

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 approved through credentialing, the Allied Health Contracting Department will send you two copies of your contract for signature. Please sign both copies of the contract and return both to Tufts Health Plan at the address below. The contracts will be "counter-executed", i.e. both copies will be signed by the appropriate Tufts Health Plan contract manager and your original contract with 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](#).

Behavioral health clinicians and LADC1 providers can review the [Behavioral Health Individual Application Checklist](#) for qualifications required to participate in the Tufts Health Plan provider network.

You may email your completed documents to AHCBehavioralHealth@tufts-health.com or by faxing them to 617.673.0909. You may check the status of your application by calling the Credentialing Department at 617.972.9495.

[Provider Services](#)