INSTRUCTIONS FOR HTW CERTIFICATION AND ATTESTATION

PROVIDER ENROLLMENT AND MANAGEMENT SYSTEM (PEMS)

TMHP
Texas Medicaid & Healthcare Partnership
A STATE MEDICAID CONTRACTOR

v2026_0602

Overview

Providers who want to participate in the Healthy Texas Women (HTW) program must complete the HTW Certification Form to provide services to HTW clients in accordance with Texas Health and Human Services Commission (HHSC) rules and contract requirements. The HTW program offers services such as women's health exams, health screenings, and birth control.

During a new enrollment in the Provider Enrollment and Management System (PEMS), providers will electronically complete the HTW certification process in the Licenses/Certifications/Accreditations page in PEMS.

When a provider needs to recertify with the HTW program, a letter is posted to the Message Dashboard in My Account. Providers will submit a Maintenance - Licenses request in PEMS and submit the updated HTW attestation in the Licenses/Certifications/Accreditations page in PEMS.

The following HTW provider types are not required to certify:

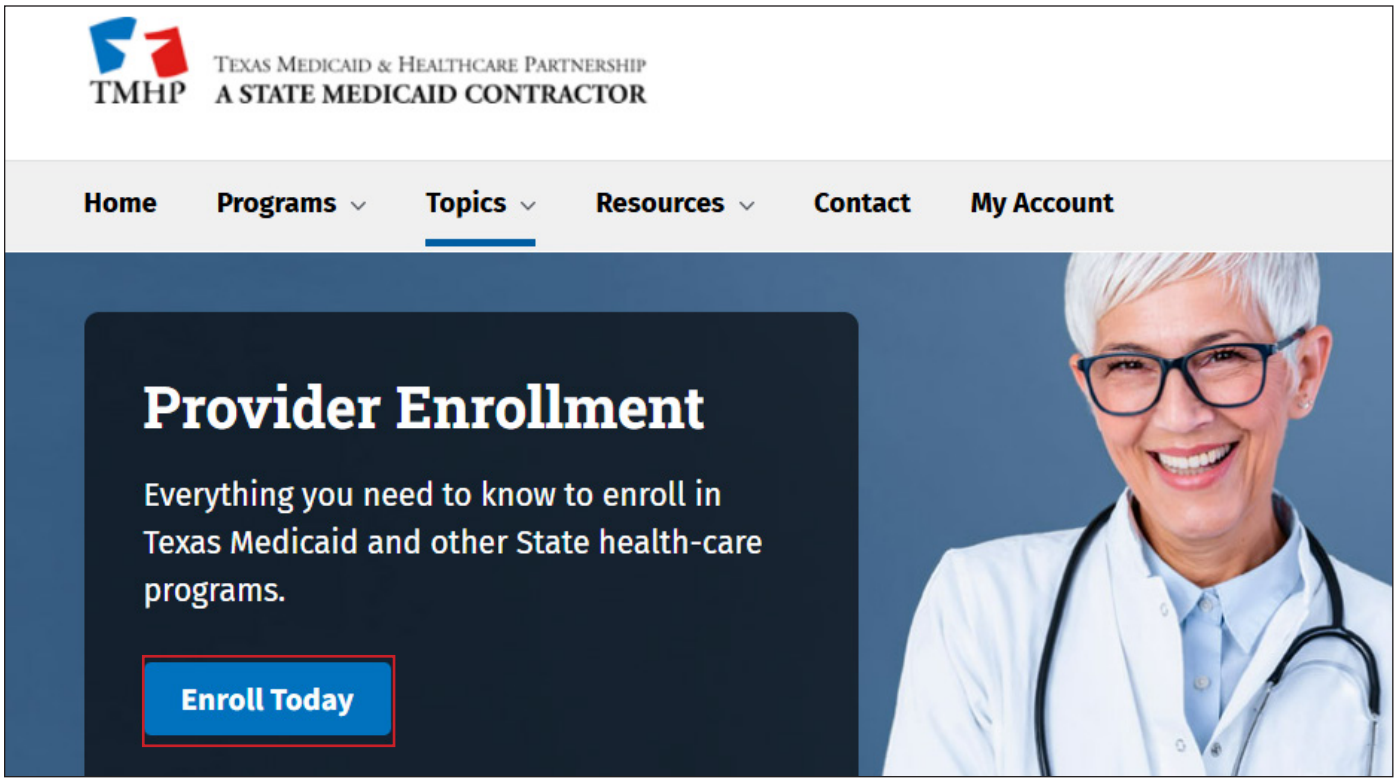
- Teaching hospitals
- Independent laboratories
- Radiology facilities

Accessing PEMS

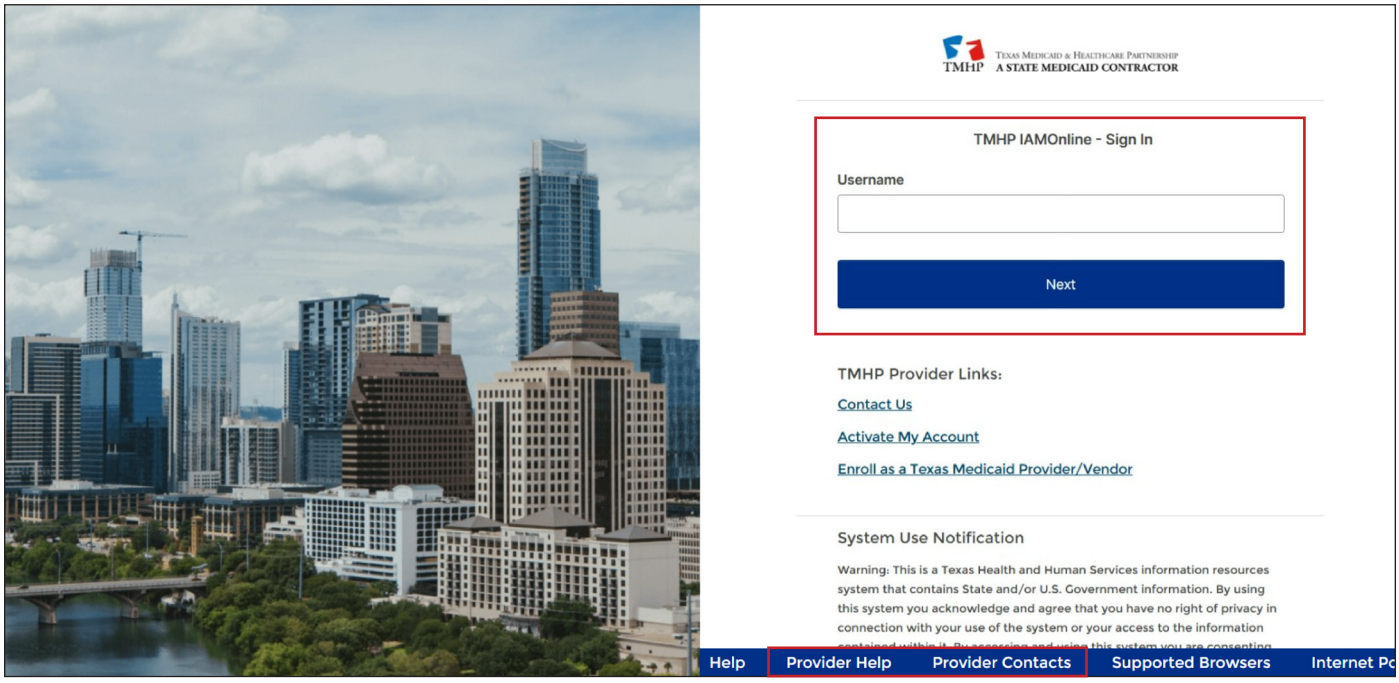
1) Go to the Texas Medicaid & Healthcare Partnership (TMHP) website at tmhp.com.

