

Montana Healthcare Programs

Affiliation Training

June 2026



DEPARTMENT OF
**PUBLIC HEALTH &
HUMAN SERVICES**

Provider Affiliations

What are Provider Affiliations?

- An affiliation is a connection that a Medicaid provider (or its owners and managers) has with another entity or individual.
- Affiliations allow a provider to be selected as a rendering, ordering, prescribing, or referring provider on a claim in the Provider Services Module claim portal.
- The disclosure of affiliations is federally required and will be required in the new Montana Healthcare Programs claims system.
- Organization and Individual providers must be enrolled in Montana Healthcare Programs to affiliate.

How do I Affiliate?

- Individual provider records can create an update and request affiliations to organizations.
- Organizations can use the “Manage Affiliation Tile” to add individual providers.
- Detailed instructions are in the provider maintenance update user guide.

What is the difference between Linking and Affiliations?

- Linking allows a provider to see the organization (pay-to) NPI in the Provider Services Portal on their workbench and claims drop-down.

Provider Affiliations: Rendering Provider

- Initiate an update on the Rendering Provider enrollment.
- Navigate to the Affiliation tab.
- Enter Group/Facility details and click Search.

Provider Information ○

Credentials ✓

Financial Information ✓

Physical Location ✓

Enrollment Units ✓

Final Submission ✓

Summary

Demographic Maintenance

Practice Information ✓ Legal Name & Address ✓ Conviction ✓ Disclosure Information ○ **Affiliations** ✓ Medicare/Medicaid ✓

Affiliation Search:

NPI/Atypical ID

1003362864 ⓘ

Billing Provider Name

ⓘ

Select	Billing Provider Name	NPI/Atypical ID	Last Activity Date	Status	Effective Date	Terminate Date	Actions
No results found.							



Provider Affiliations: Rendering Provider

- Click Add to request an affiliation.
- Click the Radio button in the table.
- Click Save and Continue.
- Navigate to the end of the enrollment and validate all indicators are Green.
- On Summary page click submit.

Provider Information

Credentials

Financial Information

Physical Location

Enrollment Units

Final Submission

Summary

Demographic Maintenance

Practice Information Legal Name & Address Conviction Disclosure Information **Affiliations** Medicare/Medicaid

Affiliation Search:

NPI/Atypical ID
1003362864 ⓘ

Billing Provider Name
MPATH NORTHWEST COMMUN ⓘ

Select	Billing Provider Name	NPI/Atypical ID	Last Activity Date	Status	Effective Date	Terminate Date	Actions
<input checked="" type="checkbox"/>	MPATH NORTHWEST COMMUNITY HEALTHCARE	1003362864	04/19/2026	Submitted		MM/DD/YYYY	<input type="button" value="Calendar"/> <input type="button" value="Delete"/>
























Affiliated Locations

Address Line
No results found.

Provider Affiliations: Approving Affiliation Request from Rendering

- Click radio button next to facility current enrolled line.
- Click Manage Affiliation tile.

Additional Documents
Update
Revalidate
Disenrollment
Manage Affiliations
FEIN Management
Correspondence History
Enrollment Unit History
Appeal Management

Actions	Type	Enrollment Status	Submission Date	Confirmation #
<input checked="" type="radio"/>     	Update	Enrolled	04-11-2026	80066147
<input type="radio"/>     	Revalidate	Enrolled	04-11-2026	80065853
<input type="radio"/>   	Disenrollment	Denied	02-21-2026	79851527
<input type="radio"/>     	Update	Enrolled	01-16-2026	79684554
<input type="radio"/>     	Enrollment	Enrolled	12-16-2025	77727934



Provider Affiliations: Approving Affiliation Request from Rendering

- Navigate to Requested Affiliations
- Click the radio button next to provider name.
- Click Accept or Reject.
- Click the checkbox for location request.
- Click pencil icon and enter effective date of affiliation.

Manage Affiliations

Search for Providers | Pending Approval | **Requested Affiliations** | Existing Affiliations | Denied Affiliations

User Guide

Requested Inbound Affiliations

The requested affiliation tab displays any rendering provider initiated affiliation requests. In order to build this affiliation, the billing provider (organizational) must accept or deny the request and enter the effective date and indicate which physical locations the provider will service.

Help

Select	First Name ↓	Last Name	NPI/Atypical ID	Accept	Reject	Actions	File Name
<input checked="" type="radio"/>	MPATH	Barton	1346773231	<input checked="" type="radio"/>	<input type="radio"/>		

Assigned Locations

Accept	Address Line	Actions
<input checked="" type="checkbox"/>	8 J Street	

Items per page: 50 | 1 - 1 of 1 | < >

Save and Exit | Cancel | Save

Provider Affiliations: Approving Affiliation Request from Rendering

- Once the Rendering Provider update is in an enrolled status the Affiliation will display under Existing Affiliations.

Manage Affiliations

Search for Providers | Pending Approval | Requested Affiliations | **Existing Affiliations** | Denied Affiliations

User Guide

Search for Provider Help

The existing affiliation tab lists all affiliations linked to the organizational provider. To manage the affiliation, enter in additional information. For example, adding a new physical address to an existing rendering affiliation. Within this tab, the organizational user has the ability to terminate the affiliation by entering in a termination date.

