Provider Contracting and Demographic Updates 2020



1120.PR.P.PP 5/21

# Agenda

- How to request New contract
- W How to add a provider to an existing contract
- How to add Non-Contracted provider
- Demographic Updates
- We have to add or remove members from panel
  - Remember you are responsible for your panel.
  - If someone is on your panel who does not belong, you need to notify us to move the panel to an appropriate PMP.
- Credentialing and Re-credentialing
- 🥗 MHS Team

# **MHS Provider Enrollment**

- MHS offers most provider enrollment processes via the MHS website at 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.



# **For Providers**



# **Enrollment and Updates**



What you need to know about the Coronavirus. Learn More about COVID-19.



# **Online Forms**

	Home Find a Provider Portal Login Even	tts Careers Contact Us Q search Contrast On Off a A A language		
	FOR MEMBERS FOR	PROVIDERS GET INSURED		
FOR PROVIDERS	Enrollment and Updates			
Login		We appreciate your interest in MHS and are excited to set		
Enrollment and Updates	New Contract	up your office as a participating provider. If you would like more information, please fill out the online information		
Become a Contracted Provider	Request a New Contract	request form. An MHS representative will reach out to you shortly to discuss contracting options for your office.		
Existing Contracted Entity				
Non-Contracted Provider Set-Up		If you are a provider who is part of an existing contracted		
Prior Authorization 📀	Add Provider To Existing	medical or behavioral health entity, use this online		
Dental Providers	Contract	contracted enrollment form to enroll a new provider.		
Pharmacy 📀	Enroll a Contracted Provider			
Opioid Resources				
Behavioral Health Providers 📀		If you are not contracted with MHS, complete the non-		
Provider Resources  •	Non-Contracted Provider	contracted enrollment form. All submissions must include a completed W9. Set-up may take 45 – 60 days after we		
QI Program 📀	Set Up Non-Contracted Provider	receive your submission. You must be enrolled with Indiana Medicaid and have an Indiana Medicaid provider		
Provider News		number. You can enroll online at indianamedicaid.com.		
Email Sign Up	Demographic Updates	If you are already a contracted provider with MHS and would like to update existing information, please use our online provider update forms.		
	Demographic Update Tool			



# **Requesting a New Contract**

# **New Contract Request**

### **Enrollment and Updates**

### **New Contract**

Request a New Contract

We appreciate your interest in MHS and are excited to set up your office as a participating provider. If you would like more information, please fill out the online information request form. An MHS representative will reach out to you shortly to discuss contracting options for your office.

FOR MEMBERS	FOR PROVIDERS	GET INSURED
Become a Contracted	d Provider	
I do not have a contract and need to ap	ply	
<ul> <li>I have a contract or have started the pro Facility contract</li> </ul>	ocess of contracting with MHS, and want to	add provider(s) to a Group or
Tax ID Number	Individual NPI Number	
Group NPI Number *		
Specialty		
Contract Type*	Provider Type*	
Medical	Sole Proprietor (Prace	titioner billing under own TIN)
Behavioral Health	Group Practice	
Medical & Behavioral Health	Facility/Ancillary	
	DME	

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# **New Contract Request**

- Complete the online information request form/application and it will then be routed to an MHS representative.
- If you should select at this level the second button "I have a contract" you will be routed to select Existing Contract form.

### Become a Contracted Provider

- 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

To enroll a new provider to your existing contract, use the **Existing Contract** form.



# Add Provider to Existing Contract

# **Existing Contract**

### Add Provider To Existing Contract

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

Enroll a Contracted Provider

### **Existing Contracted Entity**

Contract Type \*

O Medical - Diagnostic Radiology, Pathology, ER Physician, Anesthesiology (non-pain management), CRNA

