
Overview

Quick Summary

To provide the guidelines for Existing Group and Facility Adds.

Contents

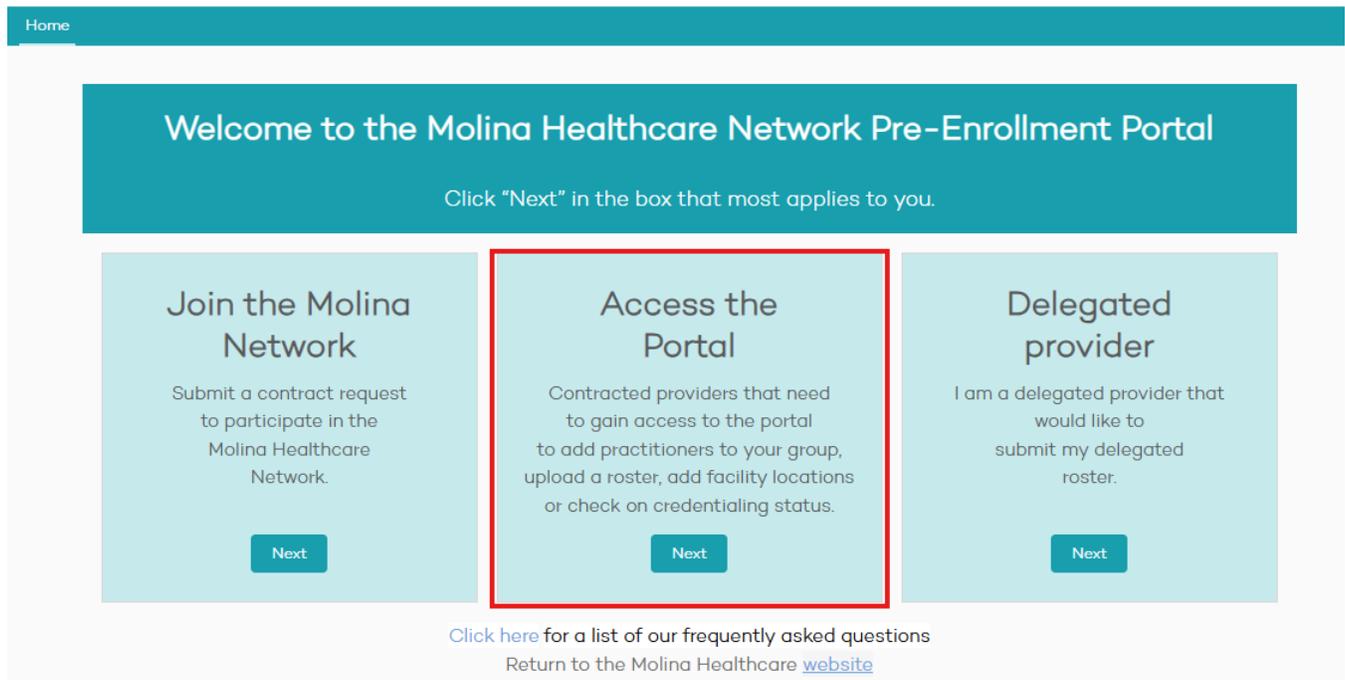
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Existing Group and Facility Workflow

Pre-Enrollment Portal

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



Home

Welcome to the Molina Healthcare Network Pre-Enrollment Portal

Click "Next" in the box that most applies to you.

Join the Molina Network

Submit a contract request to participate in the Molina Healthcare Network.

Next

Access the Portal

Contracted providers that need to gain access to the portal to add practitioners to your group, upload a roster, add facility locations or check on credentialing status.

Next

Delegated provider

I am a delegated provider that would like to submit my delegated roster.

Next

[Click here](#) for a list of our frequently asked questions
Return to the Molina Healthcare [website](#)

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	<p>The practice manager completes and submits the form which creates a Lead. Note: Fields with a * are required fields.</p> <div data-bbox="310 495 1401 1440" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>You have selected the option to get access to the Provider Network Management portal.</p> <p>Complete the form below.</p> <p>*Type</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; width: 250px;"> <p>Practice Manager</p> <p>Credentialing Manager</p> <p>Billing Manager</p> <p>Billing</p> <p>Contracting</p> <p>Contract Signatory</p> </div> <div style="margin: 0 10px;"> <p>▶</p> <p>◀</p> </div> <div style="border: 1px solid #ccc; width: 250px; height: 150px; position: relative;"> <div style="position: absolute; top: -20px; right: -20px;">▶</div> <div style="position: absolute; bottom: -20px; right: -20px;">▼</div> </div> </div> <p>*Requestor First Name</p> <input style="width: 600px; height: 25px;" type="text"/> <p>*Requestor Last Name</p> <input style="width: 600px; height: 25px;" type="text"/> <p>*With which state are you currently contracted?</p> <input style="width: 600px; height: 25px;" type="text" value="--None--"/> </div> <p>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.</p> <p>Enter the rest of the required data.</p>

* Requestor Phone: digits only

Ext

* Requestor Email (format like so: you@example.com)

Does this contact need to receive status notifications?

We do not have Group NPI

* Legal Entity Name * Group NPI * Group TIN

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

* Requestor Phone: digits only
4123123123

Ext
[]

* Requestor Email (format like so: you@example.com)
nicoletest@gmail.com

Does this contact need to receive status notifications?

We do not have Group NPI

* Legal Entity Name: Nicole Test Group * Group NPI: [] * Group TIN: [] **Remove**

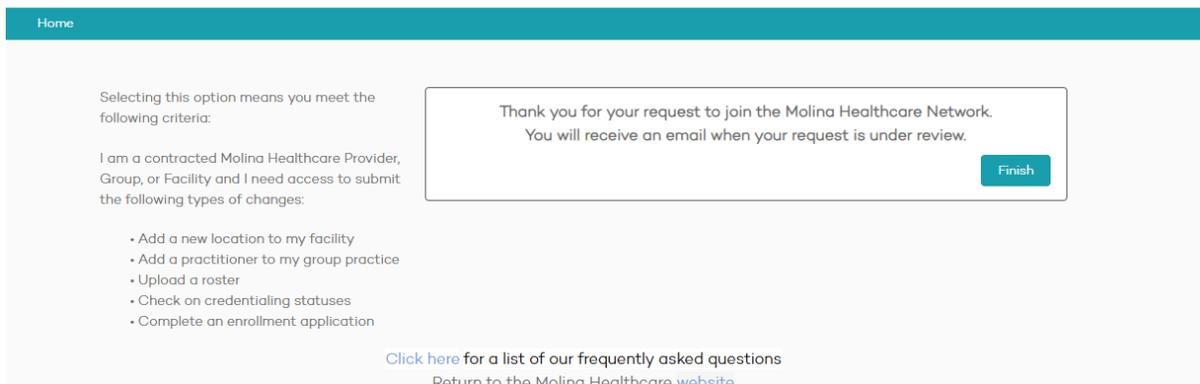
We do not have Group NPI

* Legal Entity Name: [] * Group NPI: [] * Group TIN: [] **Add** Cancel

[Add Additional TIN/NPI](#)

Submit

-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.
