MHS PROVIDER ENROLLMENT AND CREDENTIALING



















Agenda

- **WARTHOOF** MASS Provider Enrollment
- **Property** Request for a New Contract
- Add Provider to Existing Contract
- Won-Contracted Provider Enrollments
- Demographic Updates
- **W** Credentialing and Re-credentialing
- **WMHS** Team



- MHS offers most provider enrollment processes via the MHS website mhsindiana.com including:
 - Request for a new contract
 - Enrolling a practitioner to an existing contract
 - Demographic updates, including address changes, panel updates, terminations, etc.
 - Non-contracted enrollments
- A provider must have a current IHCP provider enrollment number before beginning the process of enrolling with MHS.

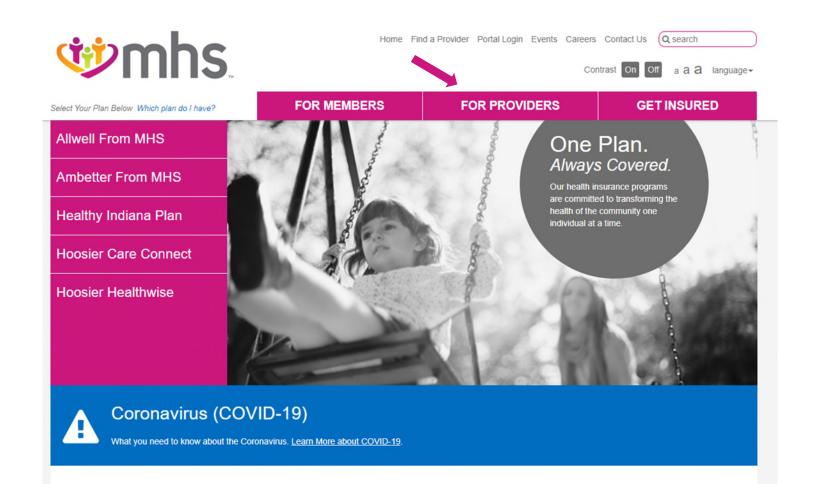


IHCP Provider Enrollment Link

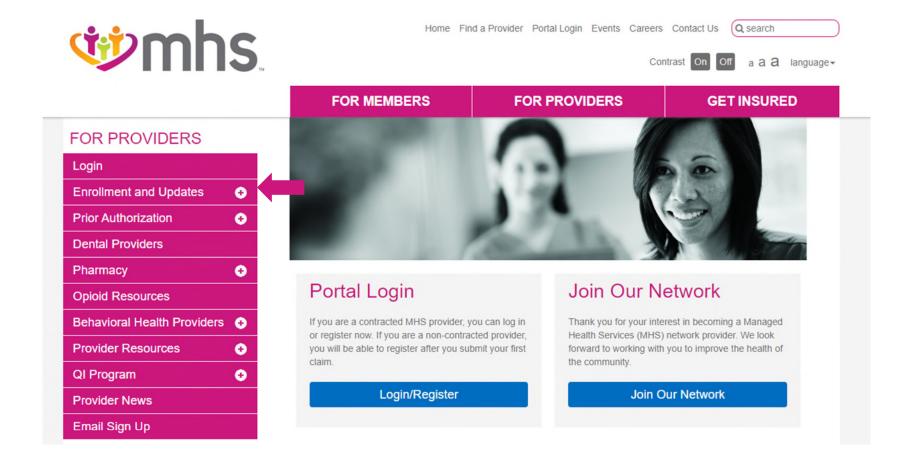
https://portal.indianamedicaid.com/hcp/provider/Home/ProviderEnrollment/tabid/477/Default.aspx



