

## Provider Network Bulletin

**Subject:** Provider Enrollment Requirements – Impact on Provider Reimbursement

---

### 💡 Why This Matters

Failure to complete a Louisiana Medicaid enrollment may result in claim denials and deactivation from the Louisiana Medicaid program.

---

### 📋 Enrollment and Proof Required Before Affiliation and Service Delivery

Enrollment with the state Medicaid agency is required, and separate and apart from the credentialing process with Magellan.

- Louisiana Medicaid will send invitation letters to new providers not yet enrolled with Louisiana Medicaid. These letters include detailed instructions and specific provider information required for enrollment.
- Billing, attending, rendering, ordering, servicing, prescribing, or referring providers must enroll directly with Louisiana Medicaid to avoid claims denials and remain active.
- Providers with multiple provider types must complete an enrollment for each type.
- Newly credentialed Magellan providers are advised to proactively verify their enrollment status using the provider lookup tool in the event a letter is not received; [click here](#)
- Once Louisiana Medicaid enrollment is approved a notification will be mailed and the provider look up tool will be updated to reflect “enrollment complete”.

---

### Background:

The Centers for Medicare and Medicaid Services (CMS) federal regulations, including the Affordable Care Act and the 21st Century Cures Act, require providers who file claims with Louisiana Medicaid to enroll in Medicaid's web-based provider enrollment portal.

### Requirements:

- Ensure staff have a completed enrollment with Louisiana Medicaid.
- Provide proof of Louisiana Medicaid enrollment prior to affiliating staff members with your site and authorizing them to render services.
- Claims will be denied for staff who do not complete a Louisiana Medicaid enrollment.
- Affiliation beginning dates will not be retroactively adjusted.

## Action Needed:

- Review your current roster to confirm that all staff are properly enrolled.
- Provide proof of enrollment for any new or updated roster staff to facilitate prompt affiliation and ensure uninterrupted service delivery.
- Ensure staff have confirmed their affiliation date with Magellan before providing any services.

## Helpful Links:

- **Louisiana Medicaid Provider Enrollment Portal:** [Medicaid | Department of Health | State of Louisiana | Provider Login](#)
- **Louisiana Medicaid Provider Enrollment Requirements:** [Medicaid | Department of Health | State of Louisiana |](#)
- **Provider Enrollment Support:** Email [louisianaprovenroll@gainwelltechnologies.com](mailto:louisianaprovenroll@gainwelltechnologies.com) or call (833) 641-2140 Monday through Friday between 8 a.m. and 5 p.m. CST
- **Provider Enrollment User Guide Section 4.1 -4.1.6:** [Individual MCO](#)
- **Licensure Update for Existing Roster Staff:** [Individual MCO](#)
- **Fee Schedules:** [Medicaid | Department of Health | State of Louisiana |](#)

This communication is posted on the Magellan of Louisiana website.  
[2025 | Magellan of Louisiana](#)

Please reach out to your [Network Management Specialists](#) (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