Overview

Quick Summary

To provide the guidelines for Existing Group and Facility Adds.

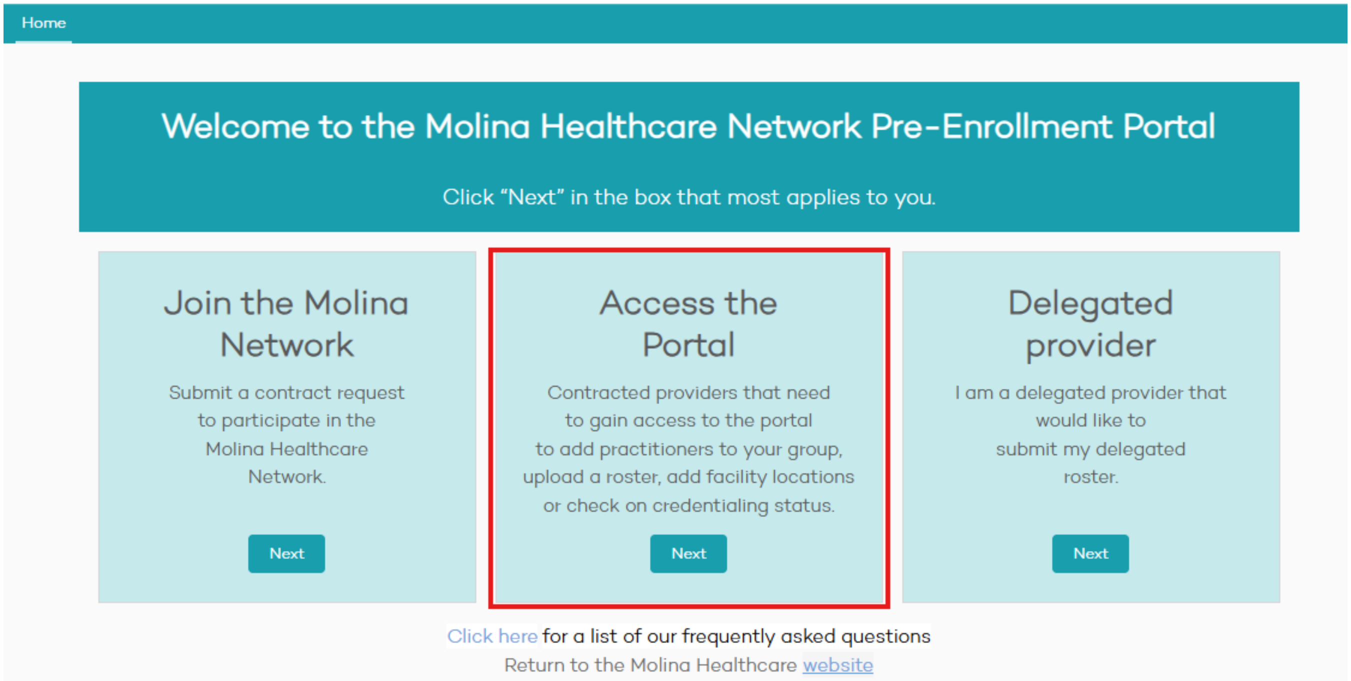
Contents

This publication contains the following topics:

Existing Group and Facility Workflow

Pre-Enrollment Portal

Note: No login is required to access the Pre-Enrollment Portal.