Medical - Other

Behavioral Health



Age Restrictions\*

# **Existing Contract**

### **Existing Contracted Entity**

		. ge i lectretere		
Contract Type * O Medical - Diagnostic Radiology, Pathology, ER Phys	ician Anesthesiology (non-pain management) CRNA	None 0-2 Years 0-12 Years		
Medical - Other	noun, Phoeneorogy (non-pain management), or a Pr	13-20 Years 17+ Years 21+ Years	ears 65+	Years
O Behavioral Health		Group NPI		Group Medicaid Number *
CAQH Number *				
Practitioner Name		Alpha Suffix		TIN *
First Name *	Last Name *		$\checkmark$	
		Only One Enrollment Form Required		
Practitioner NPI *		only one Enrollient Form required		
		If enrolling in HHW, HIP and/or HCC, you must		
Degree (select one) *		If enrolling in Ambetter or Allwell ONLY, please	e attach Ambett	ler/Allwell form (PDF).
<ul> <li>MD</li> </ul>		MCE Universal Enrollment Form (for HHW, HIF	Dand/or HCC	or for all products)
O DO				or for an products)
O DPM		Bi	rowse	
O NP O Other		Practitioner Enrollment Form (Ambetter/Allwell	(only)	
			rowse	
Practitioner Email Address	Practitioner Taxonomy Code *	bi	104/56	
		If a midlevel practitioner, please attach a copy of	of your collabo	ration agreement.
Do you offer telehealth appointments? *		Br	rowse	
O Yes		Common to		
O No		Comments		
Enrolling in Hoosier Healthwise? *				
O Yes				
○ No		Enrollment Requested By:		
Enrolling in Healthy Indiana Plan? *		Enrollment Requested by:		
O Yes O No		First Name *		Last Name *
Enrolling in Hoosier Care Connect? *				
○ Yes ○ No				
		Contact Email *		Contact Phone *
Enrolling in Ambetter from MHS? * O Yes				
O No				
		Date *		
Enrolling in Allwell from MHS *				
O No				
Do you ONLY provide care in a facility setting?				
O Yes		Submit		
O No				

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# **Enrollment: Existing Contract**

Select which forms you are enrolling into, by selecting the appropriate universal form and completing.

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)

- Under Practitioner Data be careful on how you select Enrolling As: (T)
  - NP's that want to hold panels must select PMP with Panel
  - If enrolling as a PMP, you must complete panel size or you will be loaded as a Specialist.

Enrolling as:	PMP with Panel NP Supporting a Specialty	<ul> <li>Physician Specialist</li> <li>Certified Mid-Wife</li> </ul>	NP Sup Prenati		<ul> <li>Behavioral Health</li> <li>Other</li> </ul>	
Maximum membership (panel size) accepted (PMPs only): Hoosier Healthwise			~	HIP	Hoosier Care Connect	

### Under Behavioral Health

You will need to make sure that you complete the entire online submission form, including uploading the required Universal form and the additional forms/attachments prior to clicking submit.

Additional Forms

Behavioral Health Specialty Profile (PDF)

Please attach a copy of your Behavioral Health Specialty Profile. \*

If a midlevel practitioner, please attach a copy of your collaboration agreement.

Choose File No file chosen

# **Add Provider to Existing Contract**

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? *	
<ul> <li>○ Yes</li> <li>○ No</li> </ul>	
Enrolling in Ambetter from MHS? *	
O No	
Enrolling in Allwell from MHS *	
) Yes	
⊖ 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 Year	rs 🗌 3+ Years 🗌 13+ Years 🗌 0-17 Years
13-20 Years 17+ Years 21+ Years 6	E Voara
	of reals
Group NPI	Group Medicaid Number *
Group NPI	
	Group Medicaid Number *
Group NPI Alpha Suffix	Group Medicaid Number *
Group NPI	Group Medicaid Number *
Group NPI Alpha Suffix Only One Enrollment Form Required If enrolling in HHW, HIP and/or HCC, you must the attach	Group Medicaid Number *
Group NPI Alpha Suffix Only One Enrollment Form Required	Group Medicaid Number *
Group NPI Alpha Suffix Only One Enrollment Form Required If enrolling in HHW, HIP and/or HCC, you must the attach	Group Medicaid Number *
Group NPI Alpha Suffix Only One Enrollment Form Required If enrolling in HHW, HIP and/or HCC, you must the attach If enrolling in Ambetter or Allwell ONLY, please attach Amb	Group Medicaid Number *
Group NPI Alpha Suffix Only One Enrollment Form Required If enrolling in HHW, HIP and/or HCC, you must the attach If enrolling in Ambetter or Allwell ONLY, please attach Am MCE Universal Enrollment Form (for HHW, HIP and/or HO	Group Medicaid Number *
Group NPI Alpha Suffix Only One EnrolIment Form Required If enrolling in HHW, HIP and/or HCC, you must the attach If enrolling in Ambetter or Allwell ONLY, please attach Am MCE Universal EnrolIment Form (for HHW, HIP and/or HO Choose File No file chosen	Group Medicaid Number *
Group NPI Alpha Suffix Only One Enrollment Form Required If enrolling in HHW, HIP and/or HCC, you must the attach If enrolling in Ambetter or Allwell ONLY, please attach Am MCE Universal Enrollment Form (for HHW, HIP and/or HC Choose File No file chosen Practitioner Enrollment Form (Ambetter/Allwell only)	Group Medicaid Number *

# **Add Provider to Existing Contract**

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

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



# Non-Contracted Provider Enrollment

# **Non-Contracted Provider**

### **Non-Contracted Provider**

Set Up Non-Contracted Provider

If you are not contracted with MHS, complete the noncontracted 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. You can enroll online at <u>indianamedicaid.com</u>.