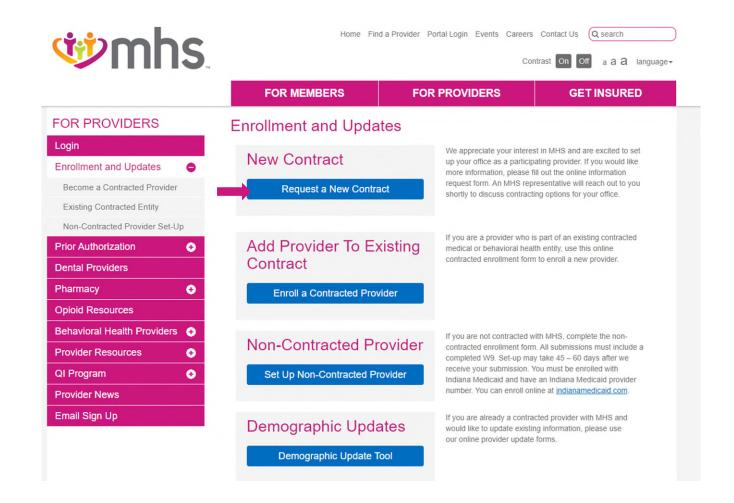














Requesting a New Contract



Requesting a New Contract

If your provider group or office is not contracted with MHS, the following screens will guide you through the online process of contacting the MHS Contracting Department to request a new contract.



Request a New Contract

Please complete the online submission form and click submit.

This request will then be sent to the MHS Contracting Team and a Contract Negotiator will be in touch.

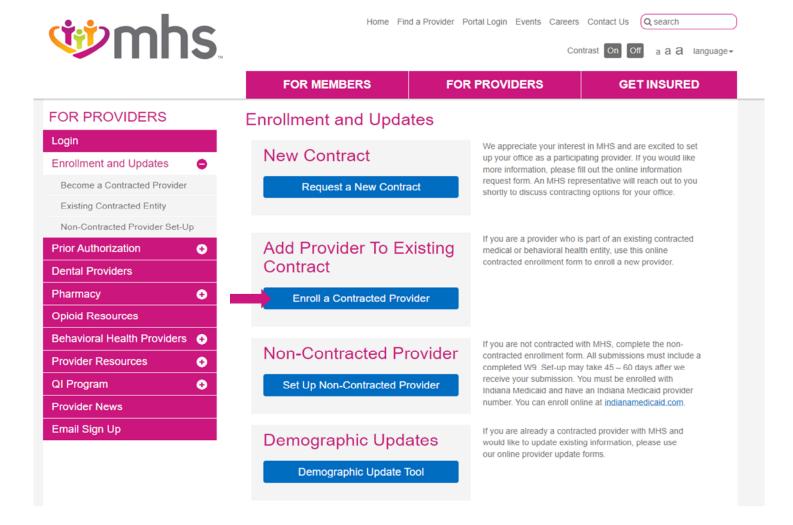
	FOR MEMBERS	FOR PROVIDERS	GETINSURED	
FOR PROVIDERS	Become a Contracted Provider			
Login				
Enrollment and Updates	 I do not have a contract and need to apply I have a contract or have started the process of contracting with MHS, and want to add provider(s) to a Group or 			
	Facility contract	-		
Become a Contracted Provider	Tax ID Number	Individual NPI Number *		
Existing Contracted Entity				
Non-Contracted Provider Set-Up	Group NPI Number *			
Prior Authorization	Group IVI Triamber			
Dental Providers		4		
Pharmacy +	Specialty			
_				
Opioid Resources	Contract Final	Orașii de a Timer		
Behavioral Health Providers 😛	Contract Type* Medical	Provider Type* ☐ Sole Proprietor (Pract	titioner billing under own TIN)	
Provider Resources +	☐ Behavioral Health	☐ Group Practice	,	
QI Program	☐ Medical & Behavioral Health	☐ Facility/Ancillary		
Provider News		□ DME		
	Contract Products* ☐ All Products			
Email Sign Up	☐ Hoosier Healthwise			
	☐ Healthy Indiana Plan (HIP)			
	☐ Hoosier Care Connect			
	☐ Ambetter from MHS ☐ Allwell from MHS			
	Contact Name *			
	Legal Name (W9) *			





