



Provider Data Management

Magellan New Provider Orientation

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Agenda

- » What changes require you to update Magellan within 10 business days
- » What credentialing updates require you to notify Magellan
- » How to maintain your provider information
- » How to update your provider information from within Availity Essentials

Reporting Updates to Practice Information



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Within 10 days

You should notify Magellan online by submitting practice data changes through Magellan's Idaho Payer Space within Availity Essentials, or in writing, within 10 days of any changes, additions, or deletions related to your site including:

Service, mailing, or financial address	Telephone number	Business hours	Email address	Taxpayer Identification Number or National Provider Identifier (NPI)
Specialties	Languages, ethnicity	Medicaid enrollment (i.e., obtaining a Medicaid number)	Your inability to accept referrals for any reason	Additions or deletions of practitioners to your organization or group practice



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Credentialing information



You also have a responsibility to notify Magellan
if any of the following credentialing information changes:



Licensure statuses
(e.g., provisional license)



Taxpayer ID



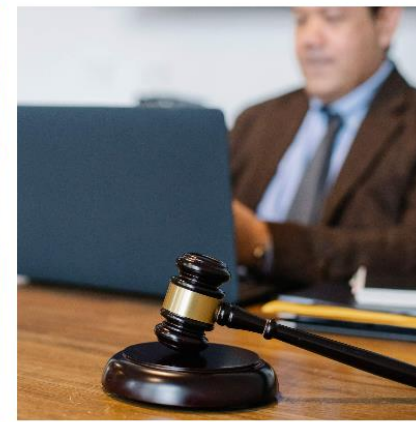
Certifications



Hospital privileges



Insurance coverage



Past or pending
malpractice actions

Maintaining Provider Information

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Maintaining provider information

Maintaining updated provider information helps us take care of you and our members. **Here are a couple ways to best do that:**



Schedule routine intervals
to provide updates



Focus on addressing
cultural preferences



Managing Data Within Availity Essentials

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Availity Essentials is here for you!

Within Availity Essentials, you have access to Magellan Healthcare of Idaho's "Payer Space" where you can manage your data.

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Benefits of managing data with Availity Essentials

In the application within Availity Essentials you can:

- Make updates at no cost, 24 hours a day
- Make immediate changes to your practice data, such as email address, office locations, telephone numbers, business hours, and staff rosters
- Update specialties offered within your contracted services
- Ensure that accurate information is loaded in Magellan's systems and available to Magellan members
- Update your contact information to receive appropriate communications



Magellan encourages providers to give detailed updates with a focus on race, ethnicity, and language fields



Current practice data is vital to facilitating effective member referrals, claims processing, and correspondence, which is why **we recommend you check your data at least quarterly.**



How to Make Updates

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Updating in Availity Essentials



How to update your provider specialty information

1. In the Availity Essentials Magellan Healthcare of Idaho Payer Space, click on the tile for updating practice data.
2. Confirm the practice you would like to manage.
3. The form will open with options for different types of changes.
4. Click on the drop-down item that corresponds to the type of change you would like to make.
5. Click on Edit Info to make changes.
6. Click Save and Finish to complete the action.

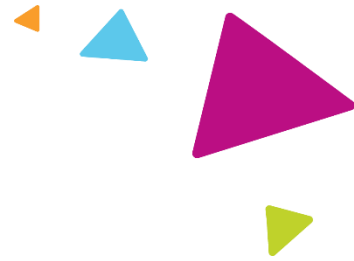




Thank you

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