



Provider Bulletin: Updating Practice Information

Provider Update

All CSoC Network Providers

Subject Line: Updating Practice Information

Magellan is committed to maintaining current, accurate provider practice information in our database so that members have correct information when choosing a provider, and to enable our providers to receive important communications from us in a timely manner.

Magellan's policy is to maintain accurate databases, updated in a timely manner, with information received from our providers to facilitate efficient and effective provider selection, referral and claims processing, and to provide accurate and timely information in provider-related publications, e.g., provider directories.

As a provider, you are required to notify Magellan and/or confirm any changes in administrative practice information using our online Provider Data Change Form (PDCF). By using the PDCF, providers can update information online in real time, a method more efficient and accurate than other forms of communication. Providers who do not update their data when changes occur, or do not attest to data accuracy as required, may be put "on hold" for new referrals until review and attestation of data accuracy is completed.

Note: Some changes to provider information may result in the need for a contract amendment such as facility or group name changes, changes of ownership, adding a new service location for a facility or a change to Taxpayer Identification Numbers; these still require notification to your network management specialist. The PDCF application will direct you when these notifications need to occur. Providing or billing for services in any of these situations should NOT commence until you have notified network staff and received confirmation that all required changes have been implemented, which could include the amending of existing agreements or the need for new agreements to be issued.

You must update changes in your administrative practice information using our online Provider Data Change Form by signing in to www.MagellanProvider.com and selecting Display/Edit Practice Information. Each time you make any changes noted above using the online PDCF or in response to any request from Magellan, it is important to attest that your data is current and

accurate. Even if you have no changes, Magellan requires that you review your practice information and attest that your information is correct, including appointment availability, at least quarterly. Failure to update administrative practice information may impact your network participation status.

Magellan monitors compliance with this requirement quarterly and will notify you if your information impacts your referral and/or network participation status.

Please reach out to your [Network Management Specialist](#) (NMS) with any questions or concerns. Your NMS is available for support.

Thank you for all you do in supporting the members of CSoC.

Magellan of Louisiana

This email was sent by:

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10000 Perkins Rowe, Suite 240
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Magellan Healthcare

The logo for Magellan Healthcare, featuring the word "Magellan" in a large, bold, white sans-serif font, with "HEALTHCARE" in a smaller, all-caps, white sans-serif font directly below it.

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