2) Select **Provider Enrollment** from the Topics drop-down.

3) Click **Enroll Today**.

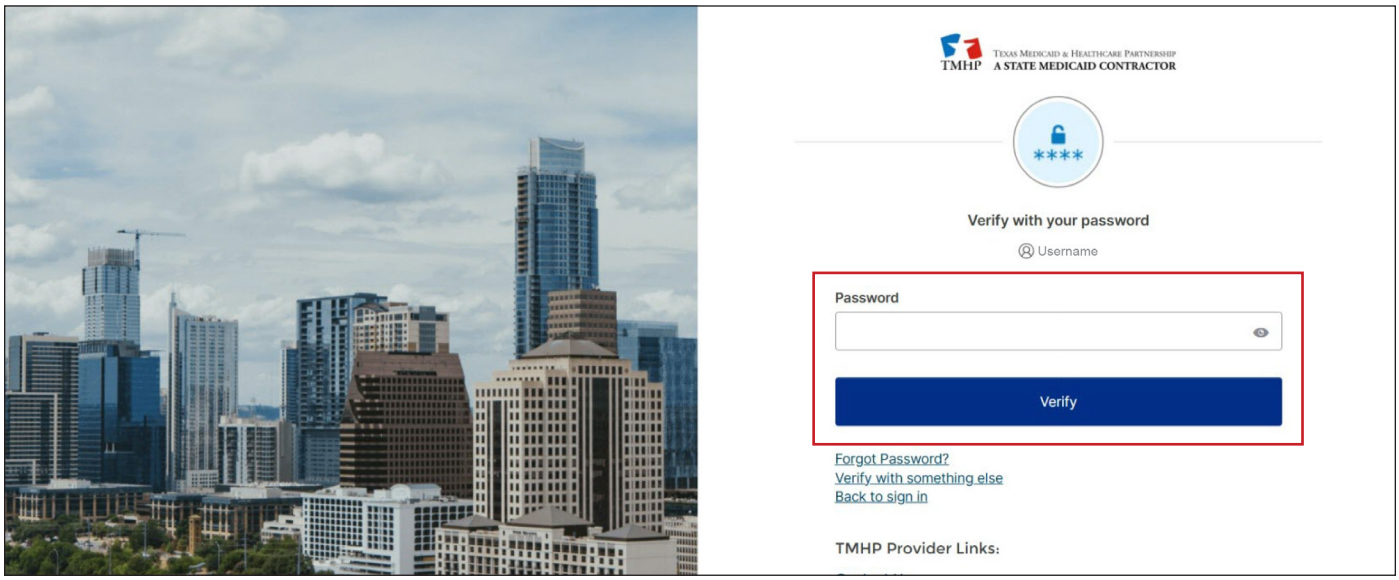


4) Enter your username, then click **Next**.



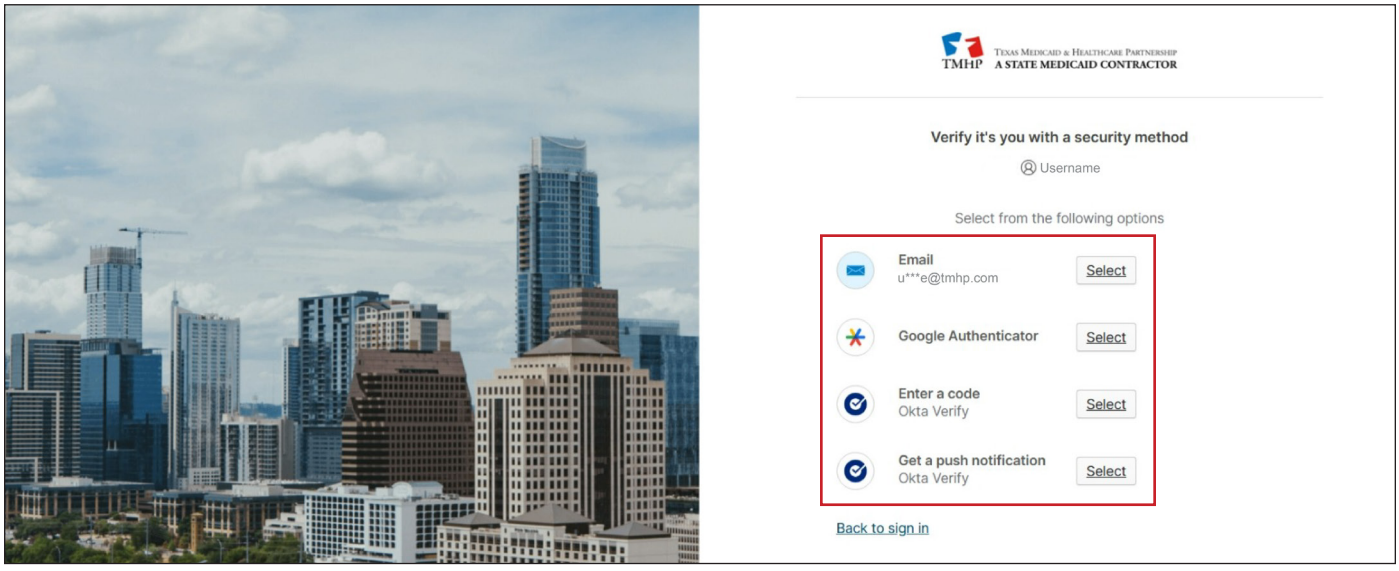
Note: Click Provider Help or Provider Contacts located at the bottom of the Sign In page for additional help.

5) Enter your password, then click **Verify**.

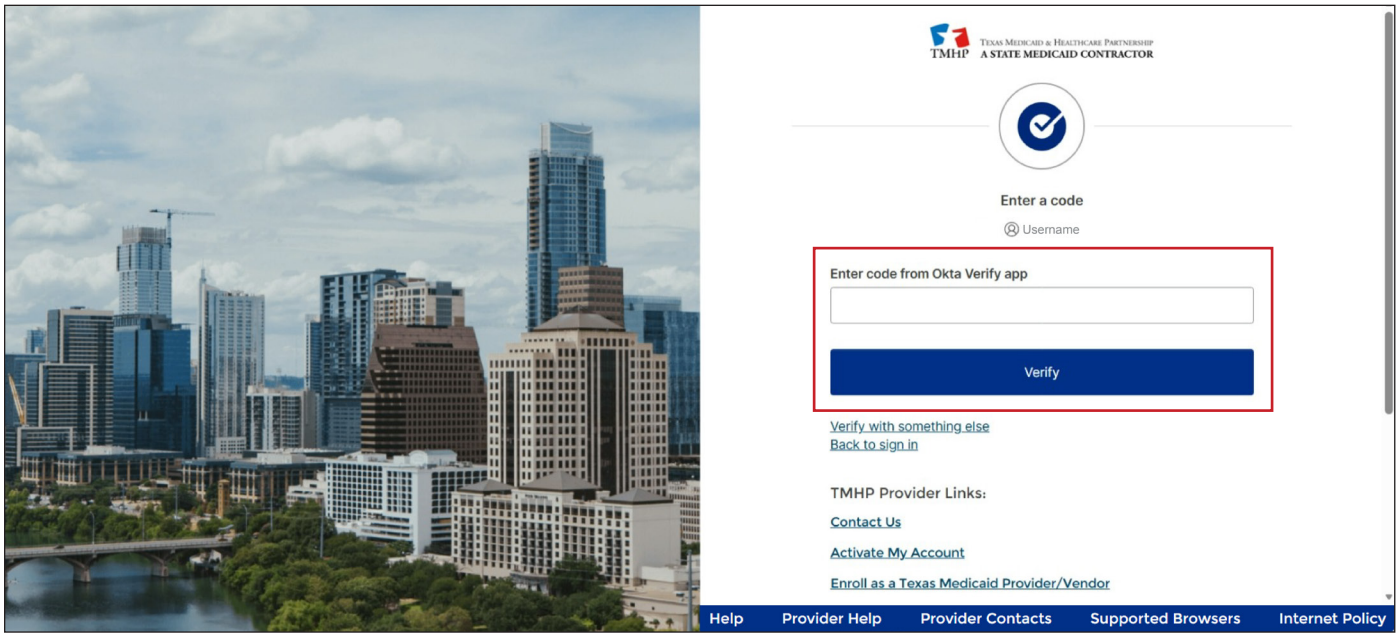


6) Click **Select** next to your preferred security method to confirm your sign-in and to complete one of the following actions:

