



## SoonerCare Fax Blast

October 17, 2011

### **SUBJECT: Physician Assistant Contract Renewals**

Dear Primary Care Provider:

SoonerCare and Insure Oklahoma contracts for Physician Assistants will expire on January 31, 2012. OHCA requests that Physician Assistants who serve as PCPs for Choice or Insure Oklahoma renew their contracts before November 30, 2011. Because of system limitations, PCPs who have not completed contract renewals by November 30 will not appear in online provider directories and will not be able to receive new enrollments on their panels until the contract is renewed.

Please note that groups, physicians, and nurse practitioners who have PCP contracts do NOT have to renew at this time. Only Physician Assistant contracts expire on January 31.

To renew your contract:

1. Access the website at [www.okhca.org](http://www.okhca.org)
2. Select the "OHCA Secure Sites" listed under "Providers".
3. Select "SoonerCare Secure Site".
4. If your account is already set up, log in and proceed to Step 6. If you are renewing an individual contract, be sure to log in under the individual number and not under the group number.
5. If you are a first-time user or the user name and password information is not available, your Provider ID and PIN number can be used to establish access to the secure site. Your Logon is your Provider ID excluding the service location alpha character. Once you have gained access, you will be prompted to complete the account maintenance criteria. Note: Pop-up blocker programs must be disabled to proceed. If you do not know your PIN, please call the number below.
6. After successful logon, your global messages, if any, will be displayed. Select the "Next" button to go to the Provider's Main Page.
7. Select "Update Provider File".
8. SoonerCare Medical Home Tier: You will need to complete all the questions related to your tier level for medical home. You can cut-and-paste from the document you previously submitted if you have it in electronic form. After you complete the renewal process this year, your medical home tier information will remain in our system and you will not have to type it again except if you wish to change it. If you request a tier different from your current tier, OHCA will review your request and, if granted, the new tier will be effective January 1, 2012.
9. After you submit your application a page will appear that has a link to print a fax cover sheet. Print your personalized fax cover page and fax it to the number listed, along with the required documents. Note: Notarization of the signature page is no longer required. Please submit a single fax for each contract renewal. If you have additional physician assistants to renew, fax each renewal separately. [Your fax machine may have a feature that automatically combines faxes going to the same number and/or automatically adds a new cover sheet.](#) Those features must be disabled for the fax to match up correctly with your online application.

If you have any questions regarding contract renewal, please call (800)522-0114 or (405)522-6205.

Sincerely,

Mike Fogarty, CEO  
Oklahoma Health Care Authority