

Keeping practice data current

Out-of-date provider information can lead to frustration and inconvenience for members seeking timely care. Here are seven reasons you should keep your practice data current:

1. **You want to help members make an educated choice** about their healthcare needs
2. **You want to alleviate member frustration** by providing accurate and up-to-date information
3. **You want to receive new referrals** from current MCC of VA members
4. **You don't want to cause delays to your reimbursement** for services you've rendered due to missing provider data
5. **You need to be able to receive timely communications** from MCC of VA
6. **You agreed to comply with MCC of VA policies and procedures** in our provider handbook when you contracted with us, and per the handbook, you are required to notify and/or confirm any changes in administrative practice information
7. **You don't want to jeopardize your network participation** status with MCC of VA

The most efficient way to keep your practice data current is to submit staff rosters (for larger practices) or provider information forms (for small provider groups) to our Provider Data Management department. Our roster template and provider information form can be found on the Forms section of MCCofVA.com under Provider Tools.

It is critical that ALL required fields on the roster or provider information form are completed. Missing information may delay processing of your provider information, which may delay loading providers for directory purposes, credentialing or claims processing.

Large practices should submit roster updates on at least a monthly basis. Rosters should include any additions, changes or provider terminations in employment along with all required fields (from our roster template). Large practices should submit full staff rosters quarterly for audit and review against our provider data system. Submit rosters to MCCVAProviderRoster@MagellanHealth.com.