- **Email:** Click **Send me an email**. Then click the **Sign In** link from the email you receive. If the link is not available, enter the code provided.
- **Google authenticator:** Enter the temporary code generated in your Google Authenticator app. Then, click **Verify**.
- **Enter a code (Okta Verify):** Enter the temporary code generated in your Okta app. Then, click **Verify**.
- **Get a push notification (Okta Verify):** Click **Send push** and you will receive a push notification on your mobile device. Click **Yes, It's Me** on your mobile device.



Note: In this scenario, we will select the **Enter a code (Okta Verify)** option.



7) After signing in, you will be redirected back to PEMS.

Note: Build the habit of regularly logging in to any TMHP application at least once every month to maintain account level access. Additionally, be sure to open each application to maintain access to each individual one.

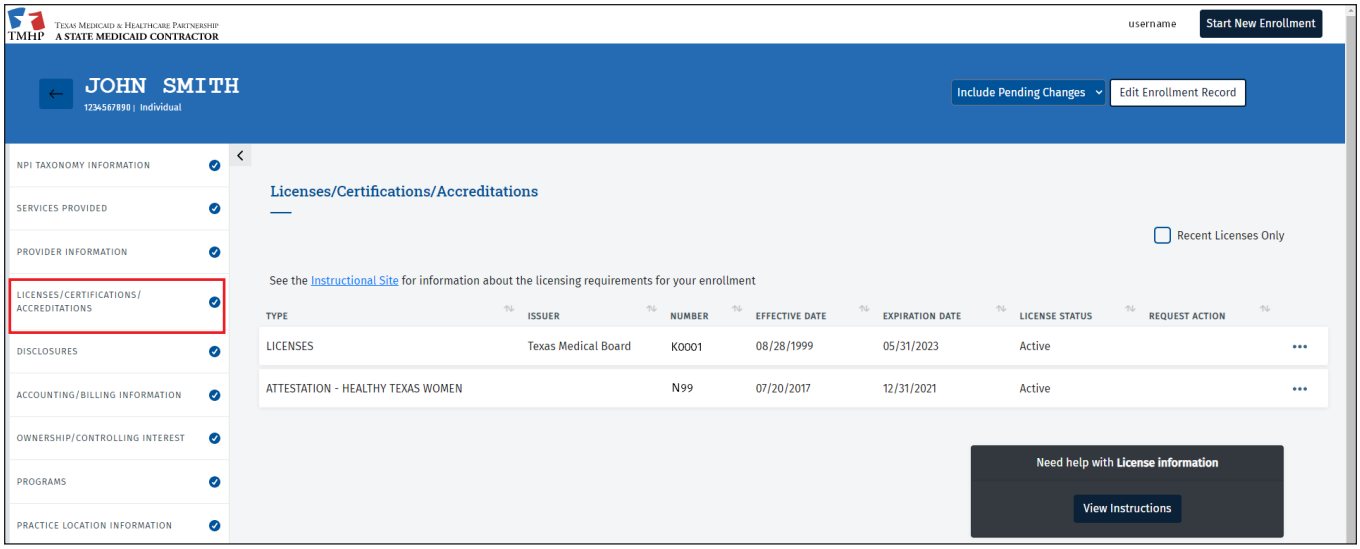
IAMOnline Help

For more information on TMHP account management including 90 day inactivity, refer to the Account Management page on tmhp.com.

Accessing Your Enrollment Record

1) Locate the enrollment record and click the **ellipses**, then **View** to open.

2) Click **Licenses/Certifications/Accreditations** in the left navigation menu to view the current HTW Attestation status in the License Status column.



Recertify Your HTW Attestation

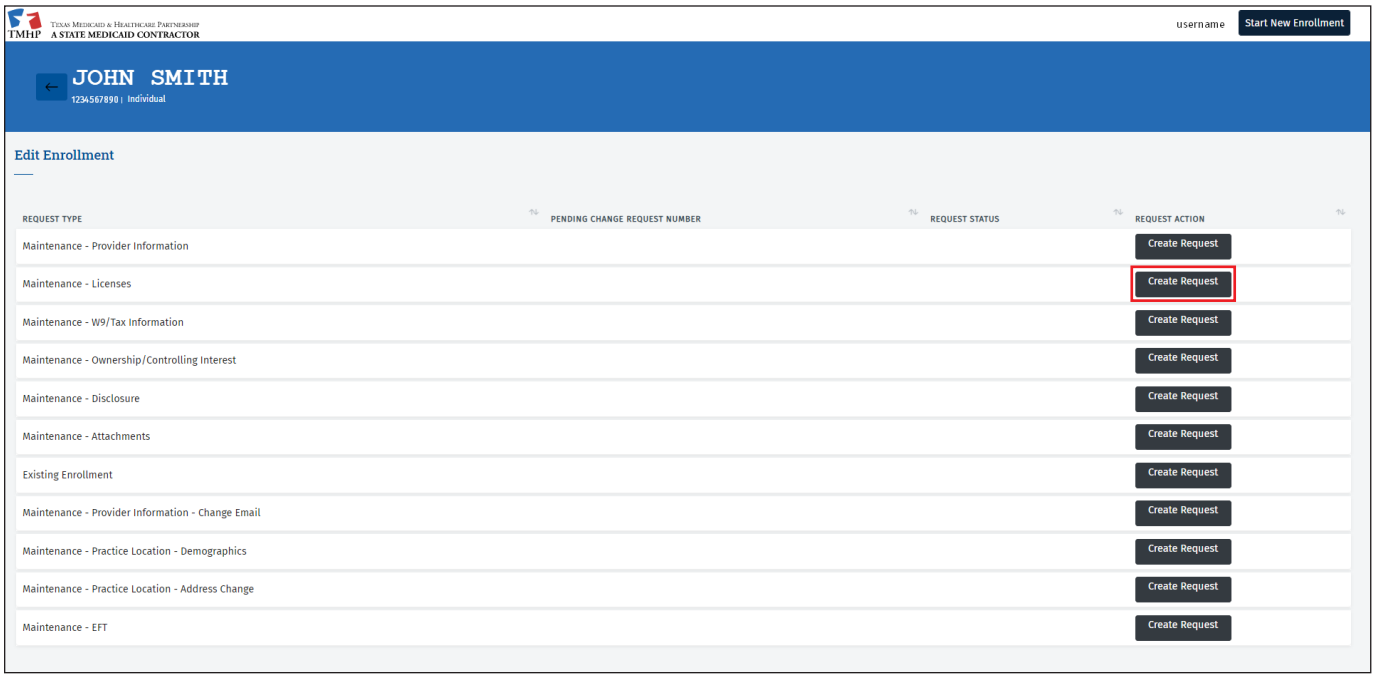
Providers must recertify annually between October and December. If you recertify after December, you will still follow the same steps to recertify for the current year.

It is extremely important to review the Practice Location Information page to ensure accuracy. This information will be included in the HTW Online Provider Look-up, located at healthytexaswomen.org, which is available to clients searching for a provider.

