

NEW REQUIREMENT FOR ALL PCA/HHAs

Department of Healthcare Finance Provider Data Management System (PDMS)

HOW TO ENROLL AS A DC MEDICAID PROVIDER

1. Go to www.dcpdms.com
2. Click on "Create Account"
3. Enter your SSN under "Tax ID" and "Confirm Tax ID" and hit next
4. Follow the steps to create a user ID and password
5. Click "Register"
6. After creating an account, a notification will appear and a confirmation email will be sent to your email address
7. Follow the link to the Web Portal to log in to your account
8. Select the application for "PCA Aide"
9. Click on "Begin New Enrollment"
10. You must submit an application as "Individual/Solo"
11. After completing all fields, click "Save"
12. Provide all additional information as required on each screen; skip any information that is not required
13. You will be asked to provide your HHA license number and your NPI number and to upload a current copy of your license and your NPI registration information
14. When you are done, you will need to electronically sign your application
15. An application complete pop up will appear – click "OK"
16. Scroll back to the top of the page
17. Be sure to review your application for completeness and then print your application for your records
18. Click "Submit for Review"
19. The Submission Confirmation screen lets you know that you have successfully submitted your application to DC Medicaid
20. Click on "Return to Home Page" or "Log Out"

COMPLETE ALL STEPS AS SOON AS POSSIBLE TO ENSURE COMPLIANCE

Note: Registration may take two weeks or more. If your registration is not complete before **April 1, 2018**, you will not be able to work as a PCA in Washington, DC.

**Customer Service Hotline:
1-844-218-9700
Monday-Friday 8 am – 5 pm**