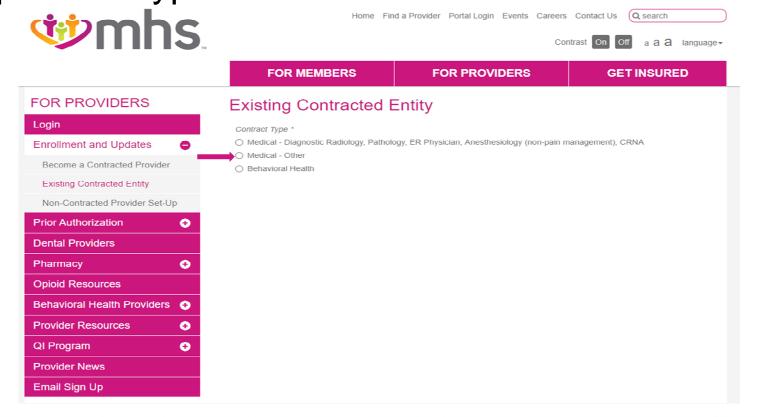
If you are a provider who is part of an existing contracted medical or behavioral health entity, you will use this online contracted enrollment form to enroll a new provider.







From this screen you will need to choose your provider type.





You will need to make sure that you complete the entire online submission form, including uploading the required attachments prior to clicking Submit.

	FOR MEMBERS	FOR PROVIDERS	GET INSURED		
FOR PROVIDERS	Existing Contracted B	Entity			
Login	Contract Type *				
Enrollment and Updates 🖨	CRNA O Medical - Diagnostic Radiology, Pathology, ER Physician, Anesthesiology (non-pain management), CRNA				
Become a Contracted Provider	Medical - Other Behavioral Health				
Existing Contracted Entity	CAQH Number *				
Non-Contracted Provider Set-Up					
Prior Authorization •	Practitioner Name				
Dental Providers	First Name *	Last Name *			
Pharmacy					
Opioid Resources	Practitioner NPI *				
Behavioral Health Providers 😛					
Provider Resources	Degree (select one) *				
QI Program 😛	O MD				
Provider News	O DPM				
Email Sign Up	O NP				
	Practitioner Email Address	Practitioner Taxonomy	Code *		
	Enrolling in Hoosier Healthwise? *				
	○ Yes ○ No				
	Enrolling in Healthy Indiana Plan? *				
	O Yes				
	○ No				



b It is imperative that you upload and attach the **MCE** Universal **Enrollment** Form and the Collaborative Agreement for— Midlevel Practitioners.

	Enrolling in Hoosier Care Connect? *			
	○ Yes ○ No			
	Enrolling in Ambetter from MHS? * Yes No			
	Enrolling in Allwell from MHS * O Yes O No			
	Do you ONLY provide care in a facility setting? Yes No			
	(i.e. hospital-based, hospitalist, etc.)			
	Age Restrictions* None 0-2 Years 0-12 Years 0-20 Years 13-20 Years 17+ Years 21+ Years 65+			
	Group NPI	Group Medicaid Number *		
	Alpha Suffix	TIN *		
	~			
	Only One Enrollment Form Required If enrolling in HHW, HIP and/or HCC, you must the attach MCE Universal form (PDF). If enrolling in Ambetter or Allwell ONLY, please attach Ambetter/Allwell form (PDF).			
	MCE Universal Enrollment Form (for HHW, HIP and/or HCC, Choose File No file chosen	or for all products)		
•	Practitioner Enrollment Form (Ambetter/Allwell only) Choose File No file chosen			
	If a midlevel practitioner, please attach a copy of your collaboration. Choose File No file chosen	ration agreement.		



Once the form has been submitted it will be sent to the MHS Enrollment Team to begin the enrollment process.