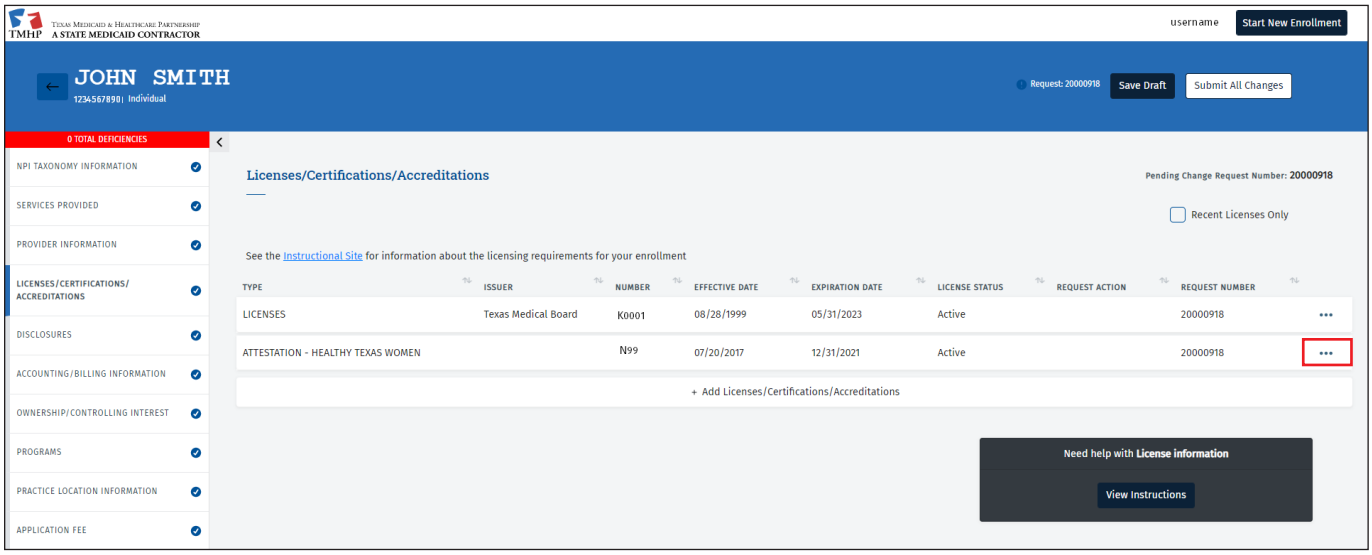
Once a provider's certification status is updated, no further action is required until the next certification period; however, if a provider wants to make a change to the current year's certification and certify for the following year, follow the steps below and choose to terminate the certification.

1) To recertify your HTW Attestation, click **Edit Enrollment Record** in the blue header bar.

2) Click **Create Request** for the request type Maintenance - Licenses.

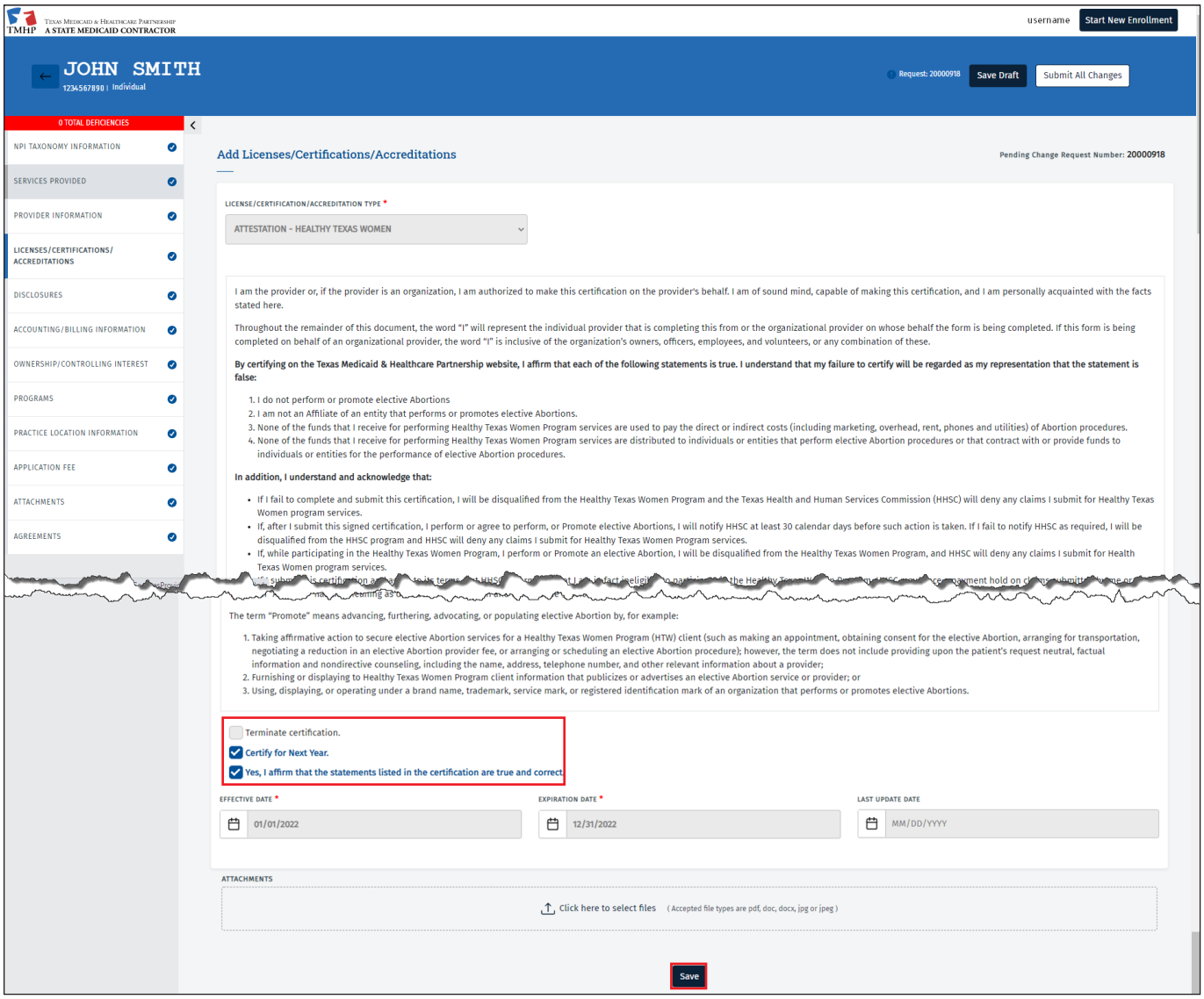


3) The Licenses/Certifications/Accreditations page opens. On the ATTESTATION - HEALTHY TEXAS WOMEN line, click the **ellipsis**, then **Open**.