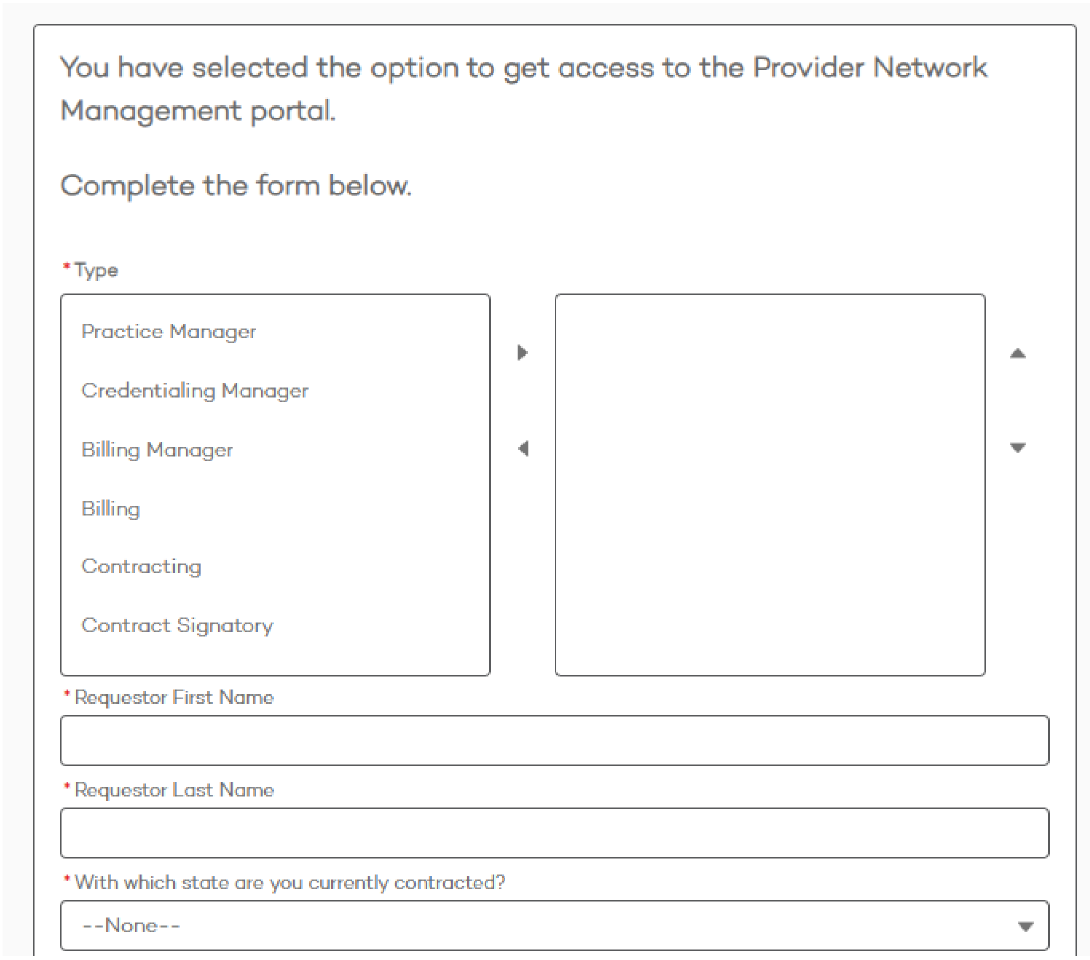


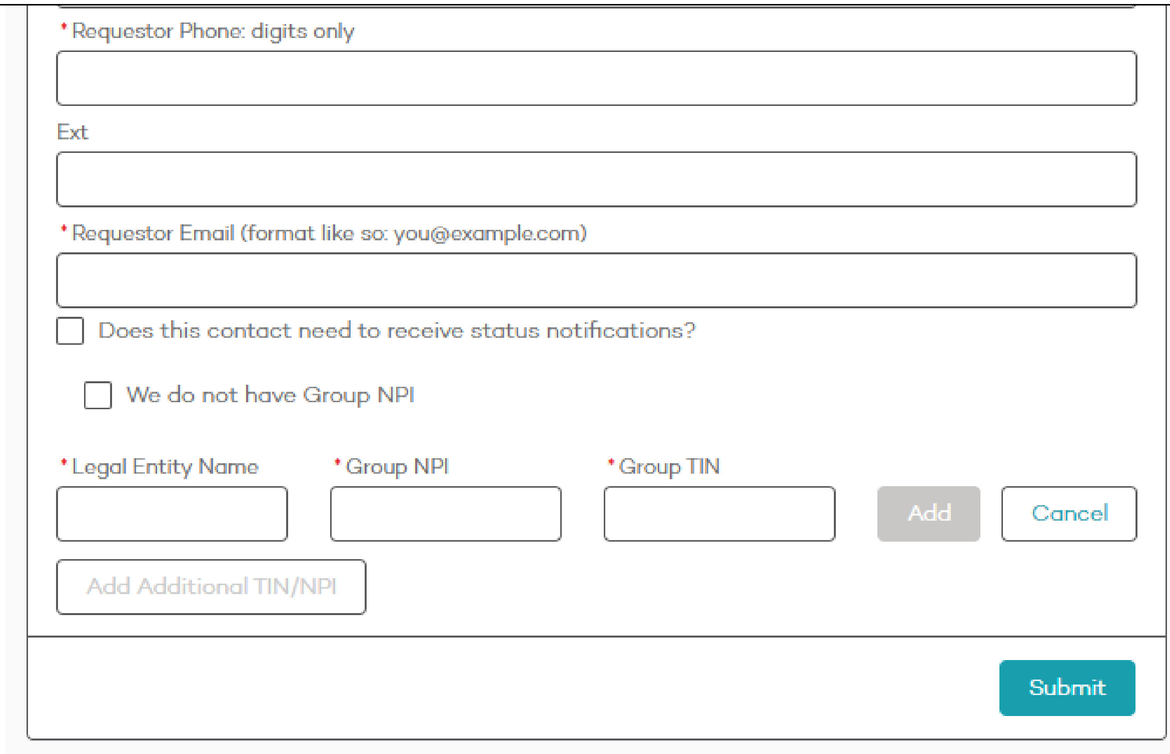
The Existing Group and Existing Facility Add workflow is used when:

