

Appointment Availability and Accuracy of the Provider Directory

Magellan Healthcare 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 Magellan in a timely manner.

Magellan contract holders (individuals, groups, and facilities) must update their demographic data every 90 calendar days. For example, phone numbers, service addresses, office hours, and appointment availability should be updated. You should also use the "not accepting new patients" option during vacation times and reset to normal when you return. Please make the changes using the online Provider Data Change Form to remain compliant and avoid referral holds.

Here's how:

Go to the website below and log on:

[Magellan Provider's Home Page](#)

Your username is your Magellan Provider Number (MIS).

- If you have never logged into the Magellan Providers website, your temporary password is '2003' followed by the last four digits of your Taxpayer Identification Number. (Example: The first four characters in the password are "2003" and the last digits of the TIN are 1234, then the password would be "20031234." Please note if you are contracted as an individual provider you may need to replace the "2003" with your actual year of birth.
- If you see a drop-down box for the field "Provider Identity," please be certain to select the nine-digit (noted in the subject line) Magellan MIS number (shown in parentheses in the field online) so your form submission is applied appropriately to your Magellan provider record.
- After signing in, under the My Practice tab in the left-hand menu, click Display/Edit Practice Information.
- The first tab that displays is the Provider Data Change Form.
- You must click on each of the sections indicated with a red exclamation point, review your information, update as needed, and then click "I Attest".

Please complete this form by **Wednesday, June 24, 2026**, to avoid a hold on referrals.

This communication is posted on the Magellan of Louisiana website.

<https://www.magellanoflouisiana.com/for-providers/provider-communications/2026-1/>

Please reach out to your [Network Management Specialist](#) (NMS) with any questions or concerns that you may have.

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

Magellan of Louisiana