First Name ⓘ Last Name ⓘ NPI/Atypical ID ⓘ

ⓘ

	First Name	Last Name	NPI/Atypical ID	Effective Date ↑	Terminate Date	Actions	File Name
	MPATH	Barton	1346773231	03/01/2026	MM/DD/YYYY	ⓘ	

Assign Locations ⓘ

Address Line	Active	Deactivate	Effective Date	Terminate Date	Actions
8 J Street	<input checked="" type="radio"/>	<input type="radio"/>	03/01/2026		

Items per page 50 1 - 1 of 1 < > >>

Provider Affiliations: Manage Affiliation Tile

- Click the radio button on the Group/Facility enrollment.
- Click Manage Affiliations.
- Enter Rendering Provider NPI on the Search for Providers tab.
- Click Search

The screenshot displays the 'Manage Affiliations' web application interface. At the top, there are navigation tabs: 'Manage Affiliations', 'FEIN Management', and 'Correspondence History'. To the right, a user profile section shows 'Update', 'Enrolled', and the date '04-10-2026'. Below this, a 'Programs' section displays 'Provider ID#: 200036033'. The main content area is titled 'Manage Affiliations' and features five tabs: 'Search for Providers', 'Pending Approval', 'Requested Affiliations', 'Existing Affiliations', and 'Denied Affiliations'. A 'User Guide' icon is located in the top right corner of this section. The 'Search for Provider' section includes a detailed instruction: 'To build an affiliation, search for the provider you want to affiliate by entering the first name, last name, or NPI. If no information displays the provider isn't an active enrolled provider and the application will display a 'no affiliation found' message. Based upon your search criteria multiple providers may display, if this is the case, select the provider you want to participate by selecting the radio button next to the provider's name. For authentication and security, please enter the last four (4) digits of the provider's Social Security Number and enter the effective date of the affiliation. When completed select the add and continue button at the bottom of the screen and the request will move to the pending approval tab.' Below the instructions are three input fields: 'First Name', 'Last Name', and 'NPI/Atypical ID'. The 'NPI/Atypical ID' field contains the value '1003362864'. A 'Search' button is positioned to the right of the input fields. At the bottom right, there is a pagination control showing 'Items per page' set to '50', '0 of 0' items, and navigation arrows. At the very bottom, there are three buttons: 'Save and Exit', 'Cancel', and 'Add and Continue'.



Provider Affiliations: Manage Affiliation Tile

- Click the radio button next to the provider name
- Enter required information.
- Select the checkbox of the locations the provider will be rendering services.
- Click the pencil icon and complete details.
- Click Add and Continue.

Manage Affiliations

[User Guide](#)

[Search for Providers](#) | [Pending Approval](#) | [Requested Affiliations](#) | [Existing Affiliations](#) | [Denied Affiliations](#)

Search for Provider

[Help](#)

To build an affiliation, search for the provider you want to affiliate by entering the first name, last name, or NPI. If no information displays the provider isn't an active enrolled provider and the application will display a 'no affiliation found' message. Based upon your search criteria multiple providers may display, if this is the case, select the provider you want to participate by selecting the radio button next to the provider's name. For authentication and security, please enter the last four (4) digits of the provider's Social Security Number and enter the effective date of the affiliation. When completed select the add and continue button at the bottom of the screen and the request will move to the pending approval tab.

First Name ⓘ Last Name ⓘ NPI/Atypical ID ⓘ

ⓘ

Select	First Name	Last Name	NPI/Atypical ID	Effective Date ↓	Last 4 digits of SSN*	Actions	File Name
<input checked="" type="radio"/>	MPATH	Barton	1346773231	MM/DD/YYYY 04/19/2026	<input type="text" value="7323"/>	<input type="button" value="Add"/>	

Assigned Locations ⓘ

	Address Line	Actions
<input checked="" type="checkbox"/> ⓘ	9 J Street	<input type="button" value="Edit"/>
<input type="checkbox"/> ⓘ	8 J Street	<input type="button" value="Edit"/>

Items per page 1 - 1 of 1 |< < > >|

Provider Affiliations: Remove Affiliation

- When a provider leaves your practice please update the affiliation record
- Navigate by Manage Affiliation Tile
- Search for the provider on Existing Affiliations.
- Deactivates a single or multiple locations or Terminate if they are no longer with the practice.
- Click Save

Manage Affiliations

Search for Providers | Pending Approval | Requested Affiliations | **Existing Affiliations** | Denied Affiliations

Search for Provider

The existing affiliation tab lists all affiliations linked to the organizational provider. To manage the affiliation, enter in additional information. For example, adding a new physical address to an existing rendering affiliation. Within this tab, the organizational user has the ability to terminate the affiliation by entering in a termination date.

First Name Last Name NPI/Atypical ID Search

	First Name	Last Name	NPI/Atypical ID	Effective Date ↑	Terminate Date	Actions	File Name
<input checked="" type="radio"/>	MPATH	Barton	1346773231	04/19/2026	MM/DD/YYYY 04/19/2026		

Assign Locations

Address Line	Active	Deactivate	Effective Date	Terminate Date	Actions
9 J Street	<input type="radio"/>	<input checked="" type="radio"/>	04/19/2026	04/19/2026	
8 J Street	<input type="radio"/>	<input type="radio"/>	04/19/2026		

Items per page 50 1 - 1 of 1

Save and Exit Cancel Save



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