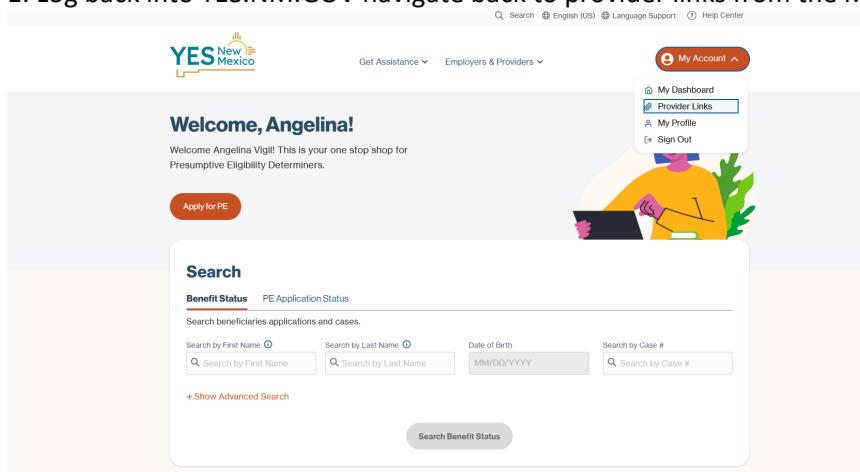




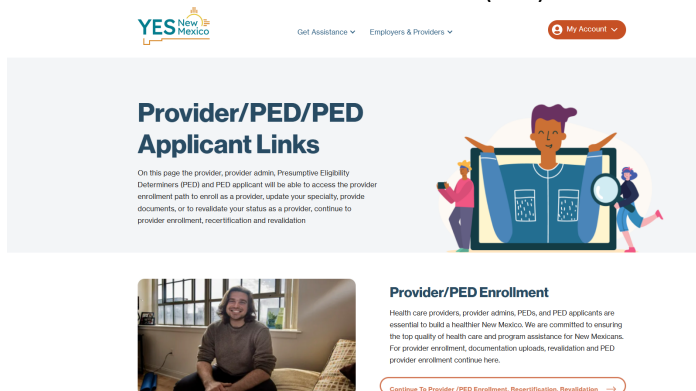
Hello,

Congratulations, you passed the test! Your next step is to upload your certificate and MAD 219 into the PED and provider enrollment system!

1: Log back into YES.NM.GOV navigate back to provider links from the My Account tab.

