authorized official name]
[Authorized official title]
[Legal business name]

Group/Billing Provider Enrollment/Claims Processing

Frequently Asked Questions (FAQs)

1. **Why is Georgia Medicaid enrolling Group/Billing Providers?**
   CMS[1] requires the billing provider's NPI to be captured on the claim. Currently in Georgia, when the rendering provider enrolls, only some Payee information is collected, such as the Tax ID. The Payee's NPI is not collected during a rendering provider's enrollment. By enrolling Group/Billing Providers, the billing provider's NPI will be collected and rendering providers will be affiliated to their Group/Billing providers.

2. **Who needs to enroll as a Group/Billing Provider? Is it Optional?**
   It is NOT optional for Providers that:
   I. Submit professional claims
   II. Are part of a clinic or group practice
   III. Submit claims where the Rendering Provider NPI is different than the Billing Provider NPI

   The claim must be submitted with a Billing Provider's NPI that is enrolled in Georgia Medicaid.

3. **Do DBHDD Facility Providers need to enroll a group?**
   No. DBHDD Facility Providers do NOT need to enroll a group.

4. **If a group has multiple service locations, do they need to enroll each one separately?**
   Yes. A Group/Billing provider Medicaid ID must be enrolled for each service location address.

5. **What if my group has multiple types and/or specialties? Do I need to enroll each Group/Billing Provider Type/Specialty?**
   NO: If all the types/specialties have the same Payee and same Billing NPI, enroll the group under ONE Medicaid ID and choose the highest level (i.e., Physician) Group Type and Specialty when enrolling.
   YES: If each type/specialty **has their own** Payee and/or Billing NPI, enroll each type/specialty.

6. **May a Rendering Provider be affiliated to more than one Group/Billing provider?**
   Yes. A rendering provider may be affiliated with multiple Group/Billing Providers. The claim will be submitted with the appropriate Group/Billing provider's NPI to reflect the correct Payee and service location address.

7. **Will Group/Billing Providers need to revalidate?**
   Yes. Group/Billing providers will need to revalidate.

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[1] Per CMS, 42 CFR § 431.107 Required provider agreement Section (5)(ii) states: Include its NPI on all claims submitted under the Medicaid program.

8. **Will a Rendering Provider automatically be removed from a group when they terminate their participation in Medicaid?**
   No. The Group/Billing providers will need to end-date the affiliation to the terminated provider.

9. **Are any accommodations being made for large groups that have hundreds of rendering providers?**
   Yes. Within the Group/Billing enrollment application, on the Group Affiliation panel, there will be an option to request auto-affiliation. The Group/Billing provider confirms they are a large entity. Instead of entering their members manually, the group authorizes the system to auto-affiliate their members/individual providers based upon payee and recent claims activity.

10. **What happens if the Billing Provider ID is enrolled, but not selected or indicated when billing a claim?**
    Georgia Medicaid will pay the based claim on the Rendering Provider ID, Tax ID and Payee information.

11. **When will claims start to deny?**
    Once the group is enrolled and their billing NPI is specified on the claim, claims will deny if the claim's Rendering provider is NOT affiliated to the group.

    On January 1, 2026, the claim will deny if the Billing NPI is not enrolled.

Georgia MMIS Group/Billing Provider Enrollment

For access to this presentation, please visit: www.mmis.georgia.gov -> Provider Information -> Provider Notices – “Presentation – Group/Billing Provider Enrollment Edition”

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Agenda

- ❑ Overview
- ❑ Group/Billing Initial Enrollment Application – Steps
- ❑ Group Affiliation Page – Existing Providers – Steps
- ❑ Web Portal Account Administration
- ❑ Group Affiliation Requests Rules and Notification [Emails & Alert]
- ❑Accessing Web Portal training Guides

Tentative Go Live Date: Tuesday, July 1, 2025

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What’s Changing and New

Today’s Logic

- Group/Billing Providers are not enrolled.
- The Payee ID is determined through Rendering Provider ID.

New GAMMIS Enhancement

- Group/Billing Providers will now be enrolled.
- Billing Provider ID – Your Payee ID will now be determined through Billing Provider.
- Rendering Provider ID may be affiliated to the Group/Billing Provider.

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What's Changing and New
(continued)

Group/Billing Provider Initial Enrollment

- New Application Type and Provider Types
- A minimum of 2 Individual Providers must be Affiliated within the Group Application
- Payee Required

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What's Changing and New
(continued)

Individual Practitioner Provider Initial Enrollment

- Able to affiliate to existing Medicaid Group/Billing Providers
- Must either request an Affiliation to a group OR enter Payee information

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Enrollment Enhancements

- Initial Group/Billing Enrollment Application
- Individual Provider Enrollment Application

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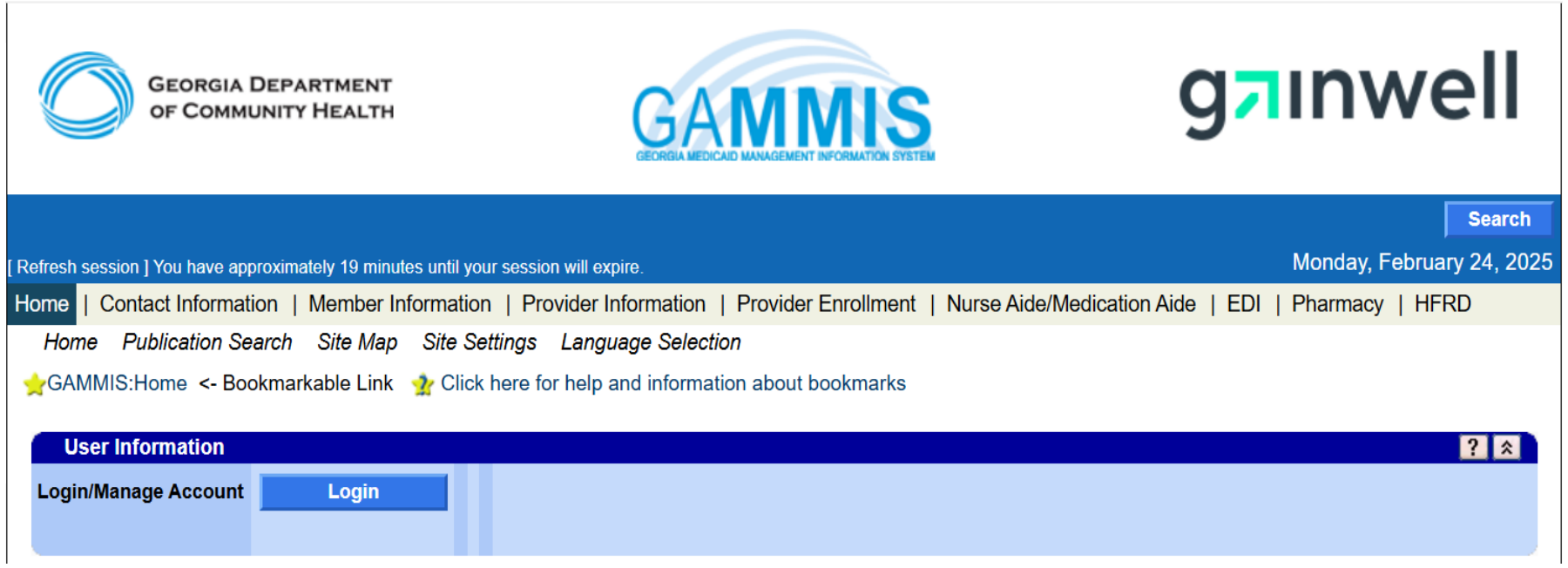
Initial Group/Billing Enrollment Application

www.mmis.georgia.gov

Let's Get Started



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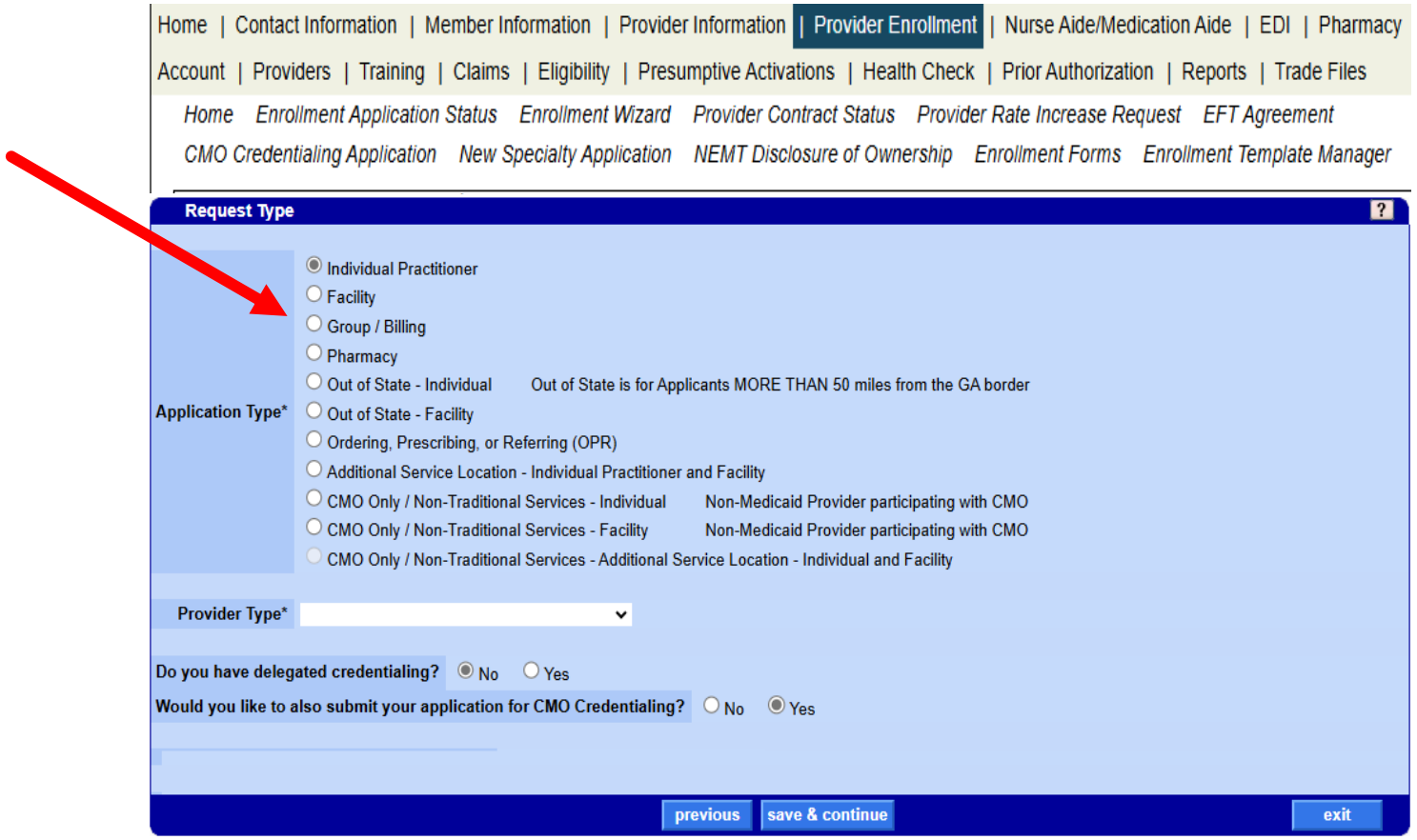
Initial Group/Billing Enrollment Application
(continued)

