



# Provider Relations Outreach Specialist

## 173.200 PCP Selection and Enrollment at PCP Offices and Clinics 10-8-10

Physician and single-entity PCPs may enroll Medicaid beneficiaries and ARKids First-B participants by means of the telephonic voice response system (VRS)

A. Enrollees must document their PCP choice on a Primary Care Physician Selection and Change form (DMS 2609 or DCO-2609.)

1. The form must be completed, dated and signed by the enrollee
2. The enrollee may request and receive a copy of the form
3. The PCP office must retain a copy of the form in the enrollee's file

**B. Enrolling the beneficiary is performed by accessing the VRS and following the instructions. Call 1.800.805.1512.**

A. When a PCP wants to add a new enrollee but the PCP's Medicaid caseload is full or when a PCP wants to increase or decrease his or her caseload limit:

1. The PCP may increase or decrease his or her maximum desired caseload by any amount, at any time, up to the default maximum by submitting a signed request to their Medicaid Managed Care Services (MMCS) Provider Relations Representative or, on-line through the Medicaid website [www.medicaid.state.ar.us/](http://www.medicaid.state.ar.us/) Provider Enrollment Information, Access to the Provider Information Portal.

2. Prior to making the request for an increase of a caseload that is already at maximum, the PCP is encouraged to review their caseload using the AMII (Arkansas Medicaid Information Interchange) web portal for inactive patients, to determine if those patients should be removed from their caseload. An increase in PCP caseload above the default maximum requires a written request to the Provider Relations Representative. [View or print Provider Relations Representative contact information.](#)