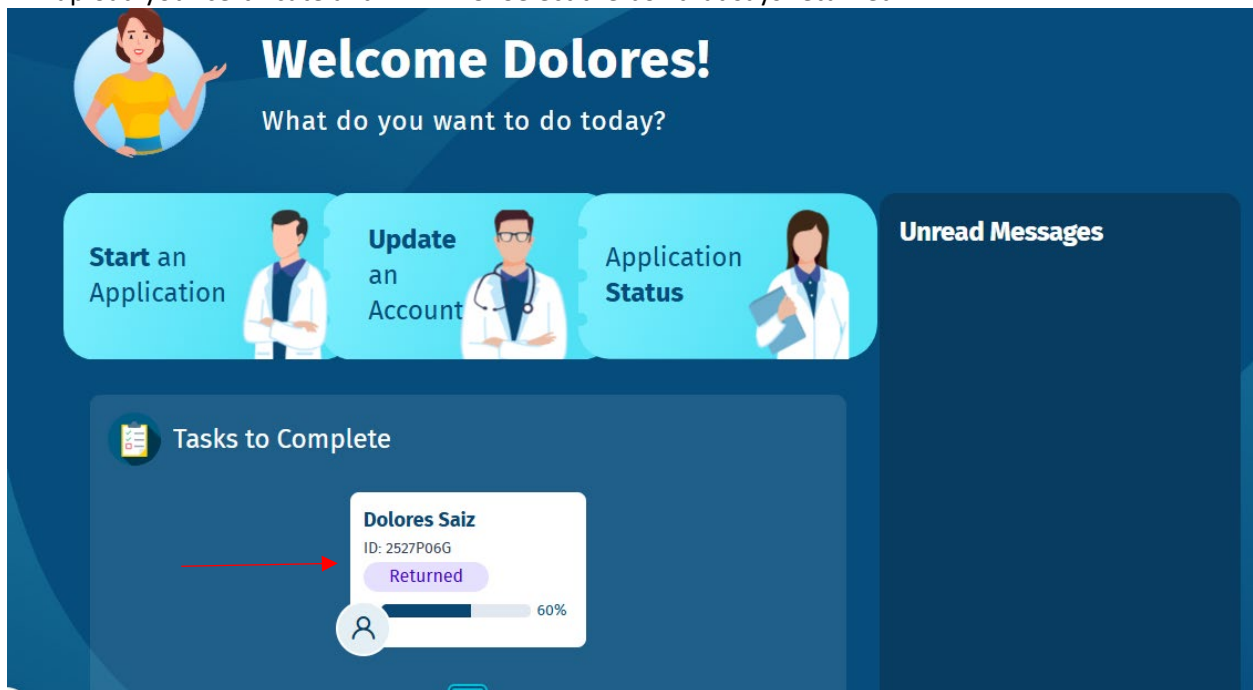


2: Go into Provider and PED enrollment (KYP)





3: On your dashboard in “tasks to complete” you will see your “Returned application” (This is where you will upload your certificate and MAD219. Select the box that says returned.





4: Review your information for accuracy and make changes as needed. You will upload your PED Training Certificate first by selecting browse. Next upload your MAD219/ Determiner agreement and code of conduct in the second box by selecting browse.

A screenshot of the "Determiner (PED) Enrollment" web form. The left sidebar contains a "Determiner (PED) Enrollment" header, a "Individual Information" link with a person icon, and a "Submit Application" button. The main content area has a progress bar at the top with four steps: "Individual Information" (active, red), "Organization Information", "Supervisor Name", and "Summary". Below the progress bar is a yellow callout box with a woman icon and text: "Please indicate your interest in becoming a Presumptive Eligibility Determiner (PED) by completing this form and submitting the required information as indicated below. Indicating your interest does not obligate you, preclude you from, or guarantee your enrollment as a PED." The form fields include: "First Name" (Dolores), "Last Name" (Saiz), "Suffix, if applicable" (Select your suffix dropdown), "Email Address" (DOLORES.SAIZ@HCA.NM.GOV), and "Job Title" (Management Analyst). At the bottom, there are two upload sections. The first is "Please attach PED Training Certificate" with a "Drag and drop here or browse" button (indicated by a red arrow) and a "5MB Maximum" limit. The second is "Please attach Determiner Agreement and Code of Conduct" with a similar "Drag and drop here or browse" button (indicated by a red arrow) and a "5MB Maximum" limit. Both sections include a document icon.

5: Review your information is accurate and make changes if needed.

Provider Name: Dolores Saiz  
Application ID: 252/P06G  
Creation Date: 02/14/2025  
Package Type: PED Provider

Complete: 100%  
Documents: 100%

Application Owner: Dolores Saiz  
New Message  
Resubmit

Content: Presumptive Eligibility Determiner (PED) Enrollment, Individual Information, Submit Application

### Individual Information

Individual Information | **Organization Information** | Supervisor Name | Summary

Please indicate your interest in becoming a **Presumptive Eligibility Determiner (PED)** by completing this form and submitting the required information as indicated below. Indicating your interest does not obligate you, preclude you from, or guarantee your enrollment as a PED.

Organization Name: State of New Mexico / HCA

Organization Provider ID (if applicable): Here your Organization Provider ID

Location Name: Medical Assistance Division

Location Type: State Agency

Address 1: 1475 Rodeo Rd

Address 2: Here your Address 2

City: Santa Fe

State / Province: New Mexico, NM

ZIP Code / Postal Code: 87505-6813

Country: United States

County: Santa Fe

6: Review your supervisor's contact information and update changes if needed.

