



March 8, 2013

Announcement 576

## **Use Email to Submit Your Enrollment Application**

Effective immediately, providers may submit their initial and re-enrollment Provider Enrollment Applications through email instead of mailing the paper forms through the U.S. Postal Service. The email address is: [nv.providerapps@hp.com](mailto:nv.providerapps@hp.com).

Please scan the Application, Provider Contract and all supporting documentation, including all of the documents required per the Enrollment Checklists, and attach all items to one email.

Applications received by HP Enterprise Services (HPES) before 11 a.m. Pacific Time (PT) Monday through Friday will be considered received the same day. Any received after 11 a.m. PT will be logged as received the next business day. Please allow processing time before inquiring on the status of your enrollment request. Any questions can be directed to the Provider Enrollment Unit at (877) 638-3472 (select option 2, option 0, and then option 5).

If you send your Application via email, do not mail the paper copy. Email box [nv.providerapps@hp.com](mailto:nv.providerapps@hp.com) is intended for Provider Enrollment Applications only. Provider Information Change forms (FA-33) can be faxed to (775) 335-8502. General inquiries need to be made by calling the Provider Enrollment Unit.