

# Provider Memorandum

## Reminder: Submission of Provider Roster Updates

Molina Healthcare of Illinois (Molina) policy requires providers to submit provider Illinois Association of Medicaid and Health Plans (IAMHP) roster updates on a regular basis as listed below.

### Due monthly

Molina contracted providers must submit changes to their group on a monthly basis through the Universal IAMHP Roster Template. Provider group changes may include:

- The addition of new providers
- Listing of any terminated providers
- Service location changes
- National Provider Identification (NPI) changes

### Due Quarterly

Molina contracted providers must submit the full IAMHP roster of all active providers within their group to Molina on a quarterly basis.

- The first quarter roster is due to Molina by January 15
- The second quarter roster is due to Molina by April 15
- The third quarter roster is due to Molina by July 15
- The fourth quarter roster is due to Molina by October 15

### Roster Format

Providers are required to submit updates via the [Universal IAMHP Roster Template](#). Providers should email completed rosters to Molina Provider Information Management at [MHIL.Provider.Information.Management@MolinaHealthcare.com](mailto:MHIL.Provider.Information.Management@MolinaHealthcare.com).

### Molina Roster Processing

Molina may take up to 20 days from the date it receives a completed IAMHP roster for updates to be processed for loading. Providers will be notified by email once Molina completes the submission.

### Questions

For additional information about the IAMHP roster template, refer to the [Provider Roster Frequently Asked Questions](#).

Providers with questions may contact their provider network managers or email the Provider Network Management Department at [MHILProviderNetworkManagement@MolinaHealthcare.com](mailto:MHILProviderNetworkManagement@MolinaHealthcare.com).

Providers who need help identifying their assigned provider network manager may visit Molina's [Service Area page](#).