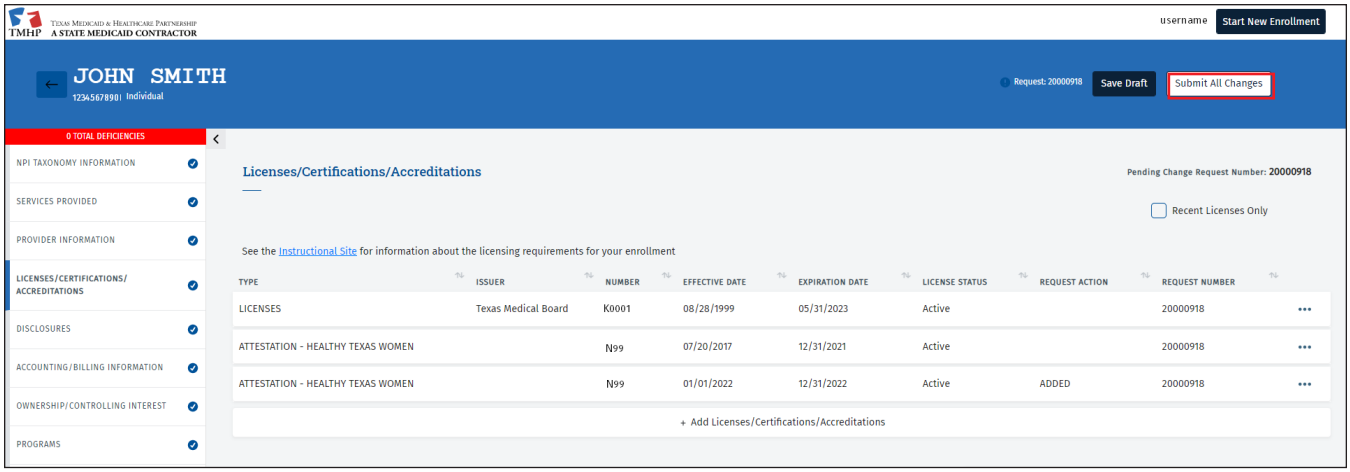


4) Review the attestation. To recertify, click the check box next to “Certify for Next Year”. Then, click the check box next to “Yes, I affirm that the statements listed in the certification are true and correct”. The effective and expirations dates automatically update.
If you do not want to continue as a HTW provider, click the check box next to “Terminate certification”. The expiration date automatically updates to today’s date.

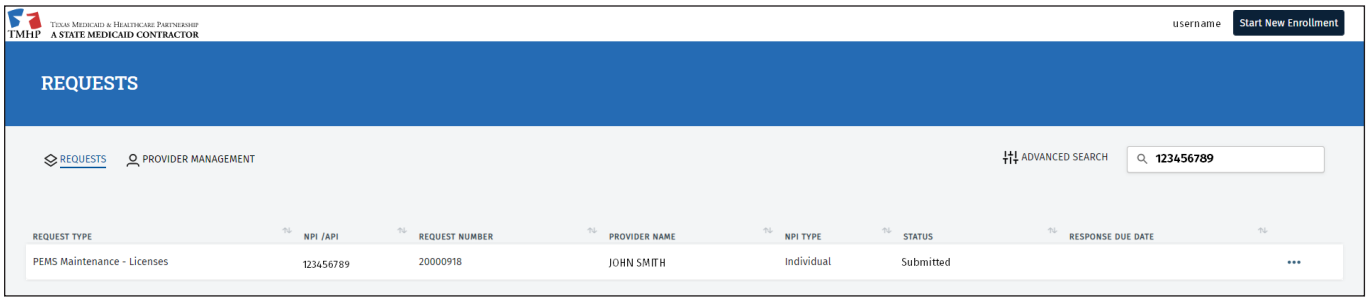
Click **Save**.



5) A new row is added for the updated HTW certification. Click **Submit All Changes**.



6) You can view the status of your request on the Requests dashboard.

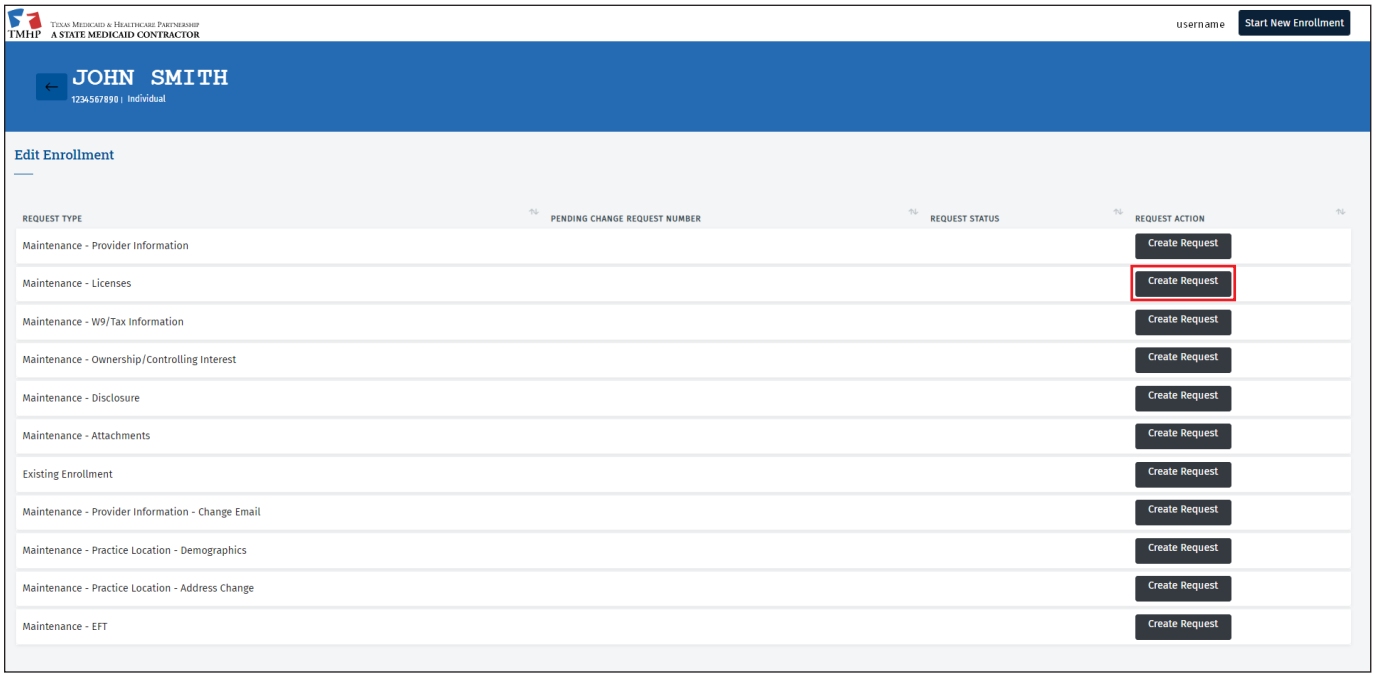


Adding a New HTW Attestation

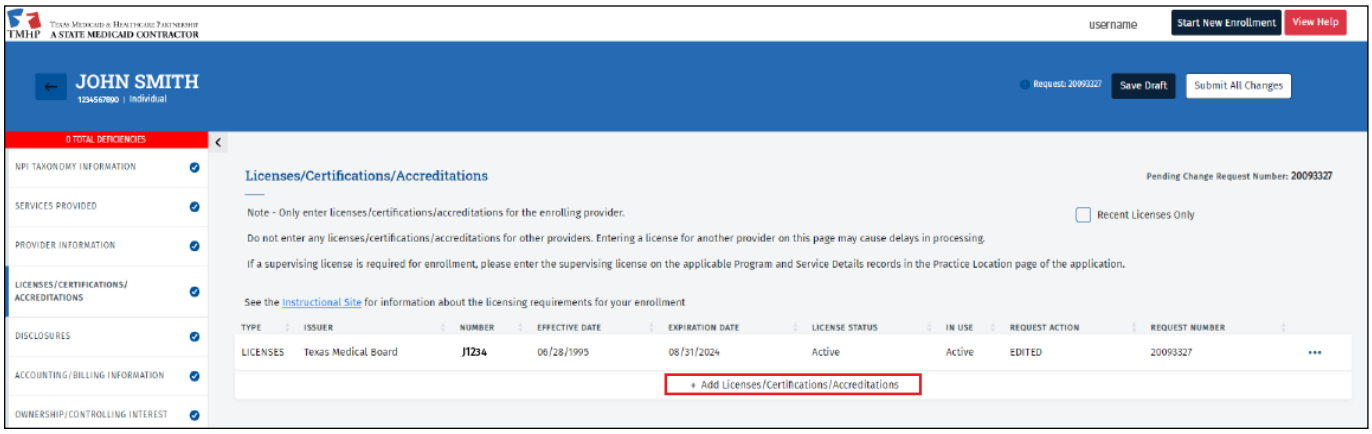
When completing the initial HTW certification process, it's important to associate the HTW Attestation to applicable programs and practice locations.