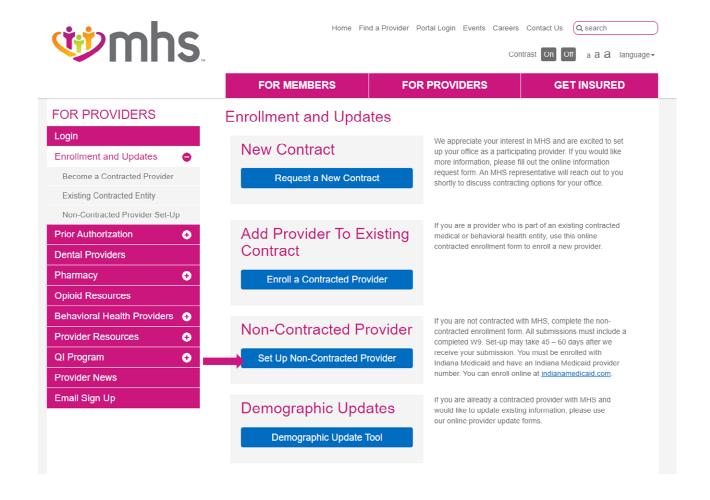
Enrollment Requested By:	
First Name *	Last Name *
Contact Email *	Contact Phone *
Date *	





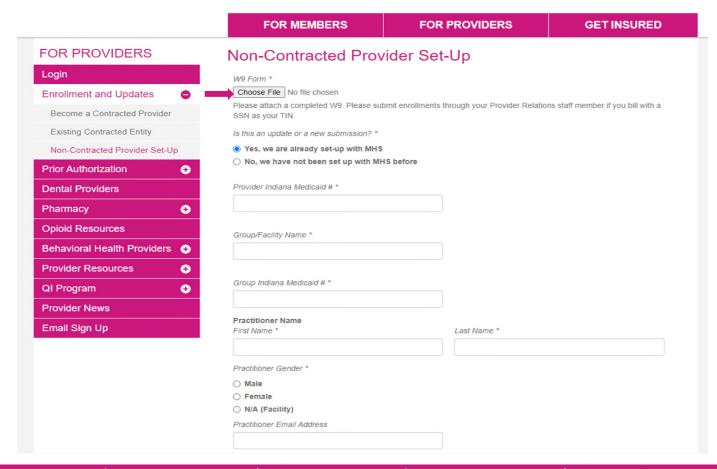
If you are not contracted with MHS and do not wish to become contracted, complete the non-contracted enrollment form. All submissions must include a completed W9. Set-up may take 45 – 60 days after we receive your submission. You must be enrolled with Indiana Medicaid and have an Indiana Medicaid provider number.







Please remember to upload a copy of the W9 Form.





Tax ID # *	
ndividual NPI # *	
Group NPI # *	
Primary Taxonomy Code *	
Propietty	
Specialty	
Nillian Address	
Billing Address	
Street Address	
City	Zip / Postal Code
State	
Alabama	
Billing Address Phone	



Once the form is completed and you have uploaded the W9 Form, click Submit and this will be routed to the MHS Enrollment Team.

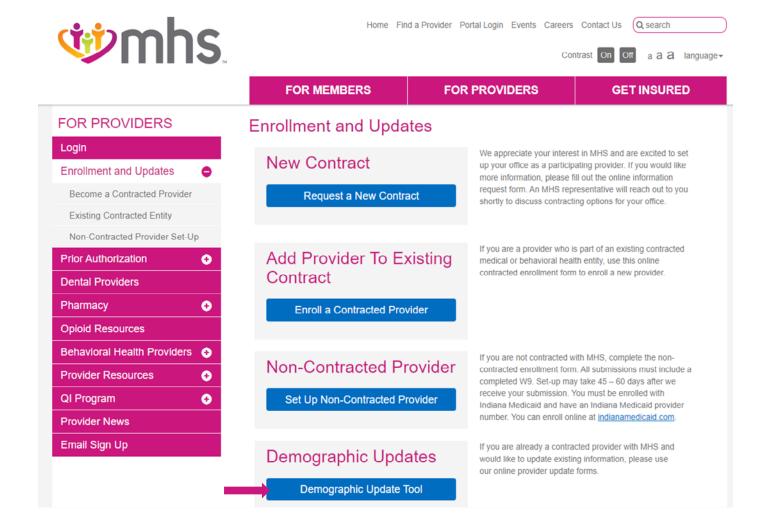
Service Location Address				
Street Address				
City	Zip / Postal Code			
State				
Alabama				
Service Location Phone				
Contact First Name *				
Contact Last Name *				
Contact Title *				
Contact Phone *				
Contact Email *				
Submit				