Initial Group Application

- Provider Enrollment
- Enrollment Wizard
- Scroll Down
- Provider Enrollment Application
- New Application



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Initial Group/Billing Enrollment Application
(continued)

Request Type

- Application Type = Group/Billing
- Provider Type (select the appropriate Provider Group type)
- Save and Continue

Group Type Options
Group - Behavioral Health
Group - Chiropractor
Group - Dental
Group - Mid Level
Group - Nutritionist/Dietician
Group - Physician
Group - Podiatrist
Group - Therapist
Group - Vision

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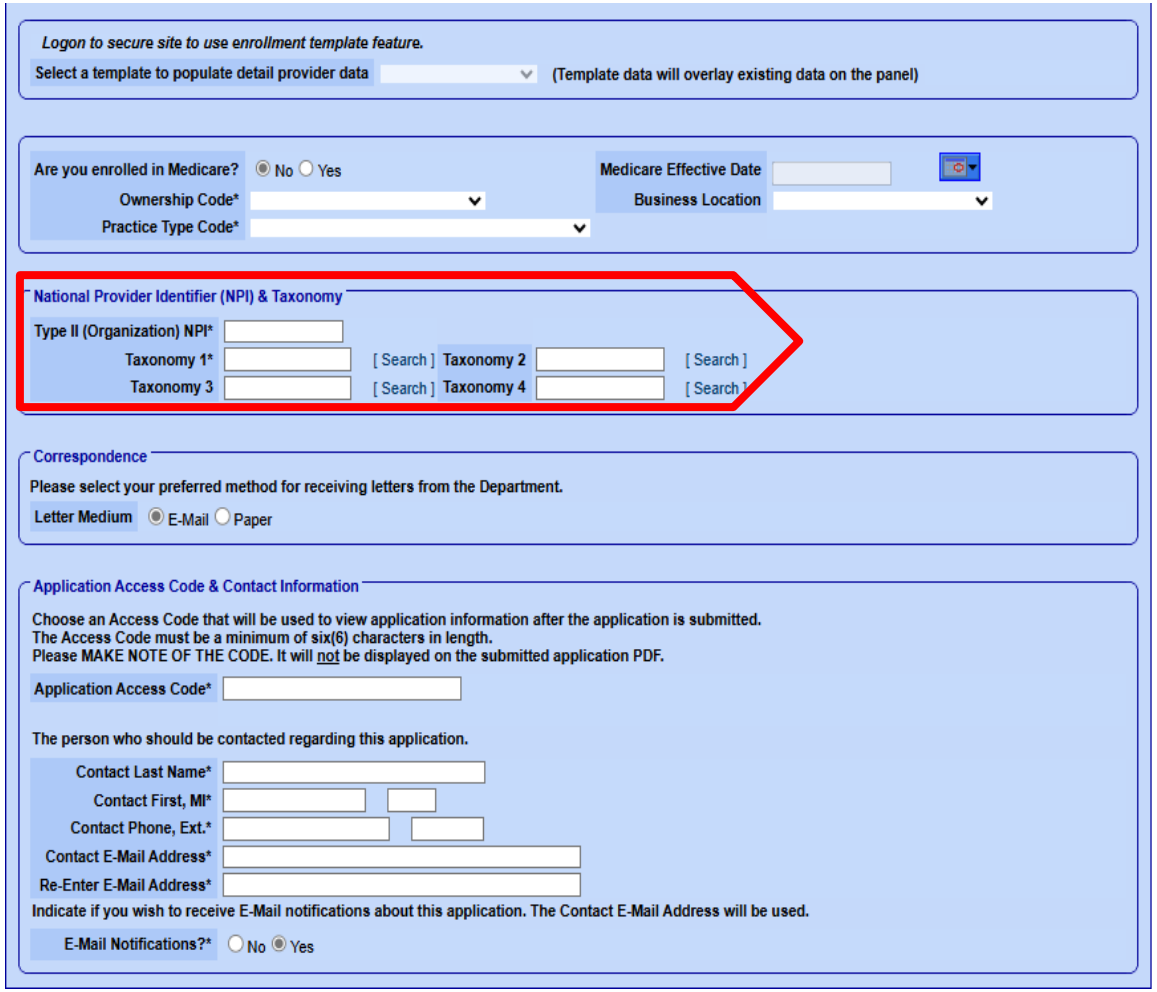
Initial Group/Billing Enrollment Application
(continued)



- Enter Group Legal Business Name and Doing Business as (D/B/A)
- Group Tax ID - save and continue
- **Provider Contract** - save and continue
- **Provider Specialty** - save and continue

Group Detail (complete all fields with an asterisk*)

- **NPI* - Organization NPI for the Group**
- **Taxonomy* - Taxonomy for the Group**

- Complete all remaining fields with an asterisk* - save and continue

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Initial Group/Billing Enrollment Application
(continued)

- **Language** - save and continue
- **Special Need** - save and continue

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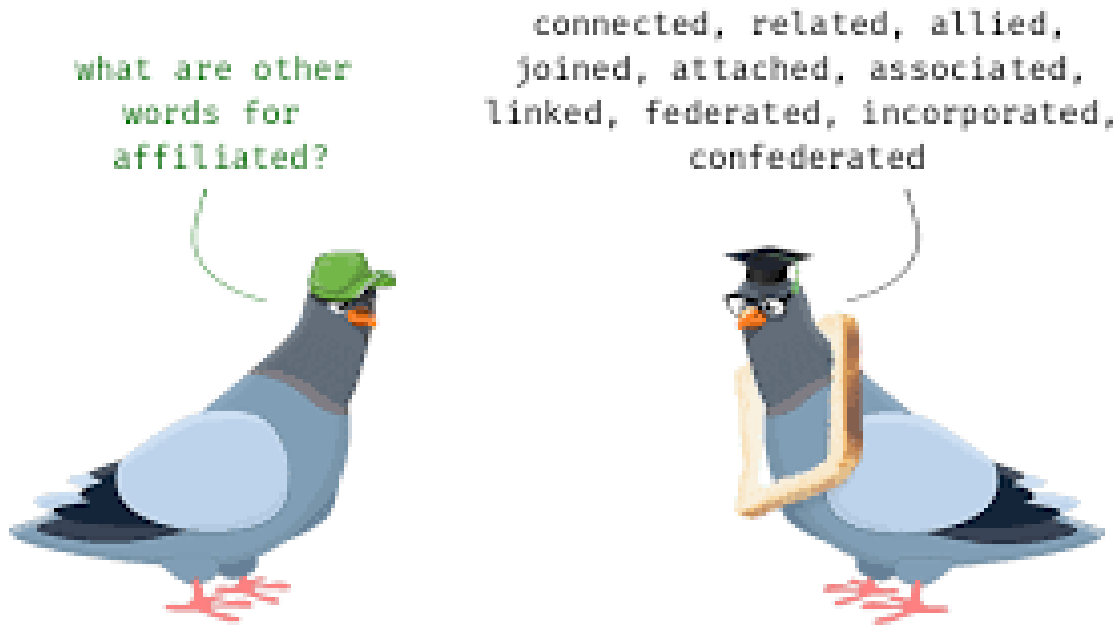
Initial Group/Billing Enrollment Application
(continued)



Affiliations

- Add a minimum of two active Individual Medicaid Provider ID numbers.

Note: By adding providers to your group, you acknowledge that:

1. The provider works under your group.
2. You understand that all disbursements for services performed by the individual provider will be made directly to your group.
3. You further understand that these payments will be reported under group Tax ID and not the individual provider.

- Attestation - save and continue

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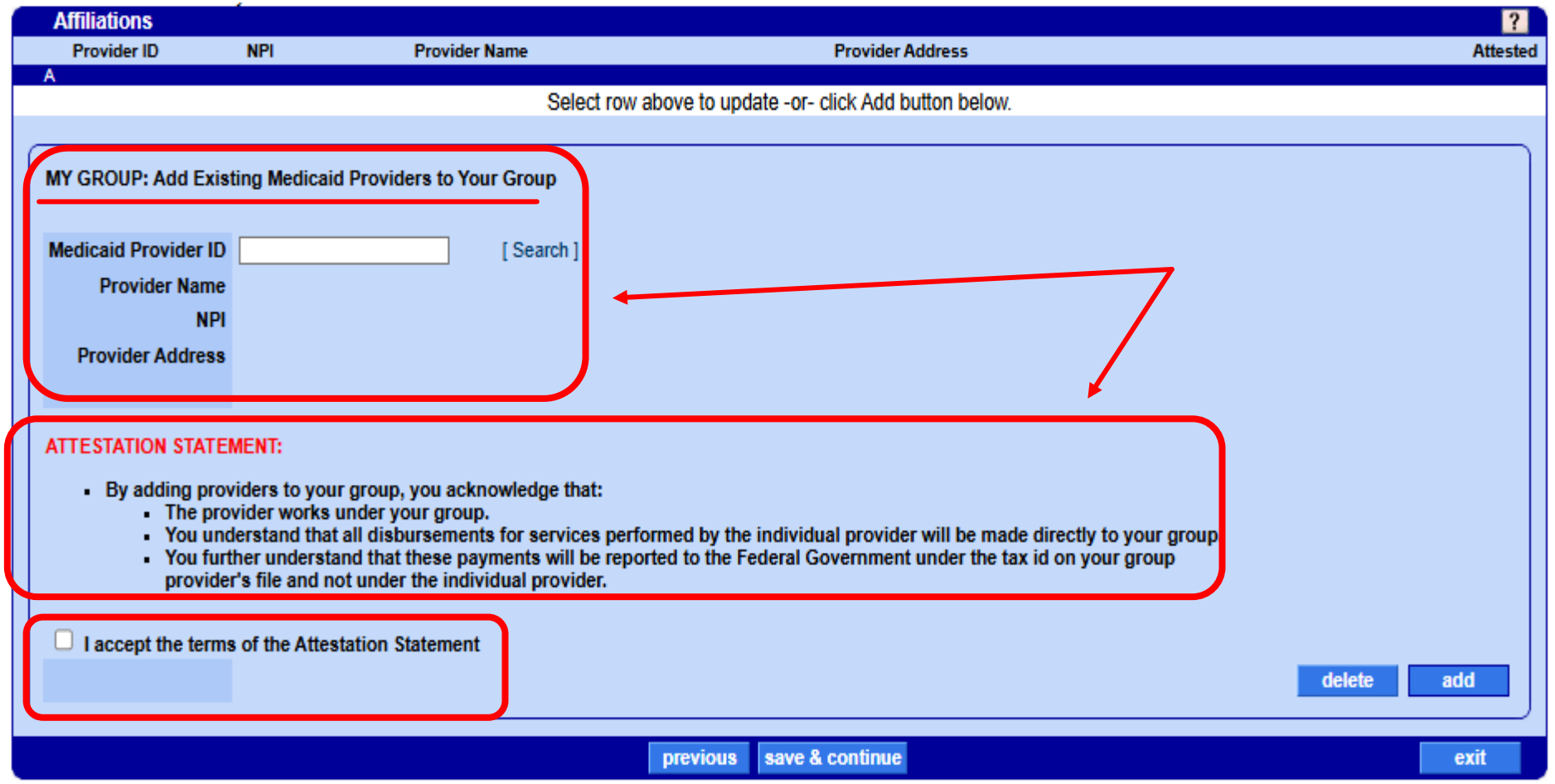
Initial Group/Billing Enrollment Application
(continued)

New Group Affiliations - add your individual practitioners



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Initial Group/Billing Enrollment Application
(continued)

- Group Ownership information (must disclose the owner(s) of their facility or business) – save and continue
- Additional Addresses – save and continue
- Managing Employee(s) – save and continue
- Subcontractor – save and continue

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Initial Group/Billing Enrollment Application
(continued)

Where did the money go?