Provider Name: Dolores Saiz  
Application ID: 252/P06G  
Creation Date: 02/14/2025  
Package Type: PED Provider

Complete: 100%  
Documents: 100%

Application Owner: Dolores Saiz  
New Message  
Resubmit

Content: Presumptive Eligibility Determiner (PED) Enrollment, Individual Information, Submit Application

### Individual Information

Individual Information | Organization Information | **Supervisor Name** | Summary

Please indicate your interest in becoming a **Presumptive Eligibility Determiner (PED)** by completing this form and submitting the required information as indicated below. Indicating your interest does not obligate you, preclude you from, or guarantee your enrollment as a PED.

Supervisor Name: Orlando Velasquez

Supervisor Email Address: Orlando.Velasquez@HCA.nm.gov

Phone Number: (505) 272-0991

Telephone Number Extension: Here your Telephone Number Extension

Supervisor Email Address: Enter your supervisor email address.

Back Next

7: Summary page

Content

Expand All

Presumptive Eligibility Determiner (PED) Enrollment

Individual Information

Submit Application

Individual Information

Organization Information

Supervisor Name

Summary

Here's a summary of the provided information

Let's take a look at it. You can edit or complete the missing information at any time.

Summary: Individual Information

Individual Information

edit

First Name

Dolores

Last Name

Salz

Suffix, if applicable

Email Address

DOLORES.SALZ@HCA.NM.GOV

Job Title

Management Analyst

PED Training Certificate

Determiner Agreement and Code of Conduct

Organization Information