1) To add a new HTW Attestation, click **Edit Enrollment Record** in the blue header bar.

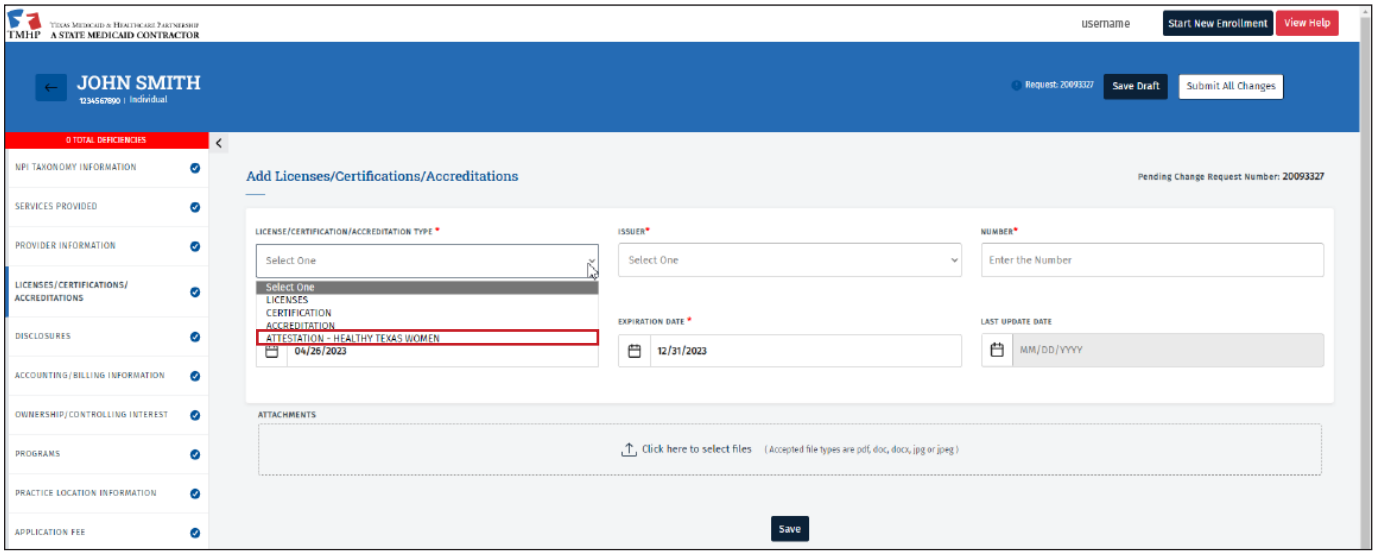
2) Click **Create Request** for the request type Maintenance-Licenses.



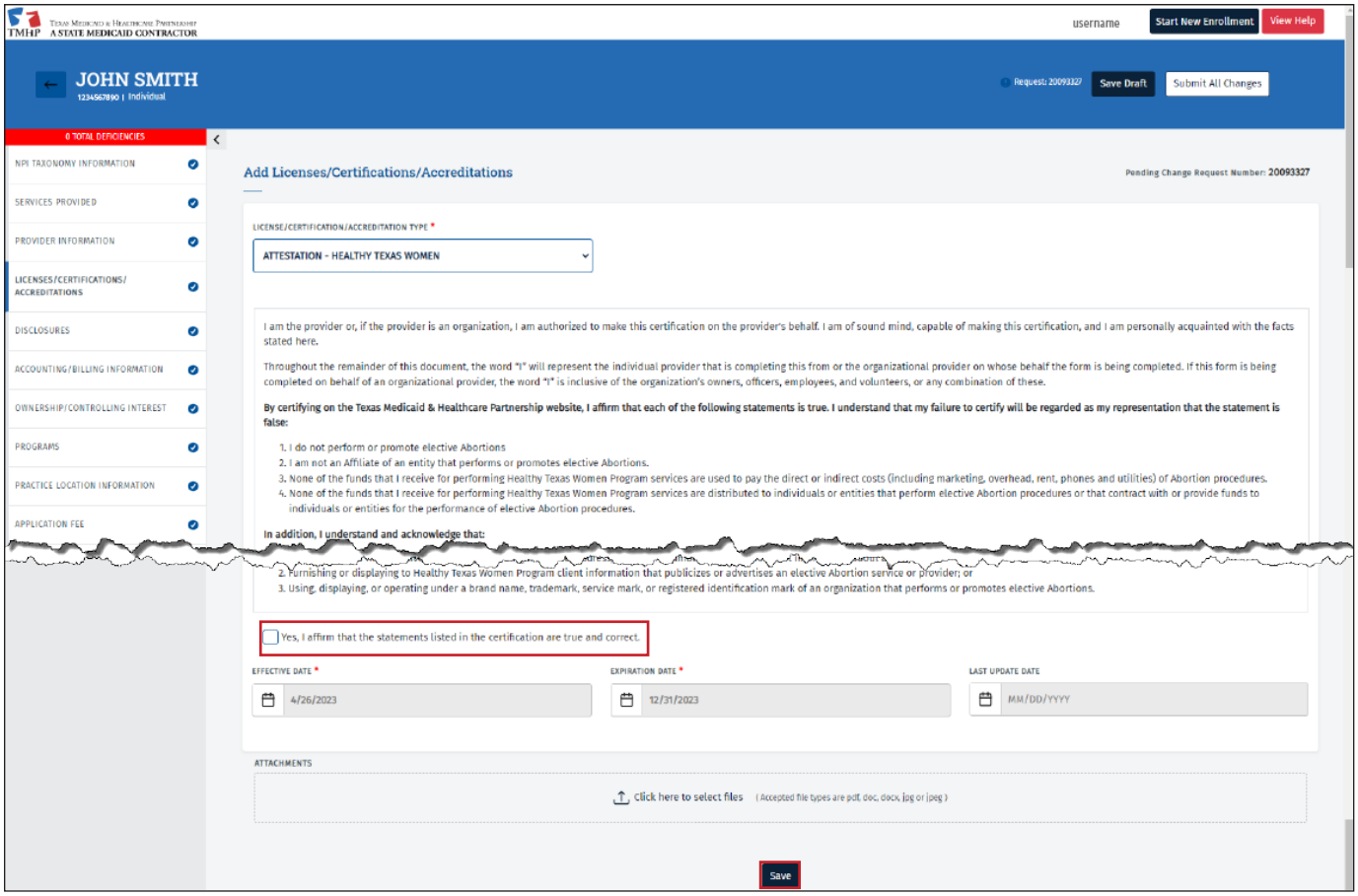
3) The Licenses/Certifications/Accreditations page opens. Click + **Add Licenses/Certifications/Accreditations**.