➢ **Payee Information**

The Payee's Medicaid ID is used for money designation.

In addition, the following may be required.

- W9 - should reflect the address for provider payments and remittance advises.
- 147-C letter or tax coupon will be used to verify the legal name of the business or practice and Tax ID on W-9.
- EFT Agreement contains the Payee routing and account number for payments.
- The Power of Attorney (POA) form should list the enrolling providers name, the legal business or practice name and the Payee ID Number for proper affiliation.
- Bank letter dated within the past 180 days or a voided check.

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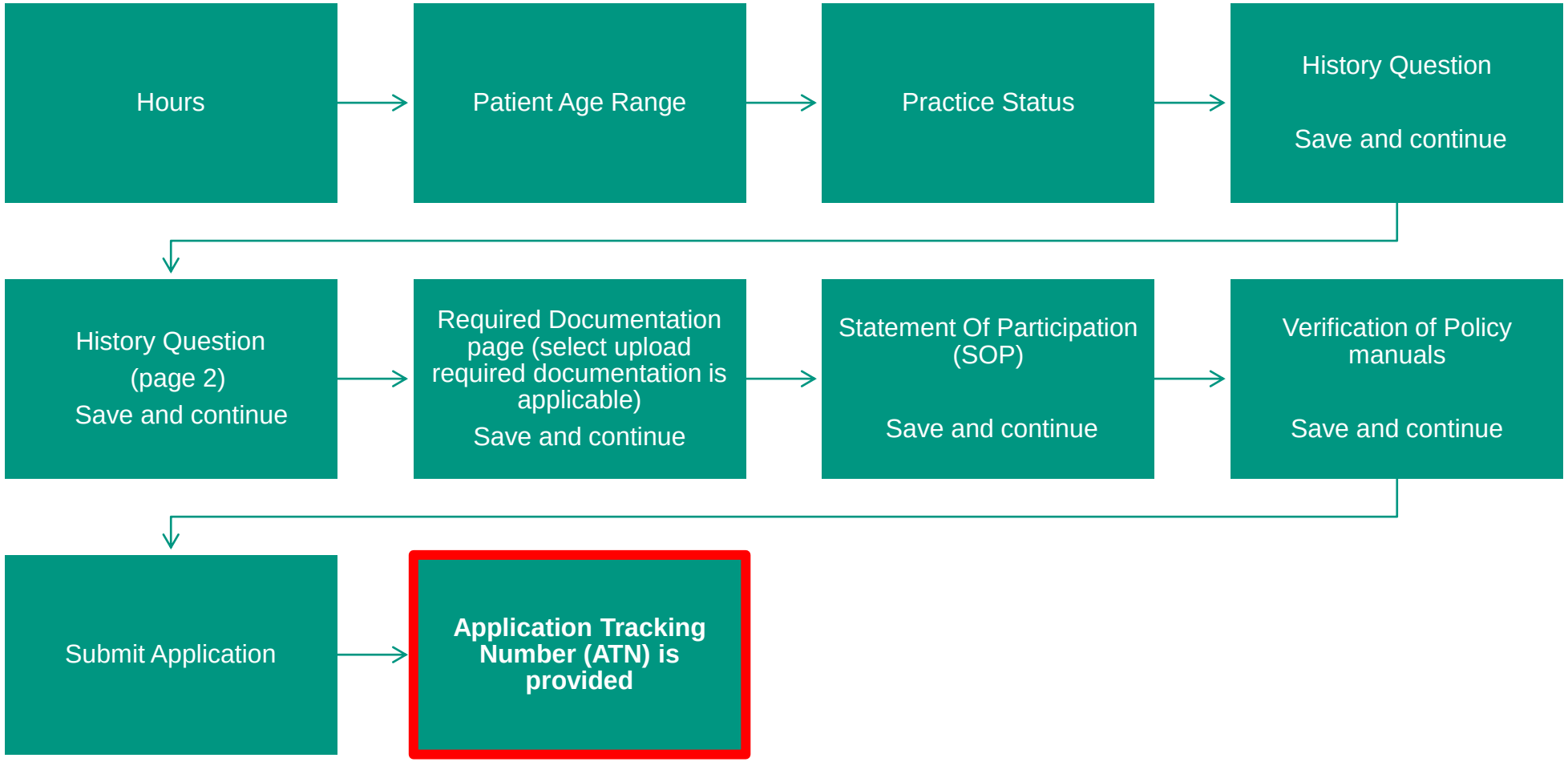
Initial Group/Billing Enrollment Application
(continued)



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Initial Individual Provider Enrollment Application

Initial Provider Application when joining a Group

Key all details of your Initial provider application and once you have made it to the affiliation section:

- Add existing Group/Billing Medicaid ID
- Accept and Attest

Note: The Group/Billing provider must be enrolled prior to affiliation.

*Visual on next slide

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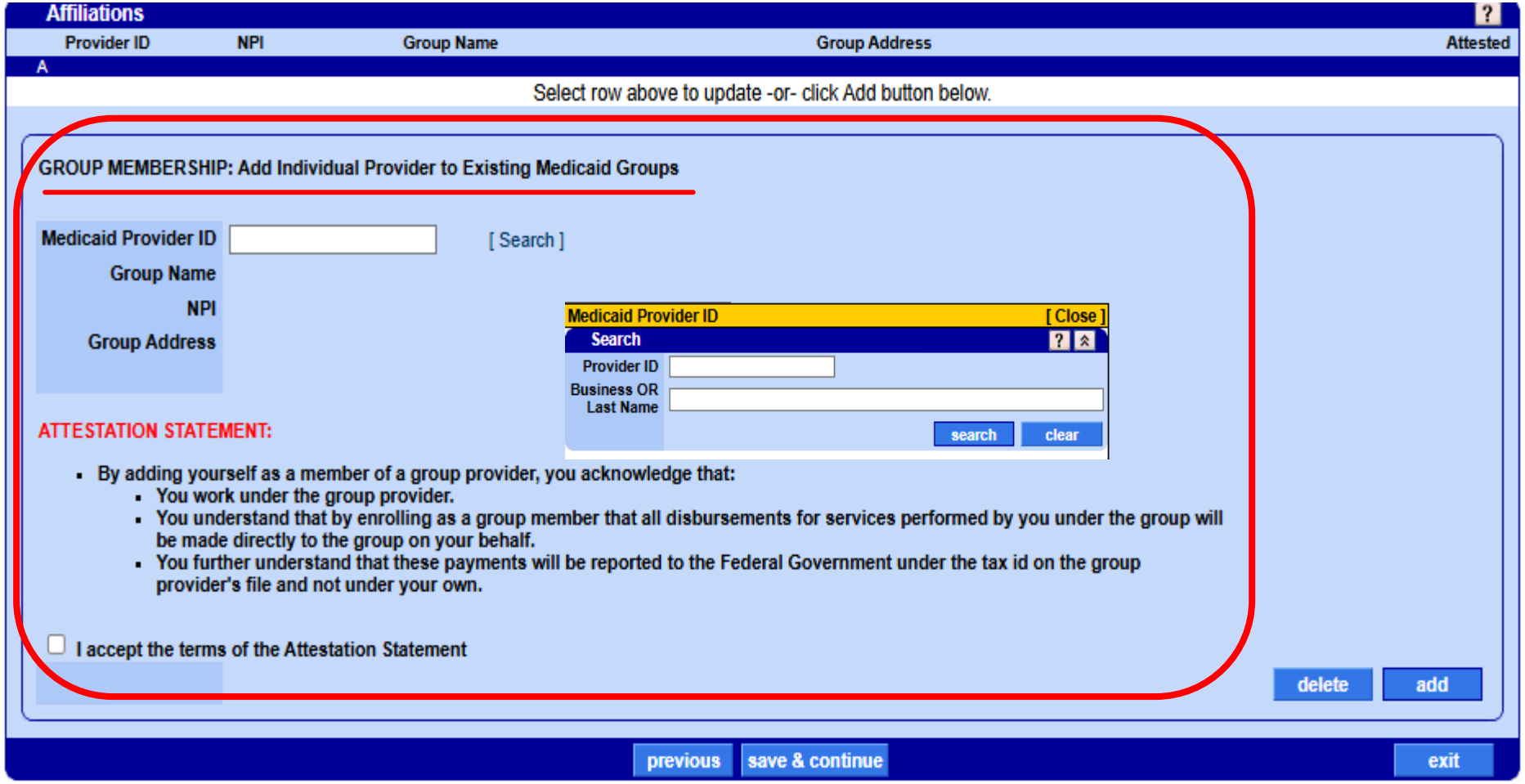
Initial Individual Provider Enrollment Application



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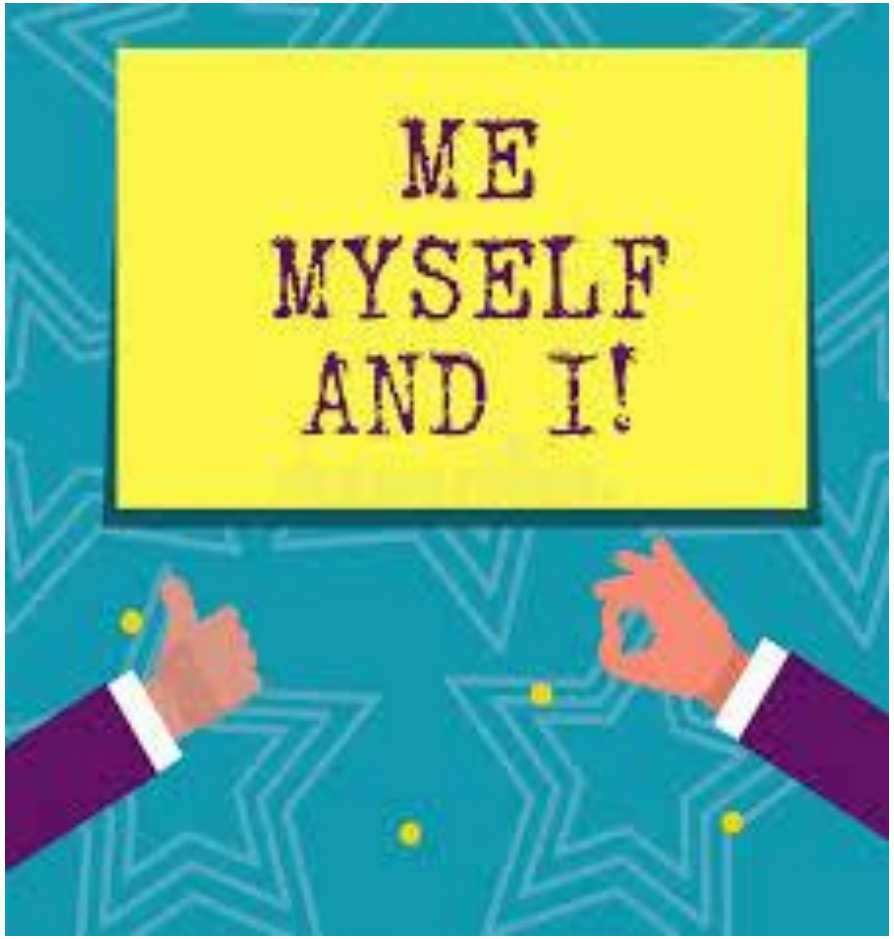
Initial Individual Provider Enrollment Application
(continued)



