Magellan HEALTHCARE.℠	How Can I Add Providers to My Practice?

For Additional Questions and Answers, visit our FAQ section

Steps: Display Roster
1) To access, click *Display/Edit Roster* on the left hand side menu on the *MyPractice* Page.   • If linked to more than one MIS/TIN combination, select the appropriate combination from the drop-down menu.
2) From the menu list, click Roster Maintenance.
3) To add a new provider, click *Add*.
4) On the next screen, enter the NPI Number for the individual provider then click *Find Provider*.
5) When the provider's information displays, click *Add to Roster*.
TIPS:
  • New providers will not display in the list until credentialing is complete and the provider has been assigned a MIS number.   • HIPAA-compliant.   • For further assistance, use the *FAQs* link to access *Contact Us*.