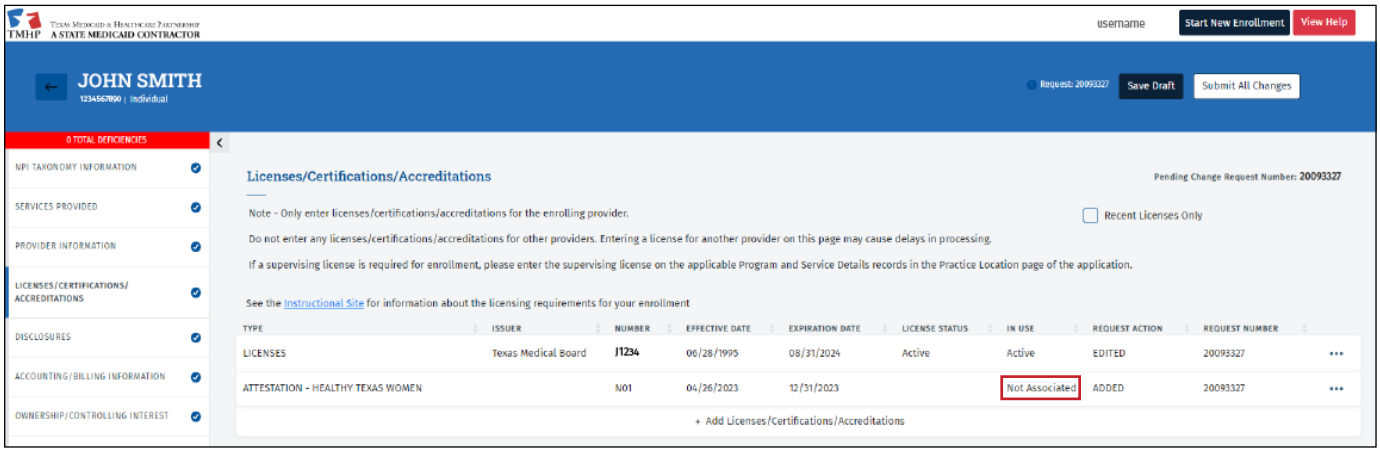
4) From the License/Certification/Accreditation field drop-down menu, select **Attestation - Healthy Texas Women**.



5) Click the check box next to "Yes, I affirm that the statements listed in the certification are true and correct." Then click **Save** at the bottom of the page.

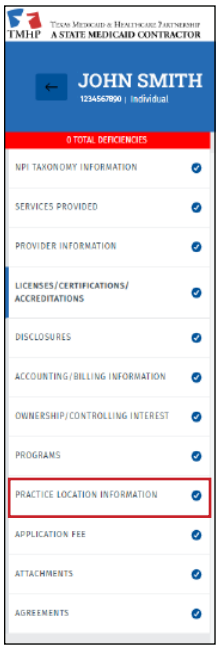


6) A new row is added for the HTW Attestation and the license status ***Not Associated*** appears, indicating the HTW Attestation is not associated with any program for any practice location. Each attestation must be associated with a program.

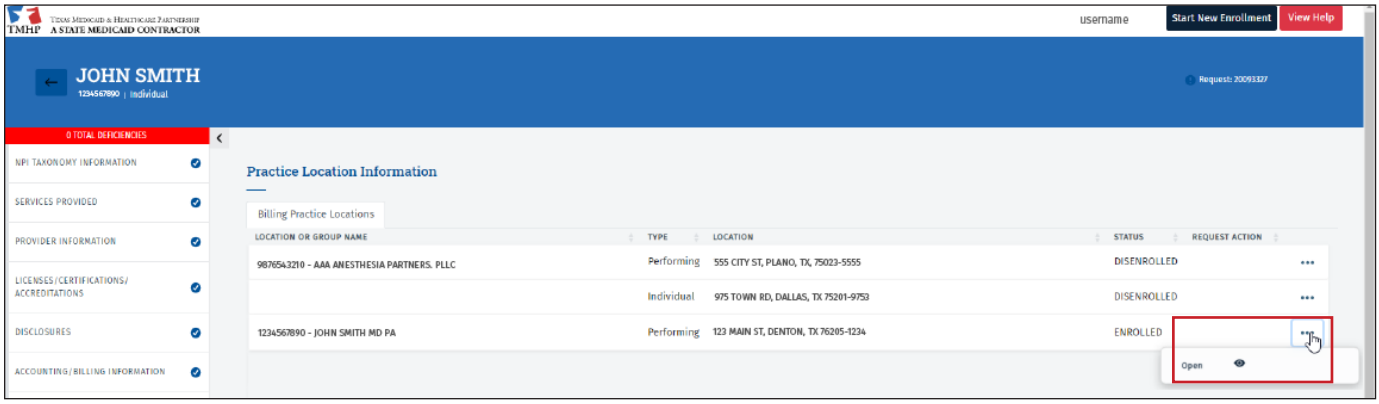


Note: If more than one HTW Attestation appears in the list, note the location (e.g., first, second, third, etc.) in the list. This will help you select the correct version to associate to the practice location.

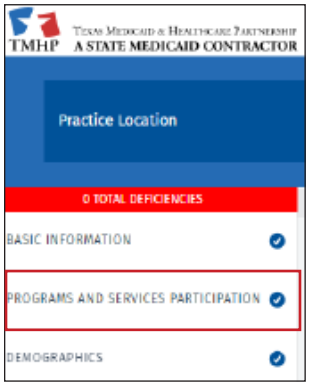
7) To add the HTW Attestation to the appropriate program, click **Practice Location Information**.



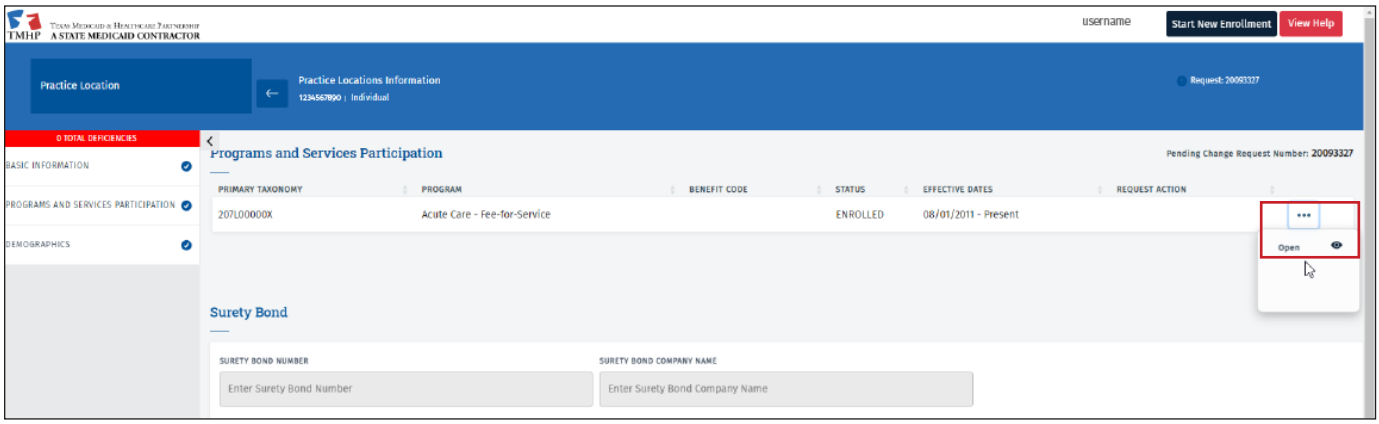
8) Locate the practice location and click the **ellipses**, then **Open** to view the record.