- **IF there is NO group affiliation, then payee information is required.**
- **Save and continue.**
- **Complete the application and submit any required documentation.**

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Maintaining Group Affiliation for Existing Providers
(continued)

Existing Providers Maintain Their Group Affiliations

- Log into GAMMIS with Billing Agent Account
- Select “Providers”
- Select “Group Affiliation”

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Maintaining Group Affiliation for Existing Providers
(continued)

- Existing Providers Maintain Their Group Affiliations
- Two(2) Sections will display. Which will allow you to view all providers in your group and approve or deny pending request.
- Group Membership (Providers who are already assigned to the Group.)
- Request or Update Group Affiliation

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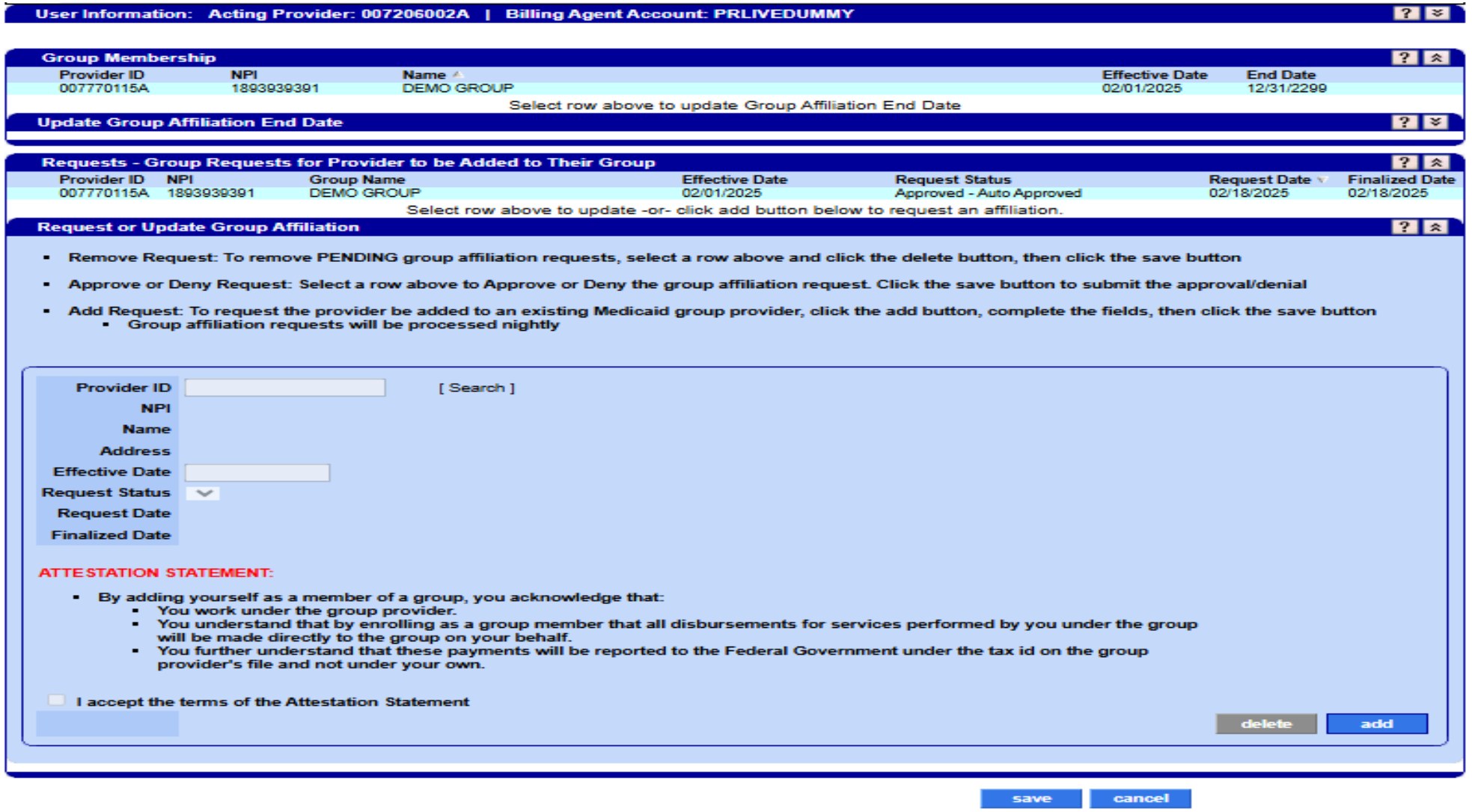
Maintaining Group Affiliation for Existing Providers
(continued)



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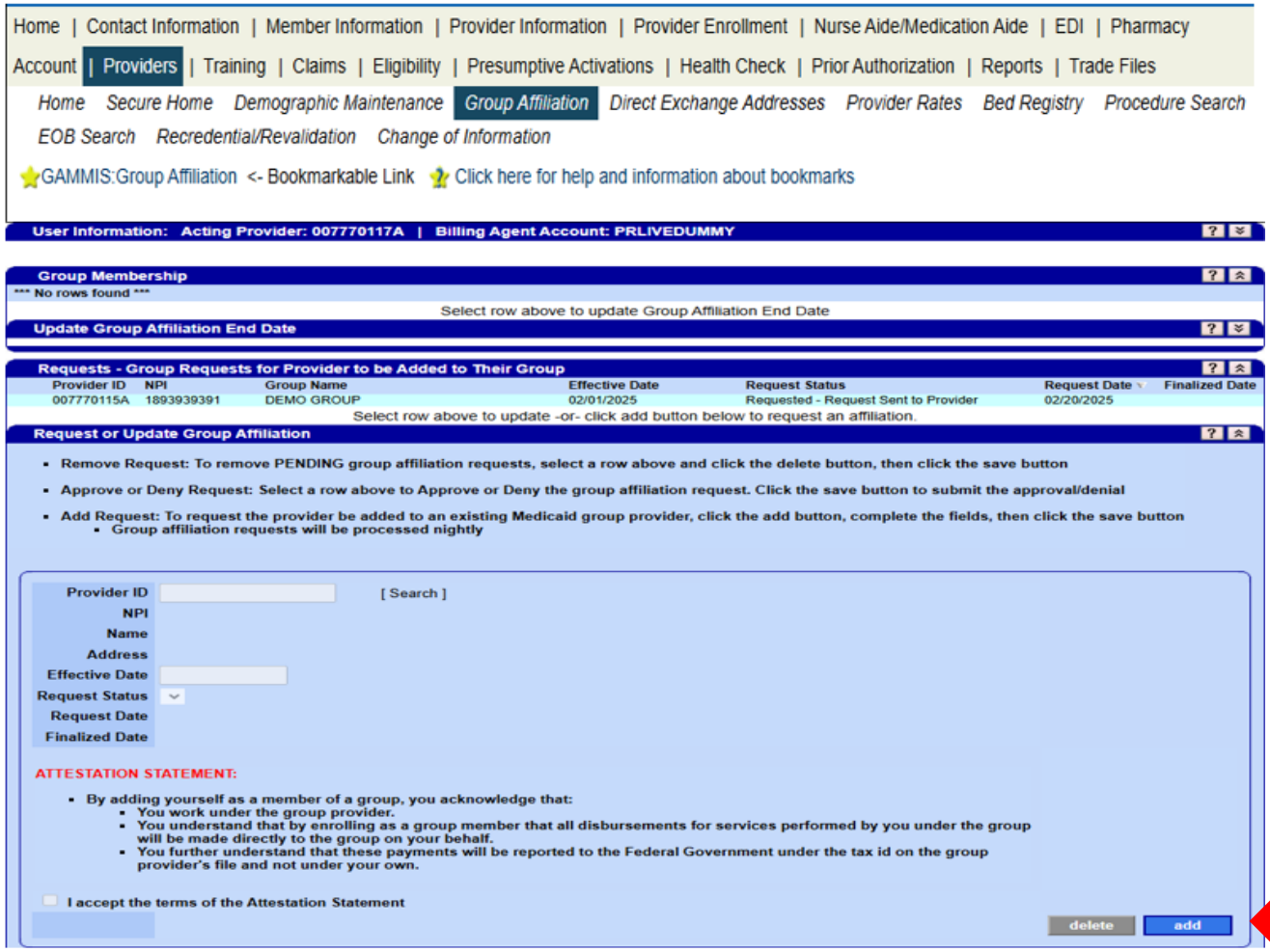
Maintaining Group Affiliation for Existing Providers
(continued)

- Select “Add”
- Enter the Medicaid ID Number, select “Tab” on your keyboard, and enter the effective date.
- Attest
- Save



