

Medicaid Provider Agreement Quick Reference Guide

This quick reference guide provides information about the Florida Medicaid Provider Agreement (MPA) requirements and how it relates to provider enrollment.

MPA Requirement

Providers located both in-state and out-of-state who are applying for or renewing the Fully Enrolled enrollment type must submit a Master Provider Agreement (MPA). This document must be signed, dated, and include the title of the individual signing it. Institutional providers are required to submit an Institutional MPA, which must be renewed every three years. Non-institutional providers must complete a Non-Institutional MPA, with renewal required every five years.

Acceptable Versions of the MPA

Only the December 2023 versions of the MPA that are currently posted to the Florida Medicaid Web Portal will be accepted. All other versions are not acceptable and will result in an application deficiency.

The MPAs are available in the [Enrollment Forms](#) section of the Florida Medicaid Web Portal.

Verifying MPA Requirements

Providers are encouraged to utilize the Interactive Enrollment Checklist to verify which Medicaid Provider Agreement is required. Interactive Enrollment Checklist is located under the [New Medicaid Providers](#) section of the Florida Medicaid Web Portal.

Before You Enroll

1. Review the [Provider General Handbook](#), Chapter 2, for general enrollment requirements.
2. Determine which Enrollment Type will be used.
3. Determine which Provider Type and Specialty will be used. View Provider Type and Specialty List (**coming soon!**) to learn which qualifies for fully enrolled, limited enrolled, or order or referring enrollment.
4. Refer to the Interactive Enrollment Checklist to identify enrollment application requirements based on enrollment type, application type, provider type, and specialty, prior to starting the application process.

[INTERACTIVE ENROLLMENT CHECKLIST](#)

Authorized Signers

The legibly printed name of signatory, title of signatory, signature, and date must be completed on the MPA.

The signatory's name and title must match the information provided in the Owner and Operator section of the enrollment or renewal application.

Non-Institutional MPA

Sole proprietors and sole proprietors enrolling as a member of a group:

- Sole proprietor must personally sign the MPA.
- An agent may not sign in lieu of the sole proprietor.

Groups and other business entities:

- All persons with five percent or greater ownership or controlling interest must sign the MPA.
- A chief executive officer (CEO) or President may sign the agreement in lieu of all required persons; the signature is binding to all persons disclosed on the application.
- An administrator is not permitted to sign the agreement in lieu of all required persons.

Institutional MPA

- All persons with five percent or greater ownership or controlling interest must sign the MPA.
- A chief executive officer (CEO), President, or Administrator may sign the agreement in lieu of all required persons; the signature is binding to all persons disclosed on the application.

Expiring MPA

Providers will receive a notification letter within 90, 60, and then 30 days of their MPA expiration date. The expiration date of the current agreement is the deadline for completing the renewal application.

For more information regarding the renewal application process, visit the [Provider Renewal](#) page.