# **Non-Contracted Provider Enrollment**

### Please remember to upload a copy of the W9 Form.

### Non-Contracted Provider Set-Up

W9 Form *	
Choose File No file chosen	
Please attach a completed W9. Please submit enrollments t SSN as your TIN.	hrough your Provider Relations staff member if you bill with a
Is this an update or a new submission? *	
Yes, we are already set-up with MHS	
$\bigcirc$ No, we have not been set up with MHS before	
Provider Indiana Medicaid # *	
Group/Facility Name *	
Group Indiana Medicaid # *	
Practitioner Name	
First Name *	Last Name *
Practitioner Gender *	
○ Male	
⊖ Female	
○ N/A (Facility)	
Practitioner Email Address	

# **Wmhs**

## **Non-Contracted Provider Enrollment**

Individual NPI # *		
Group NPI # *		
Primary Taxonomy Code *		
Specialty		
Billing Address		
Street Address		
City	Zip / Postal Code	
State		
Alabama	~	

# **Non-Contracted Provider Enrollment**

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

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



# **Demographic Updates**

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# **Demographic Updates**

- 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.

# **Demographic Updates**

### **Demographic Updates**

Demographic Update Tool

If you are already a contracted provider with MHS and would like to update existing information, please use our online provider update forms.

# **Demographic Updates**

FOR M	EMBERS	FOR PROVIDERS	GET INSURED
Demograp	ohic Update	ТооІ	
	for you to request update	with the best tools possible to support the es to your information and ensure we rec	
Directory to review yo	our information. Please not cted provider, please call	ve a question? If you are a contracted protected that hospital-based and midlevel proverse at 1-877-647-4848. O	viders will not show in the directory. I
Ambetter only provide	er? Visit our Ambetter we	bsite.	
What would you like	e to do?		
MAKE AN AE	DRESS CHANGE	? •	
MAKE A DEN	OGRAPHIC CHAN	NGE? O	
UPDATE MEI	MBER ASSIGNMEI	NT LIMITATIONS?	
TERM AN EX	ISTING PROVIDE	R? O	
MAKE A CHA		IUMBER OR NPI NUMBER?	0
	INGE TO AN IKS N	IOWBEN ON NETNOWBEN!	•

### FOR PROVIDERS

Login	
Enrollment and Updates	÷
Prior Authorization	Ð
Dental Providers	
Pharmacy	•
Opioid Resources	
Behavioral Health Providers	•
Provider Resources	•
Case and Disease Management	
Clinical & Payment Policies	
Electronic Transactions	0
Demographic Update Tool	
Forms	
Frequently Asked Questions	
Grievance Process	



# **Address Updates**

### 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

Change a Primary Location

Group/Facility Name *			
			Office Hou
Group NPI # *			
Group Medicaid Number *	Alpha Suffix		Office Hou
	А	~	
Tax ID # *			
			07
Practitioner First Name *	Practitioner Last Name *		Office Hou
Practitioner NPI			
			Office Hou
Multiple Practitioners			
Choose File No file chosen If multiple practitioners are moving, please attach a spreadsheet with t	halo and NDI autobas		
Old Primary Location Address	nen mannes and iver municers		Office Hou
Street Address *			
Street Address ~			
			Office Hou
Address Line 2			
City *	Zip / Postal Code *		Comments
			Comments

State *	New Primary location Address
Alabama 🗸	
Street Address *	
Address Line 2	
City *	Zip / Postal Code *
State *	
Alabama 🗸	
Primary Phone *	
Office Hours (Monday) *	
Office Hours (Tuesday) *	
Office Hours (Wednesday) *	
Office Hours (Thursday) *	
Office Hours (Friday) *	
Office Hours (Saturday) *	
Office Hours (Sunday) *	

# **Demographic Change**

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

Add	or	Update	Email	Address	
Group	Facility	v Name *			Tax ID ≢

houp NPI # *	
_	7
New Email Address	
Update Existing Email Address	
Imail Address *	Email Name *
	Please enter first and last name of the person associate with the email address.
iole *	
Practitioner	
Office Staff	
O Cither	
"Other", please explain in the comments box below.	
Comments	
Ipdate Requested By:	
Sist Name *	Last Name *
	Control Davida
late *	Contact Email *
late * Contact Phone Number *	Contact Email *

Allwell from MHS | Ambetter from MHS | Hoosier Healthwise | Healthy Indiana Plan | Hoosier Care Connect

Submit

# **Demographic Updates**



Confirm correct data attributes in each tab of the spreadsheet and make the necessary corrections.
 Send your updated spreadsheet back to the VerifyHCP representative.