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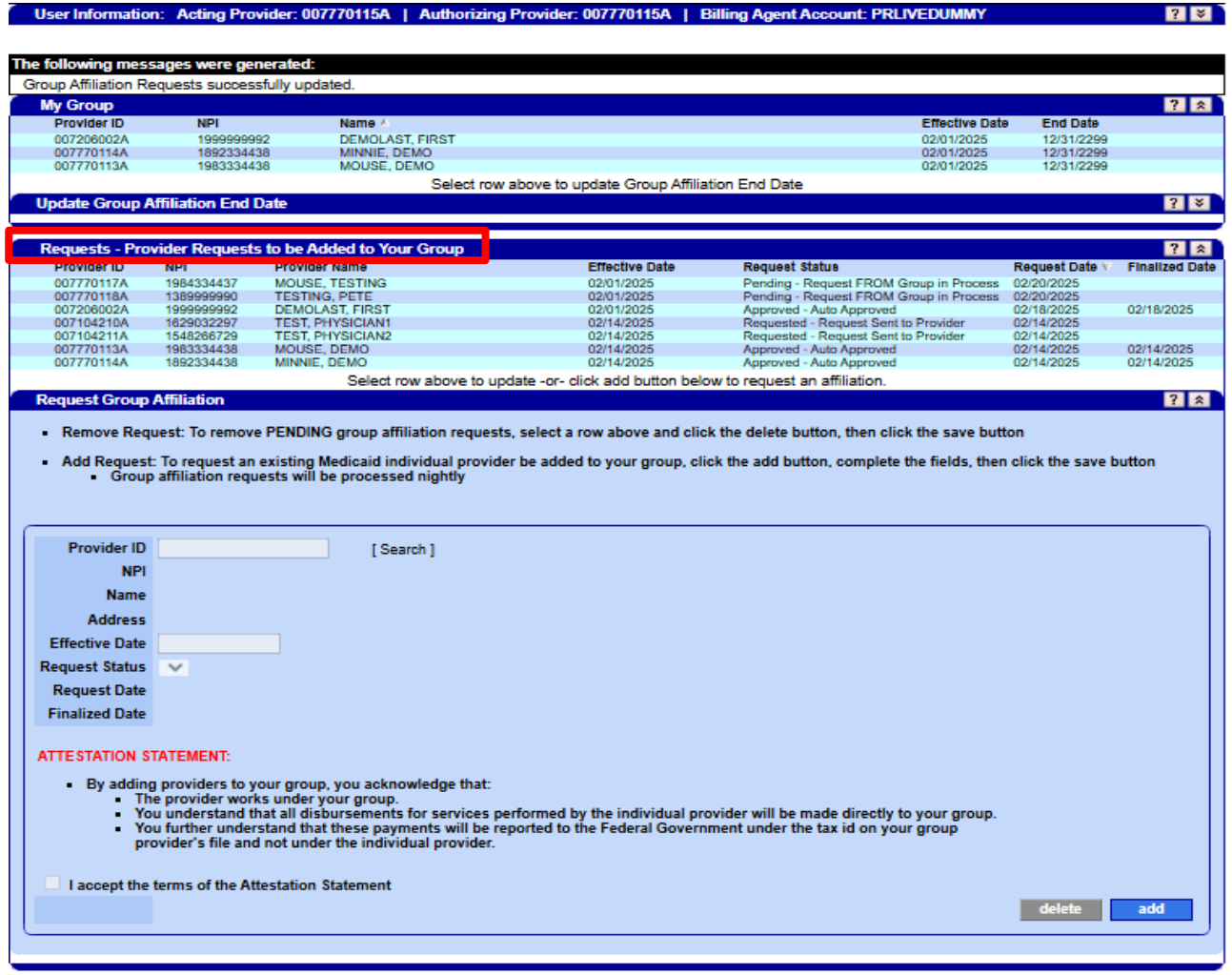
Maintaining Group Affiliation for Existing Providers
(continued)

Once request has been completed, the Provider will be listed under the header.

Requests- Group Requests for Providers to be Added to the Group.



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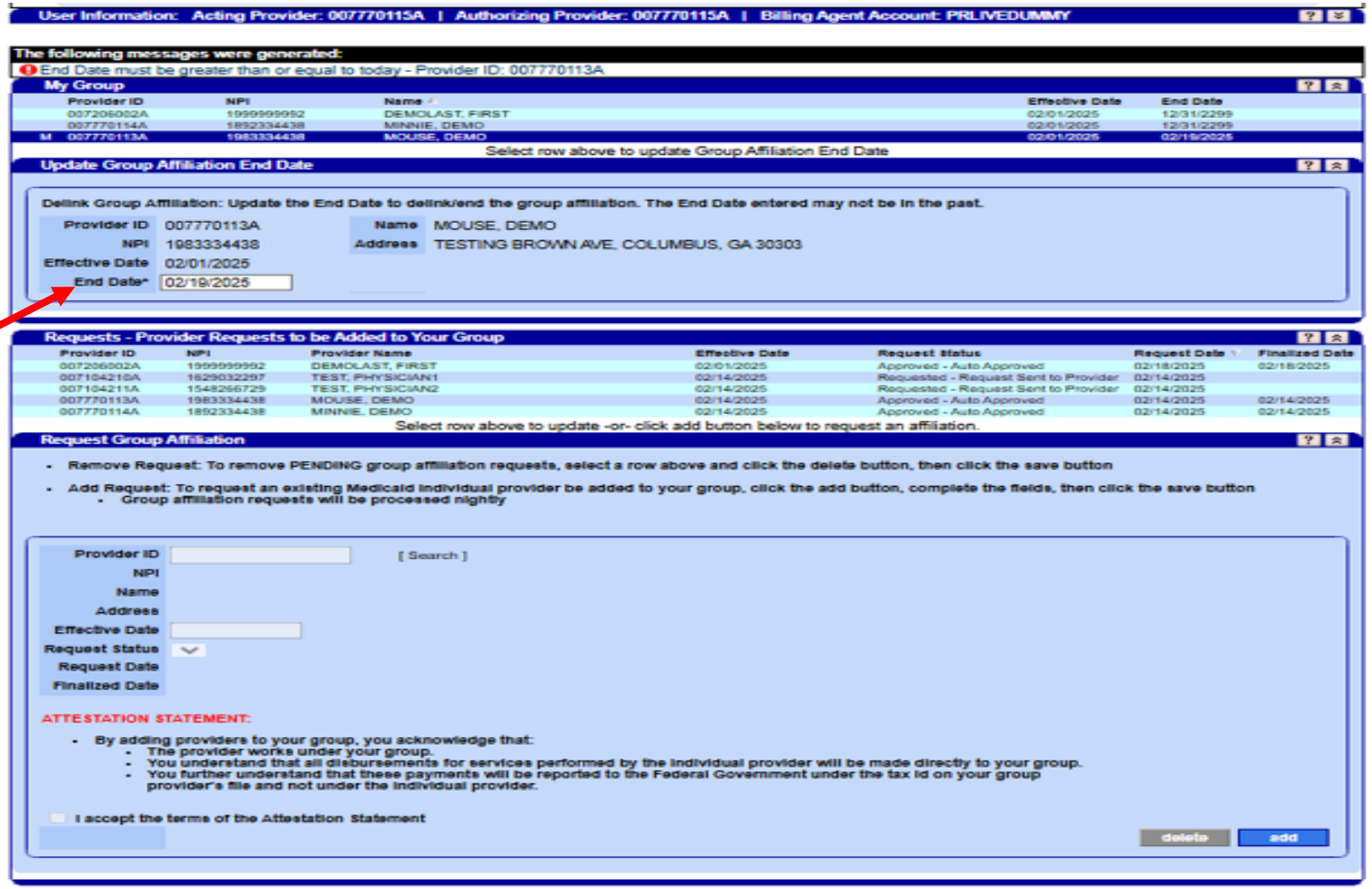
Maintaining Group Affiliation for Existing Providers
(continued)

End Date a provider from your group

- Select the provider to be "ended dated" and **enter current or future date.**
- Save



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Disconnecting from the Group Affiliation

Individual Providers wanting to End Group Affiliation

- Update the End Date to end the group affiliation.
- The End Date entered may not be in the past.

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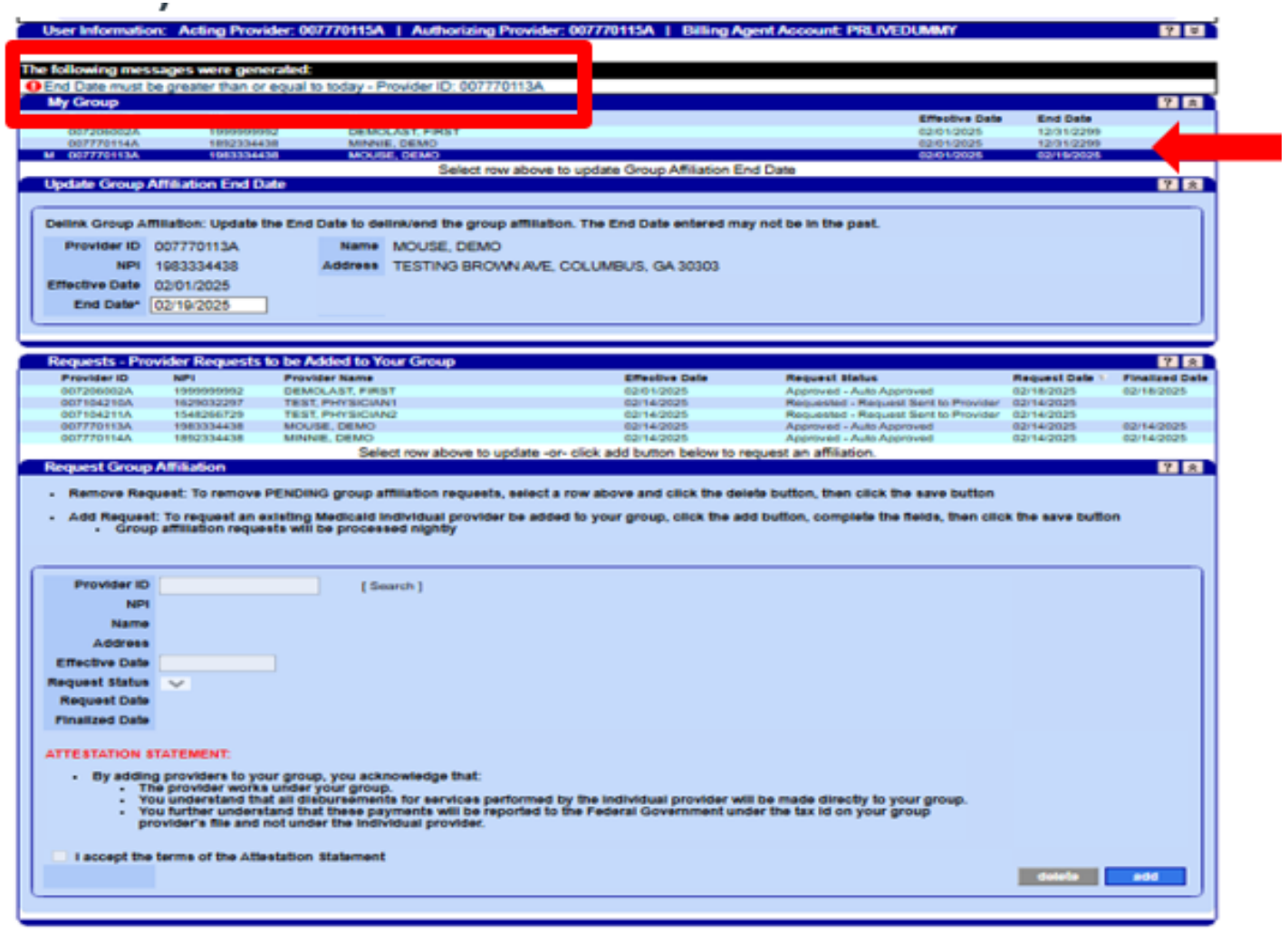
Maintaining Group Affiliation for Existing Providers
(continued)



Note:

The End Date entered may not be in the past.

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Group Affiliation Rules

- Individual Providers will automatically be affiliated to any Group they request. *(nightly cycle)*

- Groups will automatically be affiliated to any Individual Provider they request IF the Payee and EFT account information MATCH. *(nightly cycle)*

- Groups: If the Payees do NOT MATCH, the Individual provider MUST approve the Group affiliation request on the Web Portal.

