

Credentialing and Contracting Process for Board Certified Behavior Analysts

Board Certified Behavior Analyst (BCBA[®]) providers interested in joining the Tufts Health Plan contracted provider network must complete the following process to join the network.

CAQH CREDENTIALING APPLICATION

To join the Tufts Health Plan provider network, you must first submit your credentialing application to [CAQH ProView™](#), a repository used by Tufts Health Plan and other health plans as a single source for credentialing data.

If you have previously completed the CAQH registration process, log in to update any information that has changed since your last attestation and authorize the release of your data to Tufts Health Plan.

SUBMIT YOUR APPLICATION TO TUFTS HEALTH PLAN

BCBA providers must submit the [BCBA Practitioner Application](#) and all materials listed on that form in the section titled "Required Credentialing/Contracting Documents." The documents are listed here as well:

- Copy of Board Certification for BCBA
- Curriculum vitae in month/day/year format
- Signed [Practitioner Attestation Site Standards Form](#)
- Completed [Form W-9](#) (for tax purposes)
- Copy of your property General Liability Insurance indicating amounts and dates of coverage for each practice

Note: For clinics joining the Tufts Health Plan provider network, refer to the [Behavioral Health Clinic Application Checklist](#). In addition to clinic application, new and contracted clinics will need to submit a BCBA certification for a clinician working at the clinic to be able to supply autism services to our members.

Email your completed documents to AHCBehavioralHealth@tufts-health.com.

REVIEW PROCESS

Tufts Health Plan's Credentialing Department cannot process your application until all required materials are received. You will be notified by email if your application cannot be processed due to incomplete information.

Allow approximately 30 days for processing after your completed application and documents are received at Tufts Health Plan. You can check the status of your application during this time by calling the Credentialing Department at 617.972.9495.

After your application is approved through credentialing, you will receive two copies of a contract for signature from the Allied Health Contracting Department. Please sign and return both copies of the entire contract to AHCBehavioralHealth@tufts-health.com or by fax at 617.673.0909.

Your original contract with a counter-signature will be returned to you, along with a cover letter that includes your effective date for seeing Tufts Health Plan members and information regarding claims submission and useful resources for working with Tufts Health Plan members.