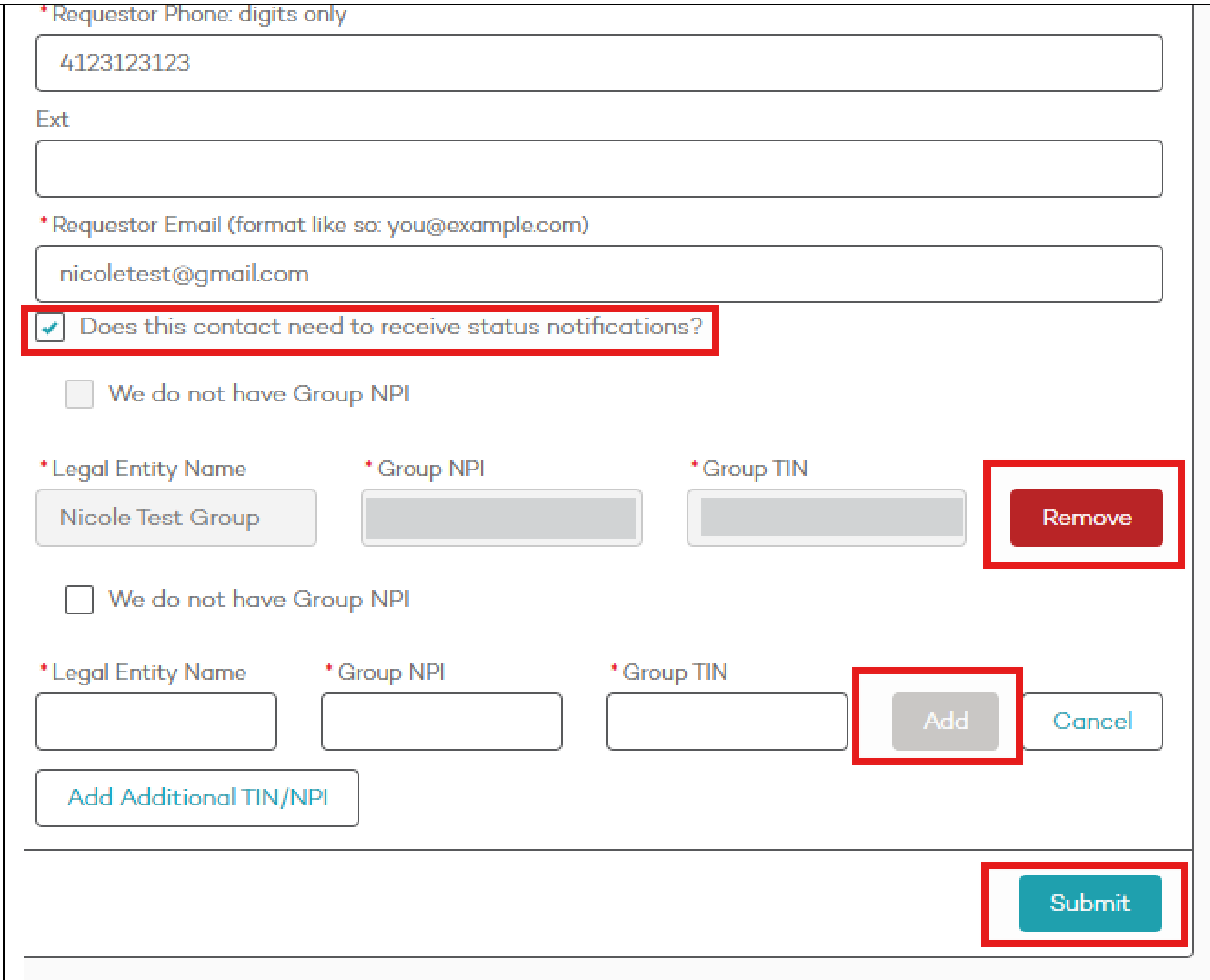
1. A participating group or Facility was contracted before the online portal's implementation and requires a login to the "Provider Network Management (Authenticated) Portal" to add a practitioner(s) to their practice.
2. A practice manager needs to be added to an existing group or existing facility to gain access to the portal to manage their practice or facility.
3. A practice manager logs in through the "Join the Network" card and receives a notification to use the "Access the Portal" card workflows because the group or facility is already in network with Molina.