- When an Individual provider must approve group affiliation:
  - An e-mail sent and Web Portal Alert is displayed.
  - The affiliation request will expire after 30 days.

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Georgia Medicaid E-mails & Alerts

(3) Group Affiliation E-mails:

Request	**Sent to Individual provider** when Group requests affiliation and Payees are different
Approval	**Sent to Group provider** when Individual approves request
Denial	**Sent to Group provider** when Individual denies request
	Sent to Group provider when affiliation request has expired *(Denied by the system)*

Group Affiliation Alert:

Alert created for Individual provider when they need to approve/deny affiliation request from Group provider

NOTE: Current process notifies provider when data is updated on their file, such as group affiliations

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E-mail Notification - Request from Group

Georgia Department of Community Health

GAMMIS

gainwell

Group Affiliation Request

This message is to notify you of a request to affiliate your Provider ID: 006203840A with Provider Group: 006203855A - GROUP PSYCHOL AND THERAPY WEB.

Please approve or deny this affiliation by visiting the GAMMIS Web Portal at www.mmis.georgia.gov :

1. Log in to the secure web portal.
2. Navigate to the Providers => Group Affiliation menu option.
3. Approve or deny group affiliation.

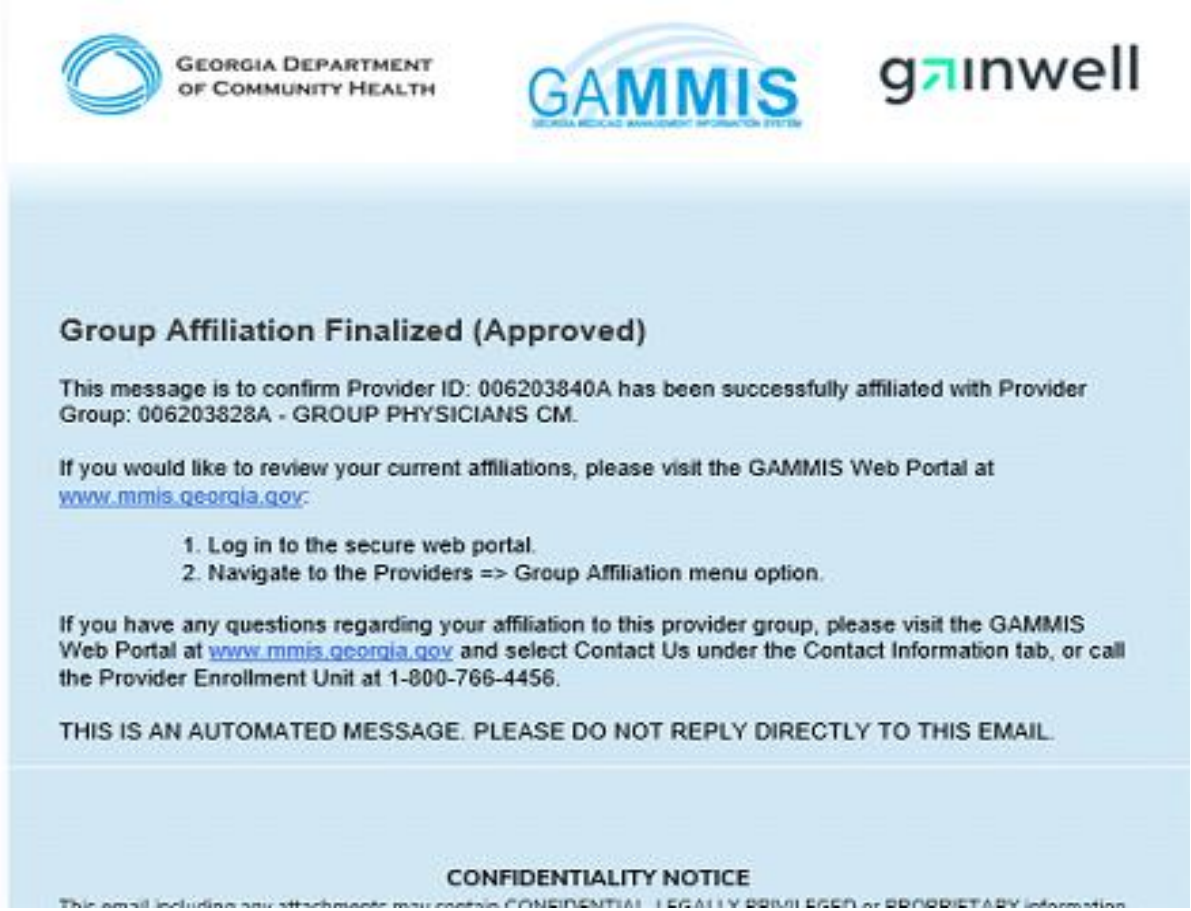
If you have any questions regarding your affiliation to this provider group, please visit the GAMMIS Web Portal at www.mmis.georgia.gov and select Contact Us under the Contact Information tab, or call the Provider Enrollment Unit at 1-800-766-4456.

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL.

CONFIDENTIALITY NOTICE

This email including any attachments may contain CONFIDENTIAL, LEGALLY PRIVILEGED or PROPRIETARY information

E-mail Notification - Approval by Individual Provider



Georgia Department of Community Health

GAMMIS

gainwell

Group Affiliation Finalized (Approved)

This message is to confirm Provider ID: 006203840A has been successfully affiliated with Provider Group: 006203828A - GROUP PHYSICIANS CM.

If you would like to review your current affiliations, please visit the GAMMIS Web Portal at www.mmis.georgia.gov:

1. Log in to the secure web portal.
2. Navigate to the Providers => Group Affiliation menu option.

If you have any questions regarding your affiliation to this provider group, please visit the GAMMIS Web Portal at www.mmis.georgia.gov and select Contact Us under the Contact Information tab, or call the Provider Enrollment Unit at 1-800-766-4456.

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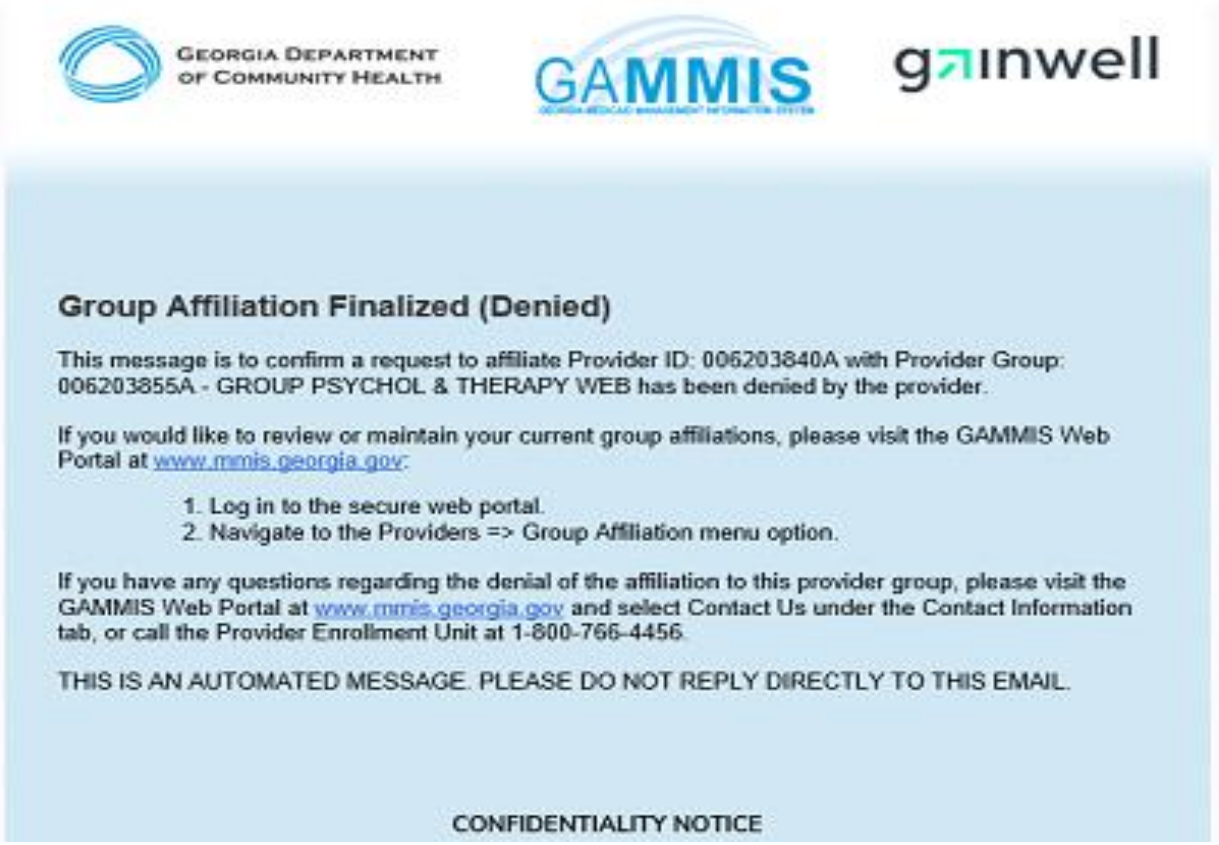
E-mail Notification - Individual Provider Denial



Group Affiliation Finalized (Denied)

This message is to confirm a request to affiliate Provider ID: 006203840A with Provider Group: 006203855A - GROUP PSYCHOL & THERAPY WEB has been denied by the provider.

If you would like to review or maintain your current group affiliations, please visit the GAMMIS Web Portal at www.mmis.georgia.gov:

1. Log in to the secure web portal.
2. Navigate to the Providers => Group Affiliation menu option.

If you have any questions regarding the denial of the affiliation to this provider group, please visit the GAMMIS Web Portal at www.mmis.georgia.gov and select Contact Us under the Contact Information tab, or call the Provider Enrollment Unit at 1-800-766-4456.

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL.

CONFIDENTIALITY NOTICE

E-mail Notification - Denial – Expired by System

Group Affiliation Finalized (Denied)

This message is to confirm a request to affiliate Provider ID: 423738935C with Provider Group: 006203851A - GROUP BEHAVIOR WEB3 has been denied due to: approval time period has expired.

If you would like to review or maintain your current group affiliations, please visit the GAMMIS Web Portal at www.mmis.georgia.gov:

1. Log in to the secure web portal.
2. Navigate to the Providers => Group Affiliation menu option.

If you have any questions regarding the denial of the affiliation to this provider group, please visit the GAMMIS Web Portal at www.mmis.georgia.gov and select Contact Us under the Contact Information tab, or call the Provider Enrollment Unit at 1-800-766-4456.

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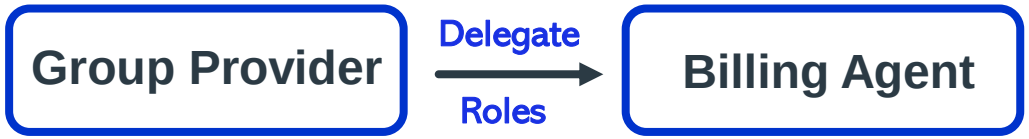
Portal Account Administration

- Secure Web Portal Account Administration

  Allow a Group provider to give a user access to ALL providers actively affiliated to the Group.