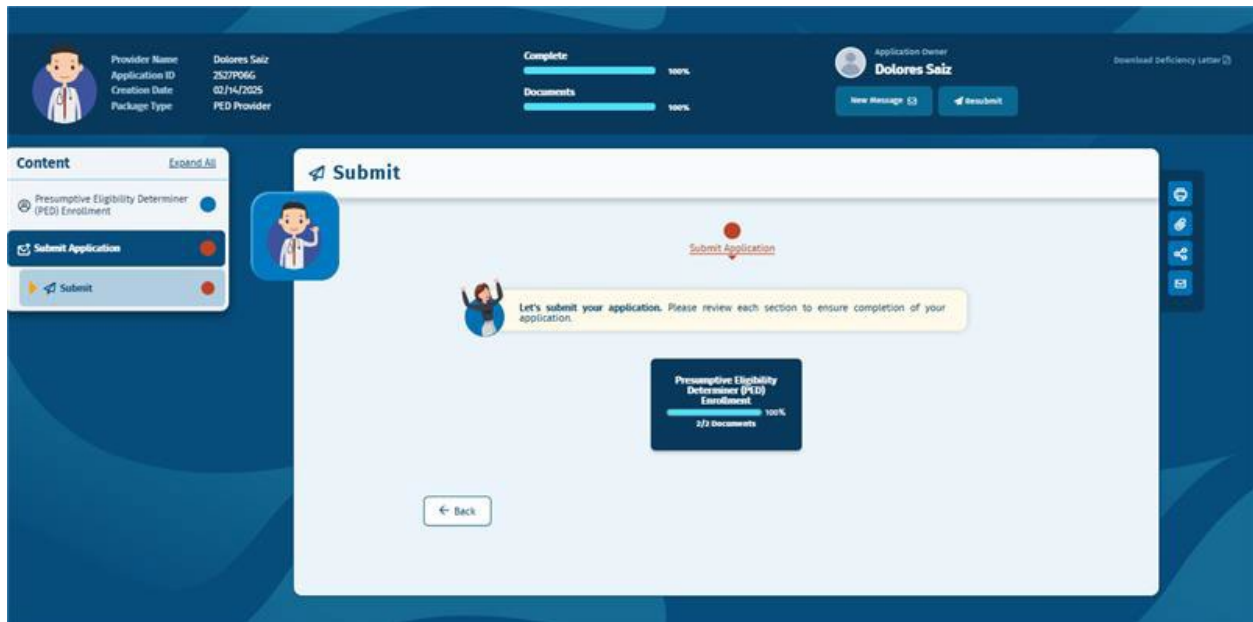
edit

Organization Name

State of New Mexico / HCA

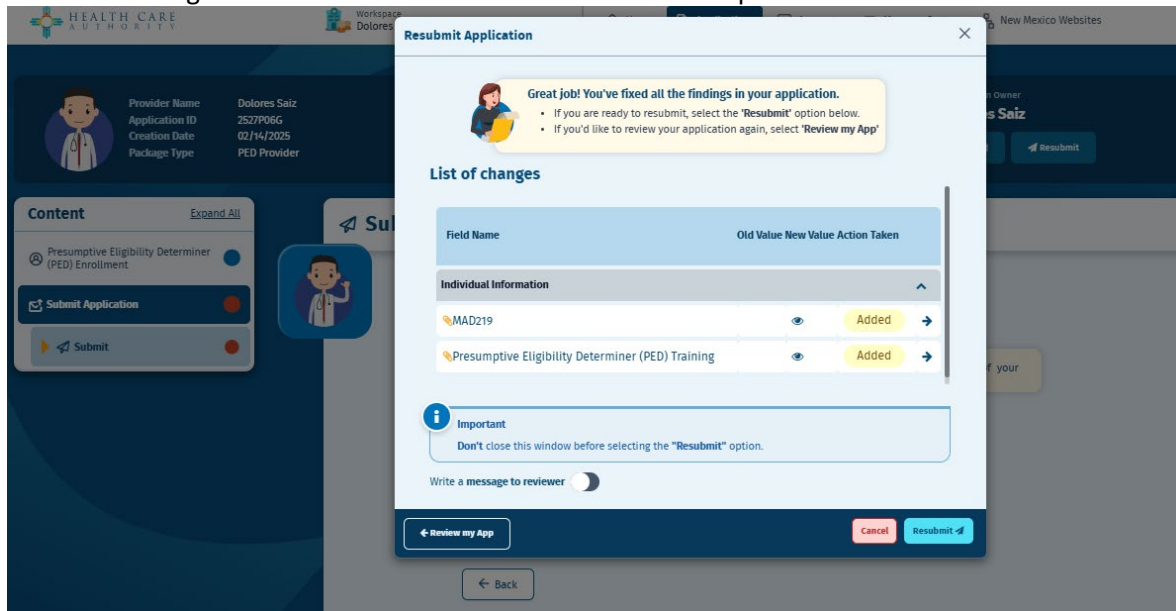
8: Select Resubmit





The screenshot shows the 'Submit' application page. At the top, there's a header with the user's name 'Dolores Saiz' and application details. Below this, a 'Content' sidebar on the left lists 'Presumptive Eligibility Determiner (PED) Enrollment', 'Submit Application', and 'Submit'. The main area is titled 'Submit' and contains a message: 'Let's submit your application. Please review each section to ensure completion of your application.' Below this message is a progress bar for 'Presumptive Eligibility Determinance (PED) Enrollment' showing 100% completion and '2/2 Documents'. A 'Back' button is at the bottom left.

9: Review changes that were made and documents that are uploaded. Select Resubmit!



The screenshot shows the 'Resubmit Application' dialog box. It contains a message: 'Great job! You've fixed all the findings in your application.' followed by instructions to either 'Resubmit' or 'Review my App'. Below this is a 'List of changes' table:

Field Name	Old Value	New Value	Action Taken
<b>Individual Information</b>			
MAD219			Added
Presumptive Eligibility Determiner (PED) Training			Added

Below the table, there's an 'Important' note: 'Don't close this window before selecting the "Resubmit" option.' and a 'Write a message to reviewer' section with a toggle switch. At the bottom, there are buttons for 'Review my App', 'Cancel', and 'Resubmit'.



10: On your applications dashboard, the status of your application will update to resubmitted.