American Medical Association. All Rights Reserved 0219.PR.P.FL 3/19 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.

# **Update Member Limitations**

UPDATE MEMBER ASSIGNMENT LIMITATIONS?

<u>Change Accepting New Members Status</u> <u>Change Panel Size (PMP Only)</u> <u>Change Age Restrictions</u>

Change Panel Size (PMP On	ly)	Group I,/Iedicald Location Code	
Primary I,ledical Provider (P1,IP) NPI # *		Service Location Address	
		Street Address *	
Primary Medical Provider (PMP) Name		Address Line 2	
First Name *	Last Name *	0lb/ *	ZIR/Postal Code *
Tax /D # *		State *	
		Alabama 🏼 🍸	
		New Hoosler Healthwise (HHM) Panel Size	
Group Name *			
		New Healthy Indiana Plan (HiP) Panel Size	
Group NPI # *		New Hoosier Care Connect (HCC) Panel Size	
		New Ambetter from 1,645 Panel Size	
Group I,/edicald Number *			
Please write Ambetter Only in this box if not enrolled with IHCP		Comments	
		Update Requested By:	

# **Provider Term**

TERM AN EXISTING PROVIDER?

### PMP Specialist

PMP Term	-		_		
	PV	лΡ		$\circ r$	m
	Г I\				

Primary Medical Provider (PMP) NPI # \*

Primary Medical Provider (PMP) Name

First Name \*

Last Name \*

Tax ID # ^

Practitioner will be termed from all locations associated with this TIN

Group Name \*

Group NPI # \*

Group Medicald Number *	
Please write Ambetter Only in this box if not enrolled w IHCP	(D)
Group I,/edicald Location Code	
	<b>Y</b>
Service Location Address	
Street Address *	
Address Line 2	
City *	Z/P / Posta/ Code *
State *	Date Term Effective *
Term Reason *	
	~
Programs to Term (choose all that apply)* Healthy Indiana Plan (HIP)	
Hoosier Care Connect (HCC)	
Hoosier Healthwise (HHW)	
Ambetter from MHS	
Alwell from MHS	
Alwell from MHS	
Allwell from MHS Behavioral Health	
Alwell from MHS	
Allwell from MHS Behavioral Health	

Submit

# Make a Change to an IRS Number or NPI

MAKE A CHANGE TO AN IRS NUMBER OR NPI NUMBER?

<u>Change an IRS Number (TIN)</u> <u>Change an NPI Number</u> <u>Update an IRS Address</u>

- Some of these options will require submitting a completed W-9.
- Adding a new Group NPI or TIN will require it to be added to the contract.



# **Member moves**

- MHS follows a state-defined process which requires MHS approval before a member can be dismissed from a PMP's panel. Please complete the Member Disenrollment form in its entirety to request a member be removed from your panel. It can take 30 - 45 days for this removal to occur.
- For a list of valid reasons for a request for member disenrollment and other important information please review the Provider Manual



# **Member moves**

- To disenroll a member go to, <u>www.mhsindiana.com</u>, log into the provider portal, select Quick links, then select member management forms, complete the member disenrollment form and submit
- To add a member, if a panel is full, complete the enrollment form and submit



# **Credentialing and Re-credentialing**

- 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.

# **Credentialing and Re-credentialing**

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/mhsin diana/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.

# **Credentialing and Re-credentialing**

## WRe-Credentialing

- MHS conducts re-credentialing process for practitioners and providers at least once every 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**

# **গ্রুmhs**

# **Provider Relations Regional Mailboxes**

**Regional Mailboxes** 

- Wortheast 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

Indiana

### **MHS Provider Network Territories**

#### 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 1.877-647-4848, 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 Mona Green, Provider Partnership Associate 1.877-647-4948, ext. 20080

#### SOUTH CENTRAL REGION

For claims issues, email: MHS\_ProviderRelations\_SC@mhsindiana.com Dalesia Denning, Provider Partnership Associate 1-877-647-4848, 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



### Available online:

https://www.mhsindiana.com/content/dam/centene/mhsindi ana/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 1-877-647-4648, ext, 20187

### NORTH CENTRAL REGION

For claims issues, email:

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### 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



# Thank you for being our partner in care.