  - Group Provider Roles
  - Service Location Roles – Rendering Provider / Individual Practitioner

- Group/Billing Provider Account Quick Reference Guide

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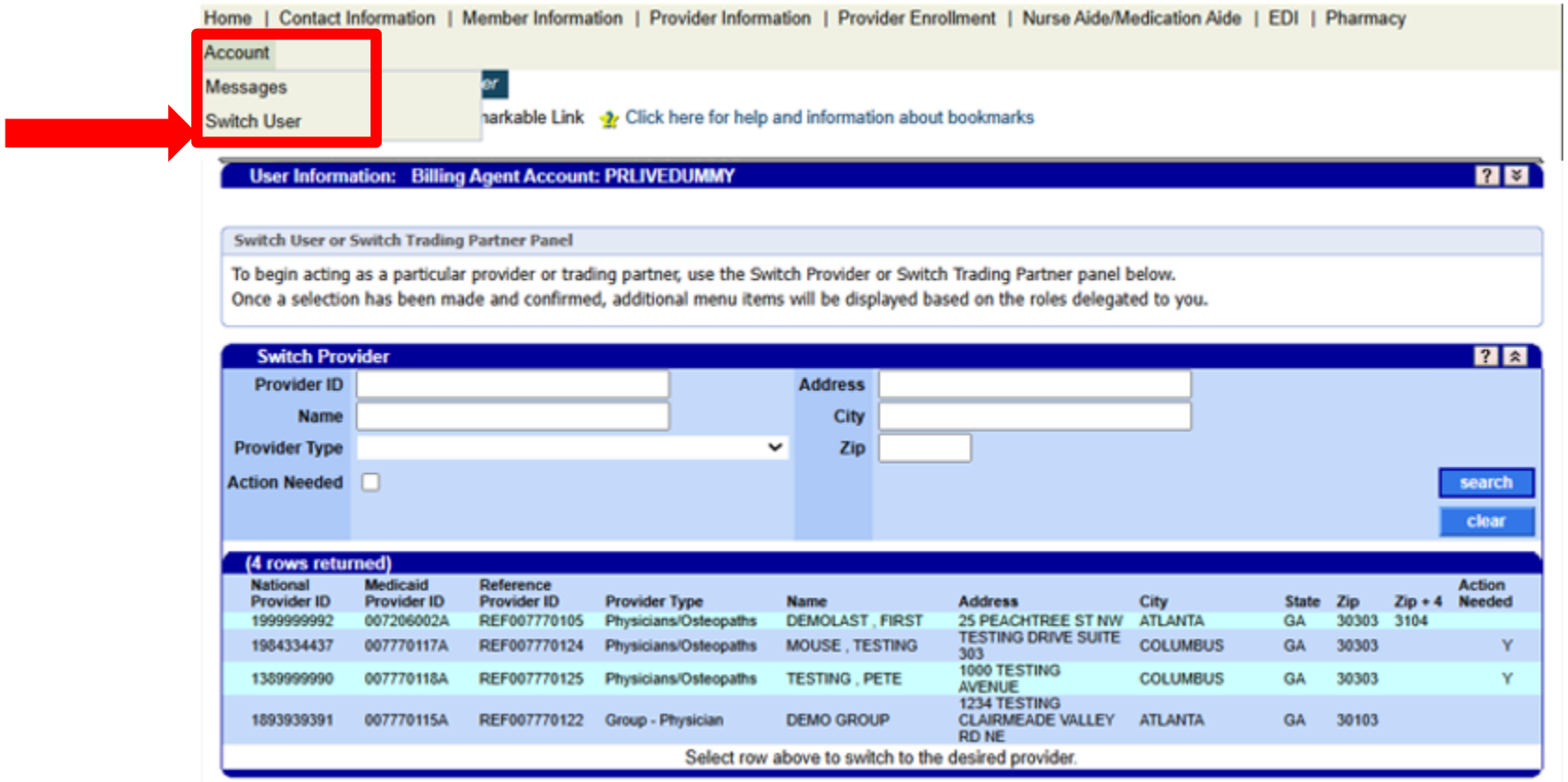
Useful Web Portal Tabs – Accounts -> Switch User

❖Switch user: Allows a billing agent to move back and forth between different Provider IDs



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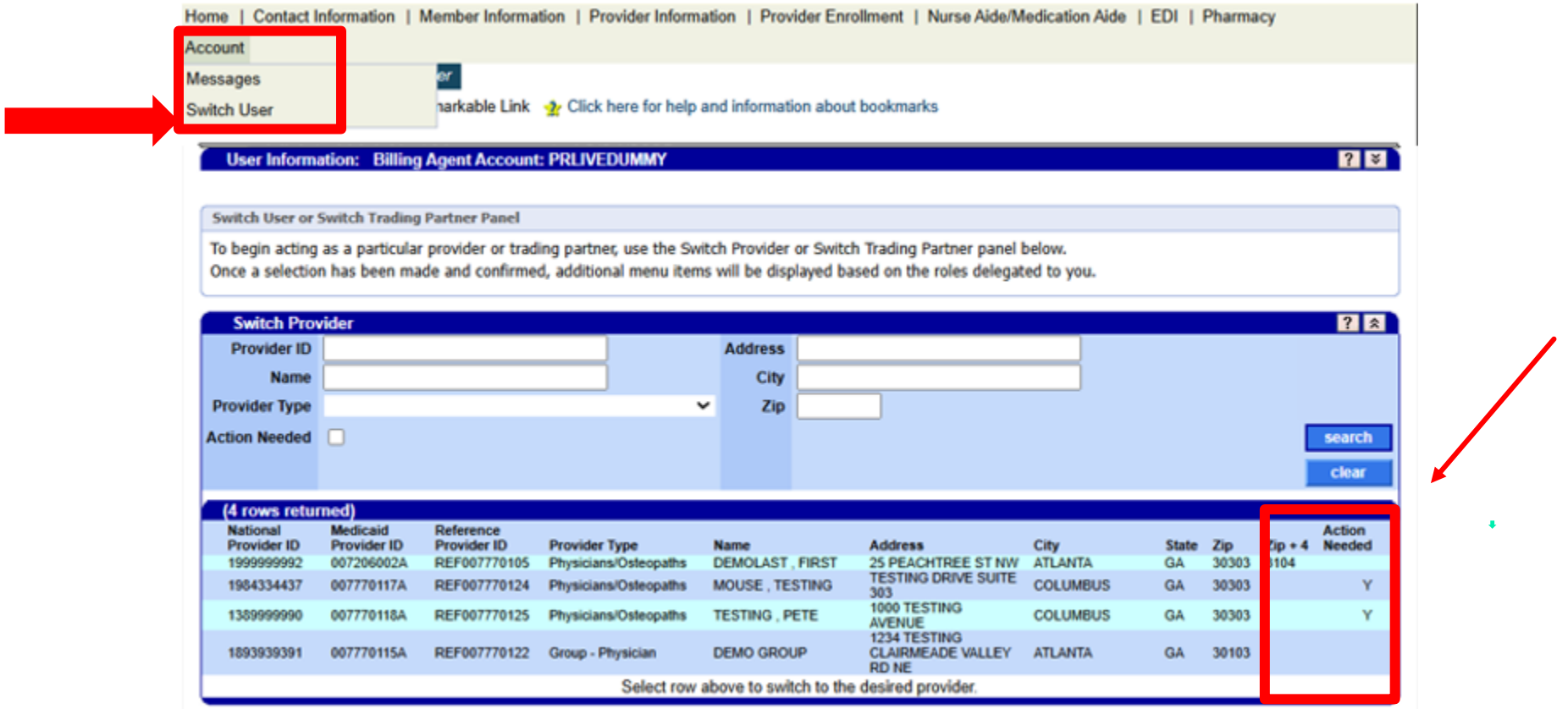
Useful Web Portal Tabs – Accounts -> Switch User

(continued)

❖Switch User page:

➢See Action Needed Notifications – Select the Provider ID to see what action is needed.



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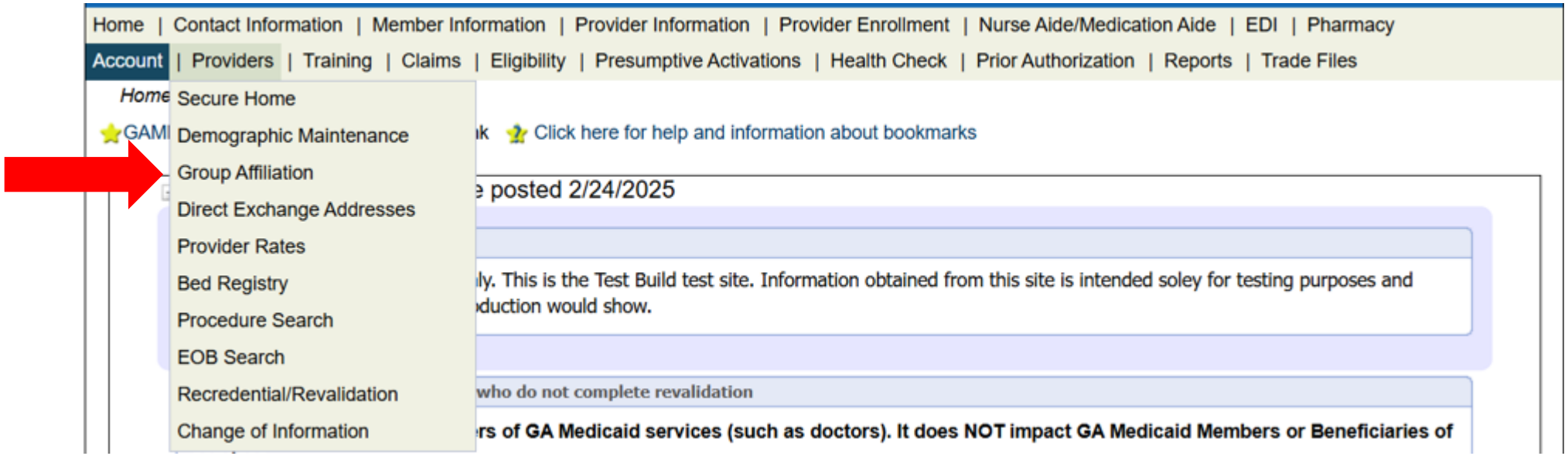
Useful Web Portal Tabs – Provider -> Group Affiliation

❖Group Affiliation: Allows a billing agent to view all providers associated with group, any requests and updates