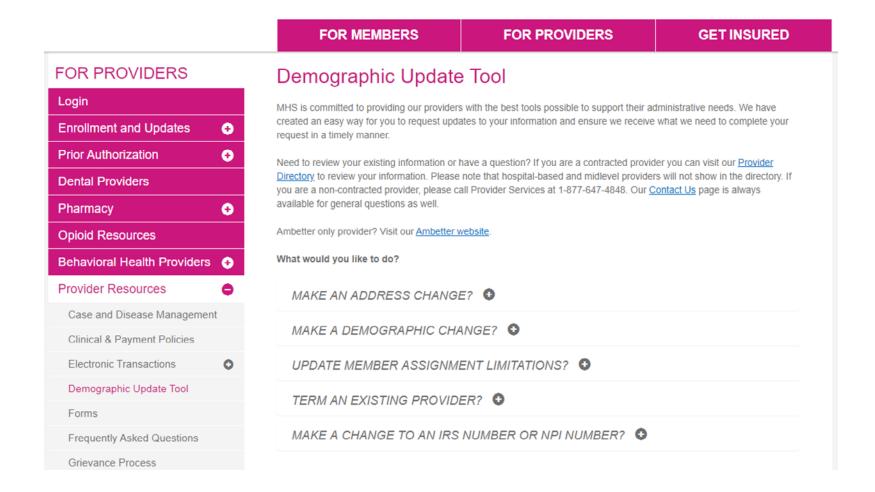


MHS is committed to providing our providers with the best tools possible to support their administrative needs. We have created an easy way for you to request updates to your information and ensure we receive what we need to complete your request in a timely manner.









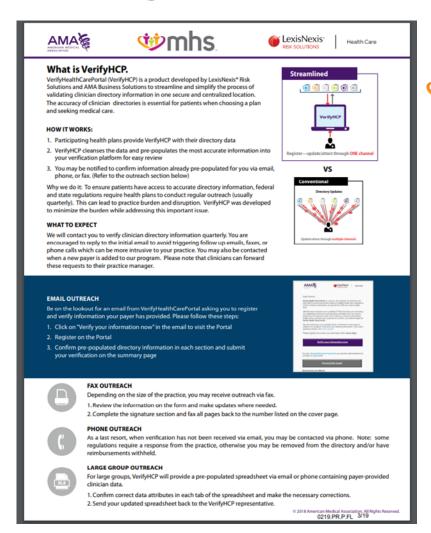


FOR MEMBERS FOR PROVIDERS GET INSURED Demographic Update Tool MHS is committed to providing our providers with the best tools possible to support their administrative needs. We have created an easy way for you to request updates to your information and ensure we receive what we need to complete your request in a timely manner. Need to review your existing information or have a question? If you are a contracted provider you can visit our Provider Directory to review your information. Please note that hospital-based and midlevel providers will not show in the directory. If you are a non-contracted provider, please call Provider Services at 1-877-647-4848. Our Contact Us page is always available for general questions as well. Ambetter only provider? Visit our Ambetter website What would you like to do? MAKE AN ADDRESS CHANGE? Update a Billing Address Change a Primary Location Add an Additional Location Remove a Location Notify Us of an Office Move MAKE A DEMOGRAPHIC CHANGE? Change Phone Number Change Email Address Change Provider Name Add/Remove a Language Spoken Update Provider Office Hours Update Service Location Office Hours



UPDATE MEMBER ASSIGNMENT LIMITATIONS? Change Accepting New Members Status Change Panel Size (PMP Only) Change Age Restrictions TERM AN EXISTING PROVIDER? PMP Specialist MAKE A CHANGE TO AN IRS NUMBER OR NPI NUMBER? Change an IRS Number (TIN) Change an NPI Number Update an IRS Address





MHS has partnered with LexisNexis to assist with keeping our Find A Provider online directory current. It is very important to keep provider information updated and most current.