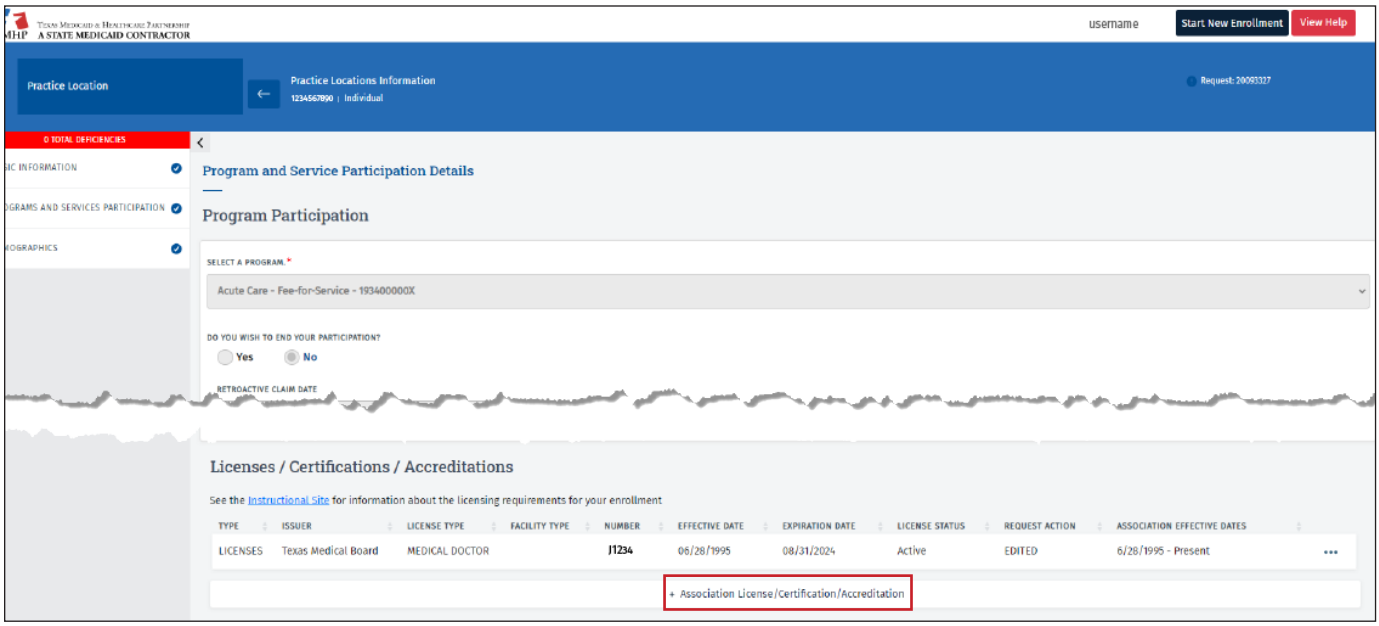
9) Click **Programs and Services Participation**.



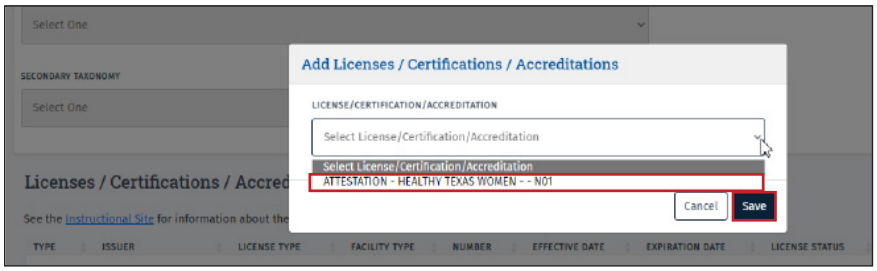
10) Locate the program needing the HTW Attestation added, and click **Open**.



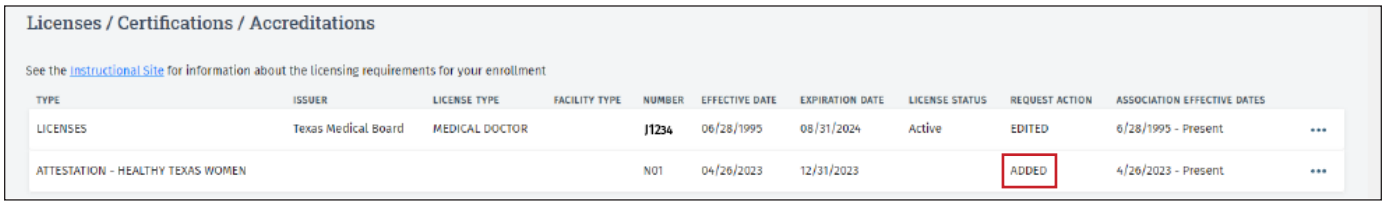
11) In the Licenses/Certifications/Accreditations section, click **+ Association License/Certification/Accreditation**.



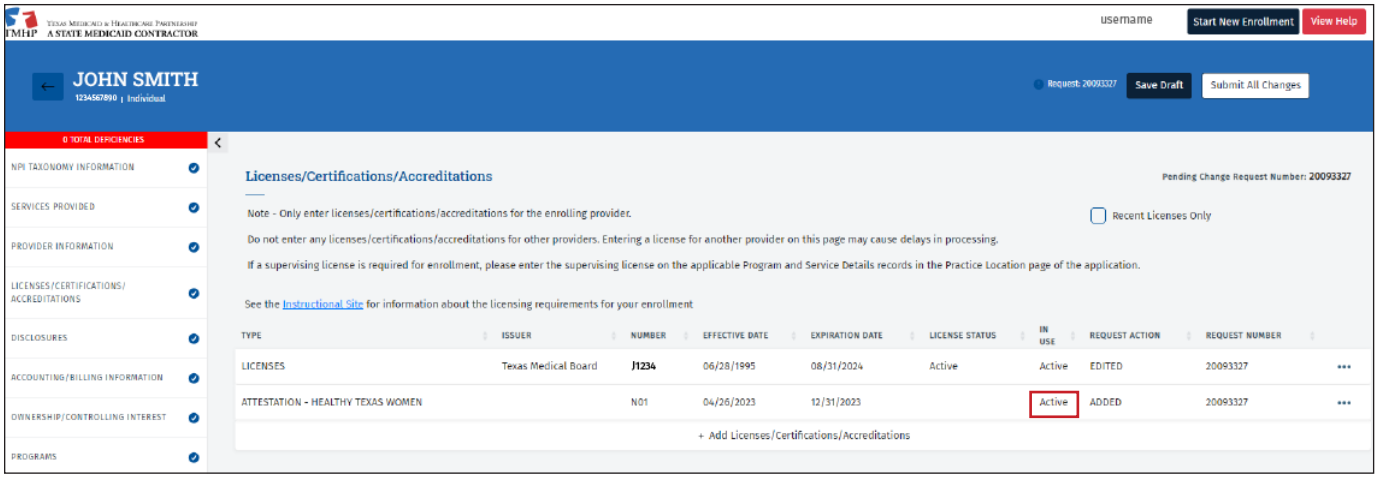
12) Select the HTW Attestation for the current year. The attestations are listed in the same order as on the Licenses/Certifications/Accreditations page. Click **Save**.



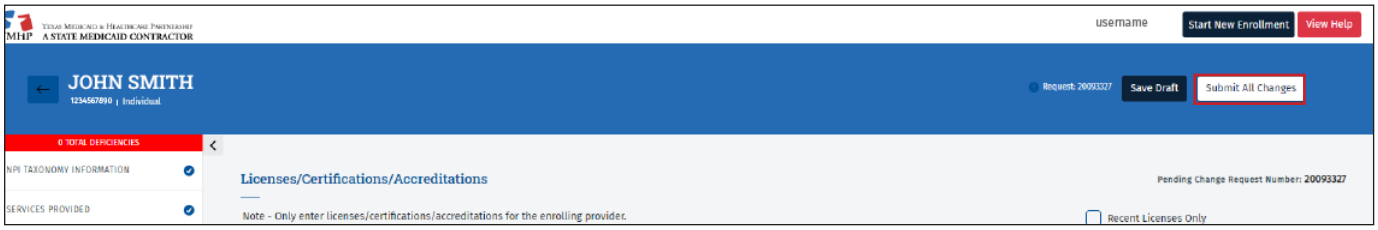
13) The HTW Attestation is now added and associated with the program.



14) To verify the HTW Attestation has updated to the status ***Active***, navigate back to the Licenses/Certifications/ Accreditations page.



15) Click **Submit All Changes** to save the changes and send for approval.



16) You can view the status of your request on the Requests dashboard.

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