

## **Credentialing Process for Nonphysician Outpatient Behavioral Health/LADC1/Methadone Clinical Providers**

Thank you for your interest in joining Tufts Health Plan. Below you will find information on credentialing and contracting requirements with instructions for submitting your application to us.

**Note:** This process does not apply to hospital-based behavioral health clinicians or to non-physician behavioral health clinicians billing under a Tufts Health Plan contracted supervising psychiatrist.

### **REVIEW PROCESS**

Tufts Health Plan's Credentialing Department will only be able to process your application when all required materials are received. You will be notified only once via email if your application is missing information, so please review your materials before submitting them to ensure that everything is complete. After you submit a complete application, please allow three weeks before you check the status of your application.

When your application has been submitted and received by the Credentialing Department, we will send you a copy of your contract for signature. Please sign the contract and return it to Tufts Health Plan at the address listed below. Once Tufts Health Plan has received the signed copy, you will be placed into credentialing review. After the process is completed, your contract will be "counter-executed", i.e. it will be signed by the appropriate Tufts Health Plan contract manager and your original contract and a counter-signature will be returned to you. We will include a letter indicating the date your participation becomes effective with Tufts Health Plan. As of that effective date, you may begin seeing our members and submitting claims. The letter will include information regarding claims submission and other useful resources for working with Tufts Health Plan.

### **Step 1: CAQH credentialing applications**

To join the Tufts Health Plan provider network, you must first submit your credentialing application [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.

### **Step 2: Submit your application to Tufts Health Plan**

Once you have completed the online CAQH application, complete and submit the appropriate Ancillary Practitioner Data Form to Tufts Health Plan:

- [Behavioral Health Clinician/LADC1](#)
- [Behavioral Health/Substance Use Disorder/Methadone Clinic](#)

### **Step 3: Submit all required documents**

On the forms listed above there is a section titled "Required Credentialing/Contracting Documents." These materials must also be included in your application and they include the following;

- Completed [Form W-9](#)
- [Past Five Years' Work History Form](#)
- Copy of your property General Liability insurance (i.e., insurance covering the physical facility in which you work) indicating amounts and dates of coverage for each practice location.
- For clinics, refer to the [Behavioral Health Clinic Application Checklist](#).

You may email your completed documents to [Tufts Health Plan Credentialing Department@tufts-health.com](mailto:Tufts_Health_Plan_Credentialing_Department@tufts-health.com) or by faxing them to 617.972.9591. You may check the status of your application by calling the Credentialing Department at 617.972.9495.

[Provider Services](#)