The purpose of the credentialing and recredentialing process is to ensure all practitioners and organizational providers initially meet and continue to meet the established criteria for participation in the MHS provider network. In order to participate in the MHS network, all licensed physicians, healthcare professionals and facilities must meet minimum requirements as set forth by MHS.



The minimum requirements for participation in the MHS network are available in the MHS Provider Manual, Chapter 16.

https://www.mhsindiana.com/content/dam/centene/mhsindiana/medicaid/pdfs/Provider_Manual_2020.pdf



- MHS encourages practitioners to enroll with the Council for Affordable Quality Healthcare (CAQH).
- CAQH is a practitioner database website where practitioners can register their credentialing information for any and all organizations to which they want to apply.
- It is free to practitioners and is convenient because you only have to submit information to one place one time (and, of course, as it gets updated) rather than to each MCE, hospital or network you wish to join.
- It is also secure, as only authorized credentialing organizations may access your information with your permission.
- Please visit their website at caqh.org.



- MHS Credentialing will ensure the provider has met all federal and state regulatory requirements by reviewing the submitted information.
- Once the application is reviewed, the Credentialing Committee (CC) will render a final decision on acceptance within 60 calendar days.
- MHS will send the practitioner a letter notifying the practitioner if he or she is approved by the CC as well as identify the effective date the practitioner can begin to see MHS members.



- The MHS CC consists of MHS staff physicians and other physicians in the MHS network.
- The CC is supported by MHS Credentialing, Provider Relations, Compliance and QI staff.
- This committee reports regularly to the MHS Senior Executive Quality Improvement Committee.
- It has the responsibility to establish and adopt, as necessary, criteria for physician participation and termination, and to direct the credentialing procedures, including physician participation, denial and termination.
- Committee meetings are held once a month or as deemed necessary.



W Re-Credentialing

- MHS conducts the re-credentialing process for practitioners and providers at least three years from the date of the initial credentialing decision.
- The purpose of this process is to identify any changes in the practitioner's facility, license, sanctions, certification, competence or other related information that may affect their ability to perform the services for which the practitioner or provider is contracted to provide.
- This process includes all practitioners (PMPs and specialists), ancillary providers and hospitals previously credentialed to practice within the MHS network.



MHS Team



Provider Relations Regional Mailboxes

Regional Mailboxes

- W Northeast Region: MHS_ProviderRelations_NE@mhsindiana.com
- W North Central Region: MHS_ProviderRelations_NC@mhsindiana.com
- Central Region: MHS_ProviderRelations_C@mhsindiana.com
- W Northwest Region: MHS_ProviderRelations_NW@mhsindiana.com
- Southwest Region: MHS_ProviderRelations_SW@mhsindiana.com
- Southeast Region: MHS_ProviderRelations_SE@mhsindiana.com
- South Central Region: MHS_ProviderRelations_SC@mhsindiana.com
- Tier 1 Providers: IndyProvRelations@mhsindiana.com



MHS Provider Network Territories

Indiana NORTHEAST REGION For claims issues, email: MHS_ProviderRelations_NE@mhsindiana.com Chad Pratt, Provider Partnership Associate DeKalb 1-877-647-4848, ext. 20454 NORTHWEST REGION For claims issues, email: Whitley MHS_ProviderRelations_NW@mhsindiana.com Candace Ervin, Provider Partnership Associate Fulton 1-877-647-4848, ext. 20187 NORTH CENTRAL REGION For claims issues, email: MHS_ProviderRelations_NC@mhsindiana.com Natalie Smith, Provider Partnership Associate 1-877-647-4848, ext. 20127 **CENTRAL REGION** For claims issues, email: MHS_ProviderRelations_C@mhsindiana.com Tiptor Clintor Mona Green, Provider Partnership Associate 1-877-647-4848, ext. 20080 SOUTH CENTRAL REGION Hamilton For claims issues, email: MHS_ProviderRelations_SC@mhsindiana.com Wayne Dalesia Denning, Provider Partnership Associate 1-877-647-4848, ext. 20026 Parke SOUTHWEST REGION For claims issues, email-MHS ProviderRelations SW@mhsindiana.com Dawn McCarty, Provider Partnership Associate Vigo Franklin 1-877-647-4848, ext. 20117 Decatu SOUTHEAST REGION For claims issues, email: MHS_ProviderRelations_SE@mhsindiana.com Stallbare Carolyn Valachovic Monroe Provider Partnership Associate 1-877-647-4848, ext. 20114 **wmhs**