The screenshot shows the "Applications Dashboard" for the Health Care Authority. The dashboard includes a header with the Health Care Authority logo and navigation links. Below the header, there's a section titled "Let's do it!" with a message: "Below are your New Mexico Medicaid enrollment applications and the corresponding status for each." The dashboard displays a summary of application statuses: Total Apps: 1, Return to Provider: 0, Resubmitted: 1, In Progress: 0, Approved: 0, and Denied: 0. The "Applications Dashboard" section shows a table of applications. The table has columns for Application ID, Status, Name, Taxonomy, NPI, Type, Complete, Last Update, and Owner. The application ID 2527P066 is shown with a status of "Resubmitted" and a last update of 03/05/2025.

Application ID	Status	Name	Taxonomy	NPI	Type	Complete	Last Update	Owner
2527P066	Resubmitted	Dolores Seiz	N/A		PED Provider	100%	03/05/2025	Dolores Seiz

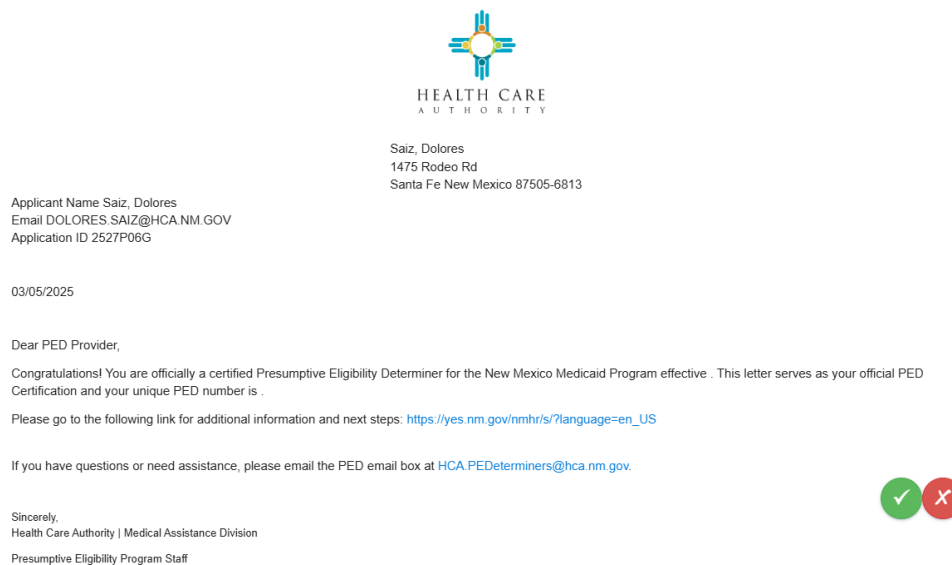
11: Once the MAD PE Program staff approves your application and documents, the status will update to approved.

The screenshot shows the "Applications Dashboard" for the Health Care Authority. The dashboard includes a header with the Health Care Authority logo and navigation links. Below the header, there's a section titled "Let's do it!" with a message: "Below are your New Mexico Medicaid enrollment applications and the corresponding status for each." The dashboard displays a summary of application statuses: Total Apps: 1, Return to Provider: 0, Resubmitted: 0, In Progress: 0, Approved: 1, and Denied: 0. The "Applications Dashboard" section shows a table of applications. The table has columns for Application ID, Status, Name, Taxonomy, NPI, Type, Complete, Last Update, and Owner. The application ID 2527P066 is shown with a status of "Approved" and a last update of 03/05/2025.

Application ID	Status	Name	Taxonomy	NPI	Type	Complete	Last Update	Owner
2527P066	Approved	Dolores Seiz	N/A		PED Provider	100%	03/05/2025	Dolores Seiz



12: Once your information has been validated you will receive your official PED certification letter with a PED number. See the below example-



\*\*\*After you receive your official PED number, you will receive an email from the PED team instructing you to log in to YES.NM.GOV as a PE Determiner. -You can not perform PE functions until you receive that email!\*\*\*\*