**Other Non-Certified Provider Updates**

Once a year non certified Medical Supply and Long Term Care providers need to be updated. This happens in December or early January at the latest.

* Pull an Active Provider report
* Sort to just non-certified providers (no start date and only ending 12/31/XX is a fair hint that they are the right ones)
* Look up each active one in Enterprise to determine if they are still active
* Compare basic contact information with DS3 and update as needed
* Under Medicaid Codes change the end date to 12/31/xx (the next year)
* If the provider is no longer active in Enterprise deactivate them in DS3