Available online:

https://www.mhsindiana.com/content/dam/centene/mhsindiana/medicaid/pdfs/ProviderTerritory_map_2020.pdf

NORTHEAST REGION

For claims issues, email:

MHS_ProviderRelations_NE@mhsindiana.com Chad Pratt, Provider Partnership Associate 1-877-647-4848, ext. 20454

NORTHWEST REGION

For claims issues, email:

MHS_ProviderRelations_NW@mhsindiana.com Candace Ervin, Provider Partnership Associate 1-877-647-4548, ext. 20187

NORTH CENTRAL REGION

For claims issues, email:

MHS_ProviderRelations_NC@mhsindiana.com Natalie Smith, Provider Partnership Associate 1-877-647-4848. ext. 20127

CENTRAL REGION

For claims issues, email: MHS_ProviderRelations_C@mhsindiana.com Mona Green, Provider Partnership Associate 1-877-647-4848, ext. 20080

SOUTH CENTRAL REGION

For claims issues, email: MHS_ProviderRelations_SC@mhsindiana.com Dalesia Denning, Provider Partnership Associate 1-877-547-4848, ext. 20026

SOUTHWEST REGION

For claims issues, email: MHS_ProviderRelations_SW@mhsindiana.com Dawn McCarty, Provider Partnership Associate 1-877-647-4848, ext. 20117

SOUTHEAST REGION

For claims issues, email: MHS_ProviderRelations_SE@mhsindiana.com Carolyn Valachovic Monroe Provider Partnership Associate 1-877-647-4848, ext. 20114



MHS Provider Network Territories

TAWANNA DANZIE

Provider Partnership Associate II 1-877-647-4848 ext. 20022 tdanzie@mhsindiana.com

PROVIDER GROUPS

Beacon Medical Group Franciscan Alliance HealthLinc Heart City Health Center Indiana Health Centers

Lutheran Medical Group

Parkview Health System

South Bend Clinic

JENNIFER GARNER

Provider Partnership Associate II 1-877-647-4848 ext. 20149 jgarner@mhsindiana.com

PROVIDER GROUPS

American Health Network of Indiana
Columbus Regional Health
Community Physicians of Indiana
HealthNet
Health & Hospital Corporation of
Marion County
Indiana University Health
St. Vincent Medical Group

NETWORK LEADERSHIP

JILL CLAYPOOL

Vice President, Network Development & Contracting 1-877-647-4848 ext. 20855 jill.e.claypool@mhsindiana.com

NANCY ROBINSON

Senior Director, Provider Network 1-877-647-4848 ext. 20180 nrobinson@mhsindiana.com

MARK VONDERHEIT

Director, Provider Network 1-877-647-4848 Ext. 20240 mvonderheit@mhsindiana.com

NEW PROVIDER CONTRACTING

TIM BALKO

Director, Network Development & Contracting 1-877-647-4848 ext. 20120 tbalko@mhsindiana.com

MICHAEL FUNK

Manager, Network Development & Contracting 1-877-647-4848 ext. 20017 michael.j.funk@mhsindiana.com

NETWORK OPERATIONS

KELVIN ORR

Director, Network Operations 1-877-647-4848 ext. 20049 kelvin.d.orr@mhsindiana.com

ENVOLVE DENTAL, INC.

MICHAEL J. WILLIAMS

Provider Relations Specialist 1-727-437-1832 Dental Provider Services: 1-855-609-5157 Michael.Williams@EnvolveHealth.com

Available online:

https://www.mhsindiana .com/content/dam/cent ene/mhsindiana/medica id/pdfs/ProviderTerritory map 2020.pdf

Back of Map



Thank you for being our partner in care.