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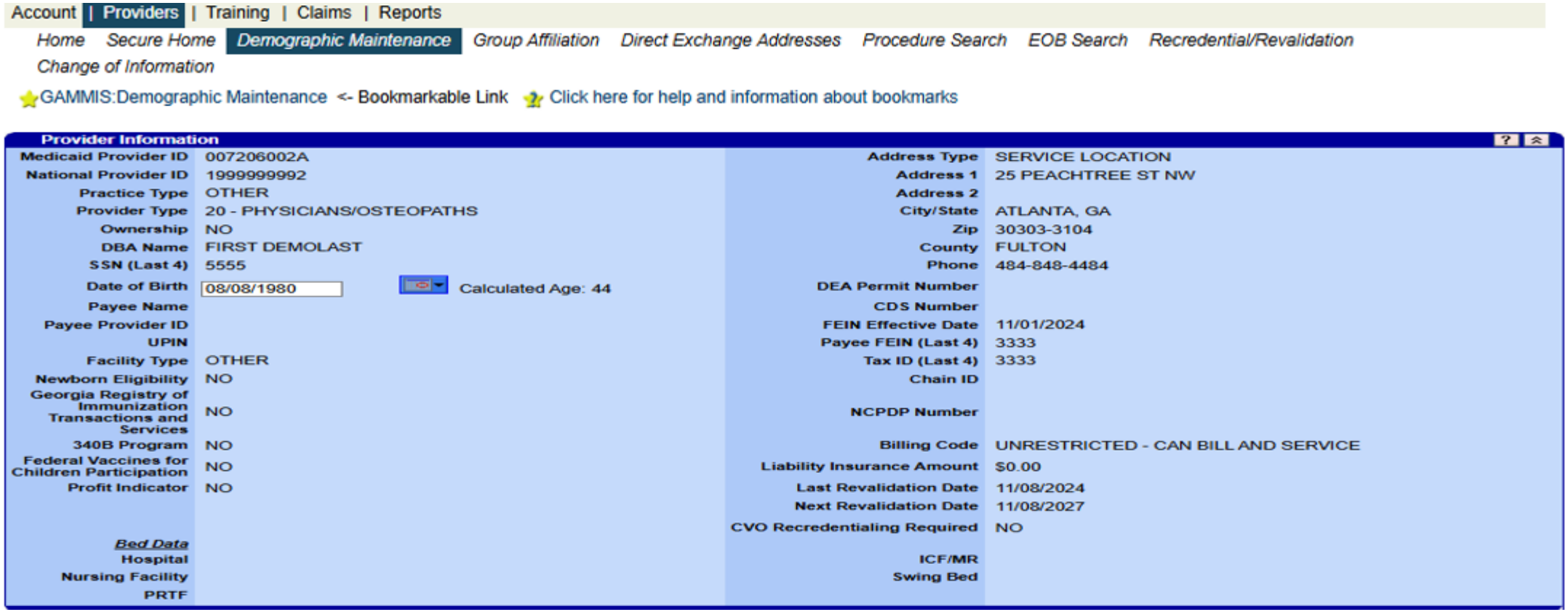
Useful Web Portal Tabs – Providers -> Demographic Maintenance

❖Provider Demographic Information: Allows a billing agent to view all details pertaining to the Individual Provider ID – Example: Individual Provider



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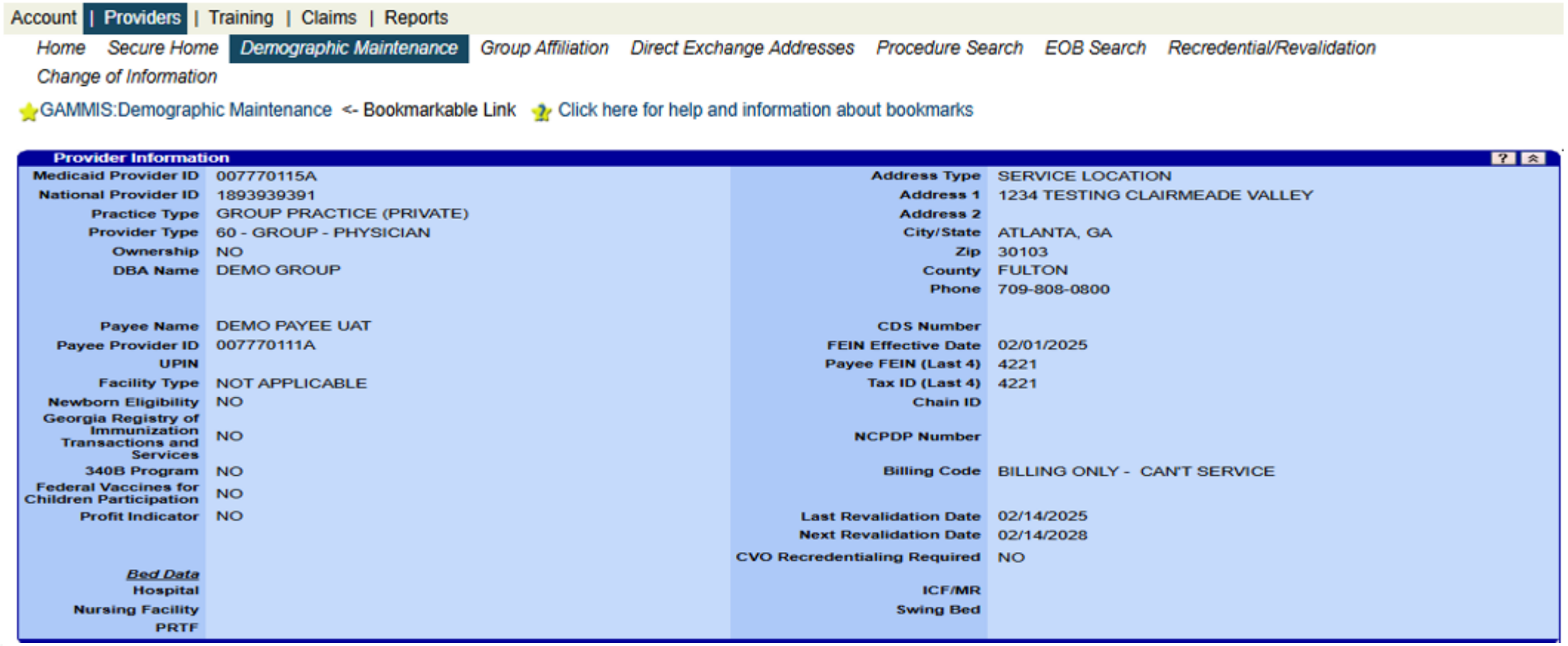
Useful Web Portal Tabs – Providers -> Demographic Maintenance

❖Group Demographic Information: Allows a billing agent to view all details relating to the Group Provider ID – Example: Group Profile



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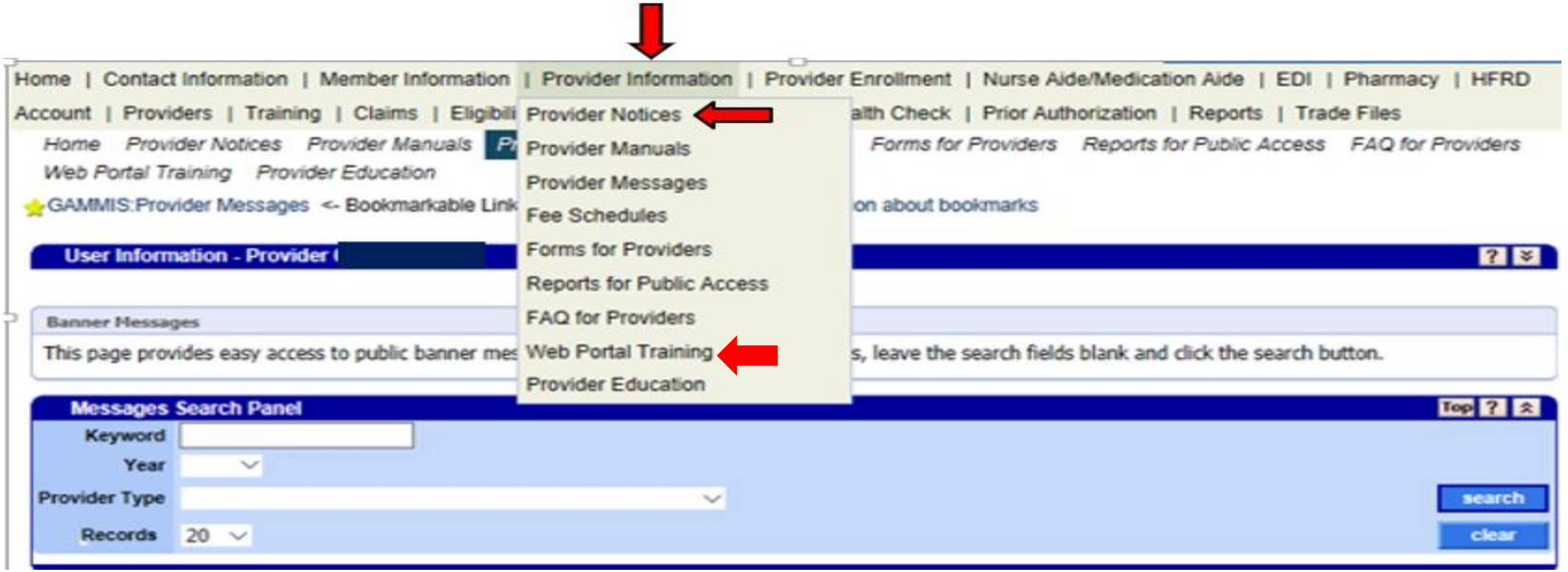
- **To access this presentation, visit www.mmis.geogia.gov, Provider Information, Provider Notices.**
- **To access other web portal enrollment presentations, select Web Portal Training.**



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Accessing Presentations and Web Portal Training Guides

➢**To access other web portal enrollment presentations, select Web Portal Training.**

Web Portal Training (18 rows returned)

Title	File Type	Duration	Size (KB)	Run Date
Group_Billing Enrollment FAQs	PDF		159.8	04/16/2025
Group-Billing Delegation Quick Reference Guide	PDF		532.3	04/01/2025
Payee Selection Quick Reference Guide	PDF		601.7	04/10/2023
MFA Troubleshooting - FAQ	PDF		188.7	12/02/2022
GAMMIS MFA Navigation	PDF		235.4	11/04/2022
FAQ - Multi-factor Authentication (MFA) for GAMMIS	PDF		254.2	10/21/2022
Claims - Completing an Institutional (UB04) Web Claim	PDF		888.7	03/04/2021
Claims - Completing a Crossover Web Claim	PDF		882.9	02/12/2021
Claims - Completing a Dental Web Claim	PDF		507.2	02/12/2021
Claims - Completing a Professional (1500) Web Claim	PDF		457.4	02/12/2021
Provider Enrollment - Initial Application	PDF		2722.5	02/12/2021
Provider Enrollment - Initial Facility Application	PDF		2567.7	02/12/2021
Provider Enrollment- Additional Service Location (Facility) Application	PDF		1913.1	02/12/2021
Presentation - Ordering, Prescribing, or Referring (OPR)	PDF		1229.7	11/02/2015
Online Enrollment for Behavioral Health COS 440 Providers - Step by Step	PDF		1206.8	09/15/2015
Provider Enrollment - Additional Service Location Application	EXE	20 Minutes	7637.3	12/13/2012
Billing Agent Account Registration and Maintenance	EXE	30 Minutes	7257.2	12/08/2010
Provider Web Registration and Maintenance	EXE	30 Minutes	6460.4	12/08/2010

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