

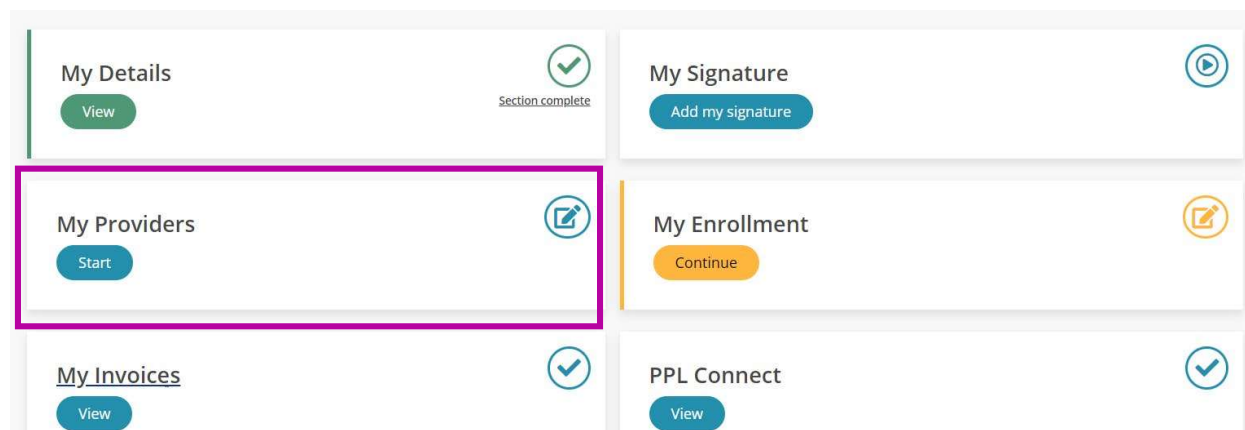
Submit a Rate Change

If the current pay rate for your employee must increase, you need to submit a request to get approval for the new rate. The approval will follow this process:

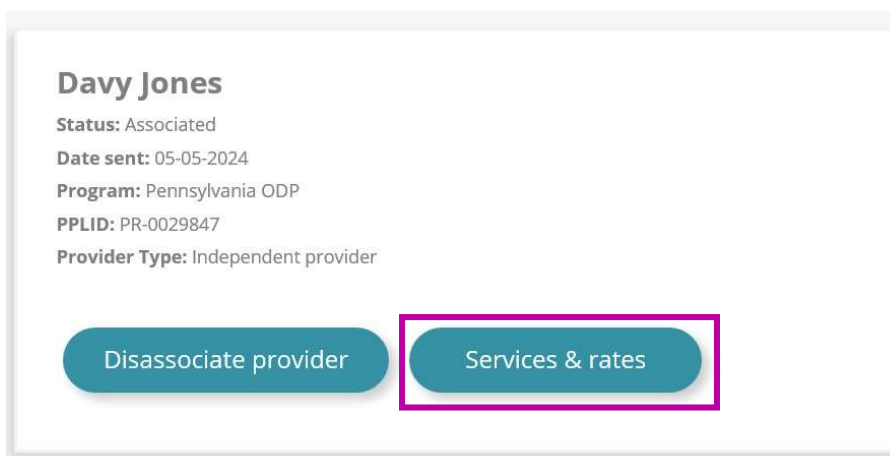


Adding the New Rate

1. On the MyAccount Dashboard, select **My Providers**.



2. On the Provider's tile, select **Services & Rates**.



3. Select **Add a Service or Rate** and complete the new rate.
 - For **Effective Date**, allow several days for the approval process.
 - **End Date** can be left blank, meaning the rate will continue indefinitely. The End Date of the current rate will automatically update after the new rate is approved.
4. Select **Save**.

Note: The new rate will not show on screen because it is in Pending status. It will appear here after approval.
5. Wait for your Provider to sign the updated enrollment form with this new rate.

Note: An automated email alerts the Provider to check MyAccount.

After Provider Approval

After the Provider signs the enrollment form, it returns to you for approval. The process cannot be cancelled. If you must stop, call PPL Support.

1. On the MyAccount Dashboard, select **My Providers**.
2. Find the Provider's tile (it shows Awaiting Approval status) and select **Review**.

SERVICE RATES

Davy Jones PA00113344 PR-1133897

Provider Type: Independent provider

Program: PA ODP

Service Code:*

W7283

Service Name: Homemaker/Chor...

Effective Date:*

4/15/2024

End Date:

Rate: \$ 14.50

Save **Cancel**

Add a Service or Rate

Service Code: W7283

Service Name: Homemaker/Chor...

Effective Date: 2/5/2024

End Date:

Rate: \$11.11

Billable Rate: \$12.56

Edit

Davy Jones

Status: Awaiting Approval

Date sent: 05-05-2024

Program: Pennsylvania ODP

PPLID: PR-0029847

Provider Type: Independent provider

Review

Disassociate provider **Services & rates**

3. Near the bottom, under **Employment Agreement Date**, enter today's date.
4. Select **Sign and Submit**.
5. Next, your Service Coordinator and Administrative Entity will receive an email notice that this change needs to be approved.

After administrative approval, the new rate will become effective with the pay cycle that follows the effective date.

Certification: I attest, under penalty of perjury, that

1. I have examined the document(s) presented by the employee,
2. the documents appear to be genuine and relate to the employee named, and
3. to the best of my knowledge the employee is authorized to work in the United States.

Employment Agreement Date
This is the date the Provider can begin working.

05/15/2024

Employment Approval & NCQA Attestation Date
This is the date the Provider's enrollment is being approved by the Participant/EOR.

05/15/2024

Sign and submit