Existing Group and Facility Adds Process

Existing Group and Facility adds are processed following these guidelines:

Step	Action
1	The practice manager completes and submits the form which creates a Lead. **Note:** Fields with a * are required fields.  You have selected the option to get access to the Provider Network Management portal. Complete the form below. *Type Practice Manager Credentialing Manager Billing Manager Billing Contracting Contract Signatory *Requestor First Name *Requestor Last Name *With which state are you currently contracted? --None-- Under Type you will want to select the role(s) that best reflects you. You will highlight the role(s) and move over to left. Enter the rest of the required data.

	 Once you enter the required data under Legal Entity Name, Group NPI, and Group TIN click add.

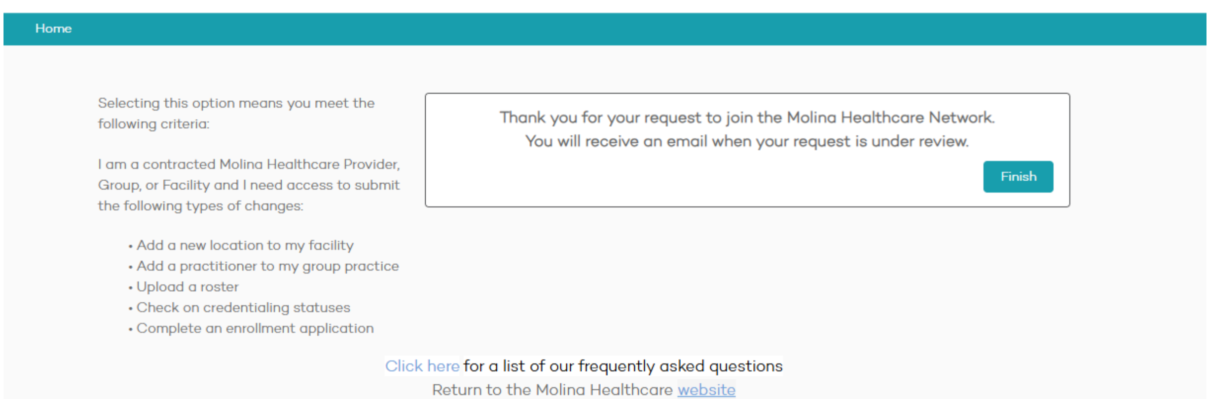


-You can add all the provider group(s) and/or facility(ies) that you will need access to manage.

-If you need to or would like to receive notifications, you will need to check the box next to "Does this contact need to receive status notifications?" **Please note if you do not select this box you will not receive notifications.**

-You can remove an added selection by clicking remove if needed.

Once you have added all entities you require access to, select the submit button.



Once submitted, you will be brought to this screen. Click finish and you be brought back to the main screen.

2	The lead is reviewed by the health plan and if approved, it is converted, and an account is created that links the Practice Manager to the group(s) and/or facility(ies).
3	The Practice Manager receives an email notification with instructions on how to log in to the "Provider Network Management (Authenticated) Portal" with a username and password. If you already have access to the portal and just need access to additional group(s) and/or facility(ies) when you log in to your account in the provider management (authenticated) portal you will see the additional group(s)/ facility(ies) on the landing page after the health plan has approved your request.