



AmeriHealth Caritas[™]

New Hampshire

To: AmeriHealth Caritas New Hampshire Providers
Date: June 6, 2022
Subject: Maintaining Your Provider Roster

Summary: Tips on adding and removing providers from your roster

AmeriHealth Caritas New Hampshire would like to share helpful tips about roster maintenance with our network providers.

Adding providers to your roster

For a single provider, use the Provider Data Intake form. For multiple providers, use the approved AmeriHealth Caritas New Hampshire Roster Template form. Be sure everything is filled out, including the CAQH numbers for all providers, and there are no filters on any roster submissions. Email the completed forms to ACNHProviderNetworkOperations@amerihealthcaritas.com.

Credentialing can take up to 30 days for primary care providers, and up to 45 days for other providers. Do not submit requests for providers who do not yet have a Medicaid ID number from the NH Department of Health and Human Services.

For copies of the Provider Data Intake and Roster Template forms, contact your Provider Network Management Account Executive.

Terminating providers from your roster

For a single provider, or for demographic changes, use the Provider Change/Termination form (<https://www.amerihealthcaritasnh.com/assets/pdf/provider/provider-change-form.pdf>). For multiple providers, use the approved AmeriHealth Caritas New Hampshire Termination Roster Template form. Be sure everything is filled out, including the providers' CAQH numbers, and there are no filters on any roster submissions. Include the reason for and effective date of termination. If terminating a PCP, include the name and NPI of the provider who will take over the panel.

Email the completed forms to ACNHProviderNetworkOperations@amerihealthcaritas.com.

Questions:

If you have questions about this communication, please contact your Provider Network Management Account Executive or the Provider Services department at **1-888-599-1479**.

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